



**CALCASIEU PARISH POLICE JURY**  
**ENGINEERING DEPARTMENT**  
 PO. DRAWER 3287 • LAKE CHARLES, LA 70602-3287  
 (337) 721-4100 • FAX (337) 721-4194

**UTILITY PERMIT**  
 (2 Copies Required)

WARD \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

WHEREAS \_\_\_\_\_, hereinafter termed the  
 (NAME OF APPLICANT)

applicant, requests permission and authority to construct, operate, and maintain the following described project:

\_\_\_\_\_  
 \_\_\_\_\_

in the right-of-way of Parish Highway, Public Road or drainage lateral in Calcasieu Parish, Louisiana, located as follows:

\_\_\_\_\_

subject to the following restrictions:

**FIRST:** That the rights and privileges guaranteed herein shall be non-exclusive and shall not be construed to be any broader than those expressly set forth in Louisiana Law. Any facilities placed on the Highway or Public Road right-of-way shall be placed in accordance with existing laws and the standards of the Engineering Department.

**SECOND:** That all fixtures and appurtenances thereto, after having been erected, shall at all times be subject to inspection and the right is reserved to require such changes, additions, repairs and relocations to be made as may at any time be considered necessary to permit the relocation, reconstruction, widening, and maintaining of the highway or public road and to provide proper and safe protection to life and property on or adjacent to the highway or public road, or in the interest of safety to traffic on the highway or public road, and that the cost of making such changes, additions, repairs and relocations shall be borne by the applicant.

**THIRD:** That the proposed facilities or their operation or their maintenance shall not unreasonably interfere with the facilities or the operation or maintenance of the facilities of other persons, firms or corporations previously issued permit of use and occupancy, and that the proposed "facilities shall not be dangerous to persons or property using or occupying the highway or public road or using facilities constructed under previously granted permits of use and occupancy. The applicant is the owner of the facility for which a permit is requested, and is responsible for maintenance of said facility. It is the duty of the applicant to determine the existence and location of all facilities within the right of way.

**FOURTH:** The permittee shall erect and maintain all necessary signs, barricades, detour signs, and warning devices on parish highways and roads in accordance with the latest edition of the Louisiana Manual of Uniform Traffic Control Devices.

**FIFTH:** That any permit granted by the department is subject to revocation at anytime.

**SIXTH:** That data relative to the proposed location, relocation and design of fixtures or appurtenances as may be required by the Parish Engineer shall be furnished to the Department by the applicant free of cost, and that the applicant shall make any and all changes or additions necessary to make the proposed fixtures and appurtenances thereto satisfactory to the Parish Engineer.

**SEVENTH:** That the applicant agrees to hold harmless the Police Jury of the Parish of Calcasieu and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of its permit.

**EIGHTH:** That drainage in roadside or cross ditches must be maintained at all times. The entire highway or public road right-of-way affected by work under a permit must be restored 10 as good a condition as existed prior to beginning work 10 the complete satisfaction of the Parish Engineer.

**NINTH:** That the standards of the Engineering Department for installations or construction on highways or public roads that are printed on this form shall be strictly adhered to and that if none of these apply, such standards and specifications as do apply shall be attached to and become a part of the application for permit.

**TENTH:** A guarantee deposit will be required. The deposit shall be made in the form of a certified check made payable to the Treasurer of Calcasieu Parish, Louisiana. Guarantee deposits will be refunded upon receipt of notice from the Parish Engineer that the work has been satisfactorily completed. Failure to comply with the terms of the permit will result in forfeiture of the deposit. Deposits will also be forfeited if the terms of the permit remain unsatisfactory or are not completed after two years from the date of issuance. Unsatisfactory completion of a permit may also result in non-approval of future permits for the same applicant until the unsatisfactory condition is rectified. Applicant shall contact the Calcasieu Parish Engineering Department within 48 hours of completion of work 337-721-4100.

Applicant

This permit is hereby accepted and its provisions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
 Owner Signature: \_\_\_\_\_ Contact # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Amount of guarantee deposit accompanying application: \_\_\_\_\_

Office Use Only

Permit granted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
 Subject to the following conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Parish Engineer Signature: \_\_\_\_\_

*Police Jury of Calcasieu Parish, Louisiana*

## GENERAL STANDARDS FOR INSTALLATION

1. All materials and workmanship shall conform to the requirements of the applicable industry code and to department specifications.
2. All safety precautions for the protection of the traveling public must be observed. Undue delay to traffic will not be tolerated.
3. All excavations within the limits of the right-of-way shall be backfilled and tamped in six inch layers to the density of the adjacent undisturbed soil. Best management practices shall be utilized to minimize erosion on sloped areas. ie; fabric, hydroseeding, etc. Where sod is removed or destroyed, it shall be replaced. Where it is necessary to make excavations in the shoulder, the top six inches of backfill shall be limestone or equivalent. Where existing spoil material is, at the discretion of the department, unsuitable for backfill, select material shall be furnished in lieu thereof and the existing material disposed of by approved methods.
4. Protruding valves and other above ground appurtenances shall not be installed at any point within the right of way of the highway except for vents, markers, etc., which may be installed at the right-of-way line, unless specifically approved herein.
5. Repairs beneath the roadway shall not be allowed if such repairs necessitate open cutting (open trenches) the highway. If a problem occurs with a line crossing, the utility company must install a new crossing. The utility company must bear the total cost.
6. Parallel installations shall be located on a uniform alignment to the right-of-way line and within six (6) inches of the approved alignment.
7. Any clearing and grubbing which may be required by the applicant shall be represented by a plan covering any such actions. Such plans shall also be submitted for erosion control measures which may be required to vegetate the area under such clearing and grubbing. The applicant is authorized to retain all cleared timber. The applicant shall follow-up with an erosion control seeding plan approved by Department.
8. Crossings shall have a minimum five (5) feet of cover below the roadway or drainage lateral and thirty-six (36) inches of cover below ditches or drainage structures.
9. Crossings shall be made at as nearly right angles to the highway as possible. No existing drainage structure under the highway may be used for this purpose.

### SPECIFIC STANDARDS FOR INSTALLATION OF TRANSMISSION FIBER-OPTIC CABLE (IN ADDITION TO THE GENERAL STANDARDS)

#### **A. Definition**

A transmission fiber optic cable is defined as a fiber optic cable that crosses Calcasieu Parish without a point of termination.

#### **B. Cables Parallel To The Public Road**

- (1) Cables installed: (a) shall occupy the last few feet of the right-of-way back of the ditch except where upon showing of actual necessity a permit is issued for another location; (b) shall have a minimum earth cover of thirty-six (36) inches.
- (2) Installation of cable shall be as close to the right of way line as possible.

#### **C. Cables Crossing The Public Road**

- (1) Construction methods used shall be in accordance with the following requirements:
  - (a) Cutting the surface or tunneling under it is specifically prohibited.
  - (b) Installation shall be made either by boring or jacking under the highway from ditch bottom to ditch bottom. In the absence of ditches, or along sections of highway with curb or gutter, boring or jacking shall extend beyond the outside edge of the traveled way to a point at least equal to three (3) times the vertical difference between the elevation of the roadway surfacing and the elevation of the top of the cable. Where width of right-of-way is insufficient to enable compliance with this requirement or where it is necessary to make a connection to an existing parallel facility which precludes compliance, the distance shall be computed to the right of way line or to the parallel facility. Any voids or over-breaks resulting from this task shall be backfilled with grout consisting of a cement mortar or a slurry of fine sand or clay, as conditions require. Excavating an open ditch to the edge of the pavement and boring and jacking the remainder of the distance is prohibited. Jacking and boring shall be done in accordance with Section 728 of the Louisiana Standard Specifications for Roads and Bridges, latest edition.

#### **D. Fees**

A fee shall accompany the application for permit. This fee shall be in the form of a certified check made payable to the Treasurer of Calcasieu Parish, Louisiana. A fee of five-thousand (\$5,000.00) per mile shall apply to transmission fiber optic telecommunications installations placed within Parish controlled access road rights-of-way or three-thousand (\$3,000.00) per crossing.

#### **E. Deposit**

A guarantee deposit of one thousand dollars (\$1,000.00) per mile or crossing to insure the satisfactory completion of all work shall accompany the permit.

### SPECIFIC STANDARDS FOR THE INSTALLATION OF TRANSMISSION PIPELINES (IN ADDITION TO THE GENERAL STANDARDS)

#### **A. Definition**

A transmission pipeline is defined as a pipeline installed for the purpose of transmitting from a source to a distribution center(s) or large volume customer(s) or to interconnect sources of supply. In general, pipelines that operate at higher pressures, are longer, and have greater distances between connections.

#### **B. Pipelines Parallel To The Road**

- (1) New pipelines will not be permitted to be installed longitudinally within the right-of-way of a public road.
- (2) Pipelines paralleling the highway or public road are limited to distribution facilities.

#### **C. Pipelines Crossing Public Road**

- (a) Uncased pipelines may be permitted, provided the conditions outlined in E.D.S.M. IV2.1.9 are met. Pipeline must be properly marked at or beyond the right of way. Cover must be maintained at least (5) feet below the roadway and (3) feet below the ditches or drainage structures for a minimum distance of (50) feet each side of the road centerline or to the right of way line, whichever is greater, as deemed necessary by the Parish Engineer.
- (b) Cased pipelines must extend from right of way to right of way and be properly vented and marked at or beyond the right of way line. Cover must be maintained at least (5) feet below the roadway and (3) feet below the ditches or drainage structures for a minimum distance of (50) feet each side of the road centerline or to the right of way line, whichever is greater, as deemed necessary by the Parish Engineer.

**D. Under Hard Surface Roads**

- (a) Cutting the surface or tunneling it is specifically prohibited.
- (b) Casing shall be installed either by boring or jacking. Diameter of the bored hole shall be just large enough to receive the pipe. Any boring methods that give satisfactory results may be used. In jacking large casings under the highway or public road the excavation ahead of the pipe shall be just large enough to receive the pipe.

**E. Under Gravel or Shell Roads**

- (a) Casing or pipelines may be laid by open cut method with approval of the Parish Engineer.
- (b) In cases where the highway or public road is cut, the surfacing which shall be protected from mixture with other material, shall be replaced in as good condition as previous, after trench has been backfilled and tamped in six (6) inch layers. If additional surfacing Material is necessary to restore road to its original condition it shall be furnished and placed by permittee.
- (c) During this construction, only one-half of the road shall be closed and the other half open to traffic. Permittee shall make provision for flagmen to direct traffic and to supply warning signs, barricades and lights as required by the MUTCD.

**F. Fees**

Fee shall accompany the application for permit. This fee shall be in the form of a certified check made payable to the Treasurer of Calcasieu Parish, Louisiana. The amount of the fee shall be Three Thousand Dollars (\$3,000) per crossing.

**G. Deposit**

A guarantee deposit of Five Thousand Dollars (\$5,000.00) per crossing to insure the satisfactory completion of the work shall accompany the permit fee for pipelines installed either by boring or jacking. A guarantee deposit of Fifty Thousand Dollars (\$50,000.00) per crossing to insure the satisfactory completion of the work shall accompany the permit fee for pipelines installed by the open cut method where approved by the Parish Engineer.

**SPECIFIC STANDARDS FOR THE INSTALLATION OF INVERTED SIPHONS (RICE FLUMES)  
(IN ADDITION TO THE GENERAL STANDARDS)**

**A. General**

- a. Siphons or flumes shall extend the full width of the right-of-way.
- b. All headwalls or levees shall be constructed on private property off the highway right-of-way.
- c. If pipe is used, all joints shall be water-tight.
- d. A minimum clearance of eighteen (18) inches is required between the flow line of side ditches and top of siphon.
- e. All safety precautions for the protection of the traveling public must be observed.
- f. No inspection fee is charged, and guarantee deposit will be returned promptly upon receipt of notice from the Parish Engineer that the work has been satisfactorily completed.
- g. Construction methods used shall be in accordance with the following requirements:

**B. Under Hard Surface Roads**

- (a) Cutting the surfacing, or tunneling under it, is specifically prohibited.
- (b) That portion of the flume that is under the surfacing shall be installed either by boring or jacking and in the case of concrete roads cast iron pipe shall be used. Corrugated galvanized pipe may be used under the surfacing in the case of surface treated roads.
- (c) When boring method is used, boring shall extend the full width of the surfacing and one foot on each side. Diameter of bored hole shall be just large enough to receive the pipe. If necessary, boring shall be begun through a shield to prevent cavitation.
- (d) During this construction suitable barriers shall be erected on the shoulders and proper precautions taken to prevent accidents.
- (e) Any excavation made in shoulders shall be back-filled and tamped in six (6) inch layers and the top six (6) inches shall consist of sand, clay, gravel or equivalent.

**C. Under Gravel Or Shell Roads**

- (a) Siphon or flume may be laid by open cut method.
- (b) In cases where highway or public road is cut, the surfacing, which shall be protected from mixture with other material, shall be replaced in as good condition as previous, after trench has been back-filled and tamped in six (6) inch layers. If additional surfacing material is necessary to restore to its original condition, same shall be furnished and placed by permittee.
- (c) During this construction one-half of the road shall be cut and bridged, then the other half cut and bridged. Provision shall be made for flaggers to direct traffic and to supply warning signs, flags and lights.

**D. Deposit**

A guarantee deposit of \$1,000.00 to insure the satisfactory completion of the work shall accompany the application for permit.

**SPECIFIC STANDARDS FOR THE INSTALLATION OF SUPPLY AND COMMUNICATION LINES  
(IN ADDITION TO THE GENERAL STANDARDS)**

**A. General**

- (a) All pole lines shall occupy the last few feet of the right-of-way behind the ditch but shall be no further from the right-of-way line than one-half the width of the cross arms plus one foot.
- (b) Lines crossing the highway or public road shall have a minimum vertical clearance of twenty (20) feet.
- (c) Where supply and/or communication lines are placed underground in a casing or conduit the standards for pipe lines shall also govern.

**B. Deposit**

A guarantee deposit in the form of a certified check in an amount required by the following schedule shall accompany the application for permit.

- (1) Crossing the highway or public road
  - (a) Where poles are not located on right-of-way \$50.00
  - (b) Where poles are located on right-of-way \$1,000.00
- (2) Parallel to highway or public road \$1,000.00

This space is to be used for sketch by applicant. A sketch is required on each copy of the application. Blue prints may be furnished instead of the above sketch at the discretion of the applicant.