

Permit Number _____

Three (3) copies of the drawings must accompany the utility and/or pipeline permit applications

CITY/PARISH OF BOSSIER
UTILITY AND COMMON CARRIER APPLICATION
(Required by Section 94 of Article II of Code of Ordinances)

Rev 06/2009

This permit shall be available at the site where and when work is being done.

Whereas _____,

(Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use and occupancy of the right-of-way of the Parish of Bossier Road No. _____ in _____ Parish, located as follows:

from: _____ Lat: _____ Long: _____

to: _____ Lat: _____ Long: _____

(in Decimal Degrees, e.g. Lat: -30.459, Long: -91.178)

for the installation, operation and maintenance of the following described project (use additional sheets as necessary):

Estimated number of times this facility will be accessed each year after construction has been completed, including meter readings: _____

Please read all provisions prior to signing this permit.

Failure to conform to the provisions of this permit shall result in the Parish of Bossier revoking said permit.

By signing this permit, the applicant acknowledges receiving a copy of all rules and regulations, including those set forth in the attachment.

Permit is subject to the following conditions (use additional sheets as necessary):

THIS PERMIT IS GRANTED INsofar AS THE DEPARTMENT HAS THE RIGHT AND POWER TO GRANT THE SAME.

RECOMMENDED FOR APPROVAL:

Permit must be signed by the owner of lessee of the property.

City/Parish Engineer/Date

(signed) _____

(Owner)

(Printed or Typed)

(Name of Person signing Permit)

(Title)

(Street or P.O. Box)

(City or Town) (State) (Zip Code)

Applicant must notify City/Parish Permit Specialist at phone number: _____ prior to work being completed.

Issue Date: _____

Expiration Date: _____

APPROVED:

City/Parish Engineer Administrator/Date

FIRST: That, the rights and privileges granted herein shall be nonexclusive and not be construed to be any broader than those expressly set out in Ordinances of the Bossier Parish Police Jury, regardless of the language used in this permit and that any facilities placed on the Road right-of-way shall be placed in accordance with existing laws and the standards of the Parish.

SECOND: That, all facilities thereto, after having been erected, shall at all times be subject to inspection and the right is reserved to require such changes, additions, repairs, relocations and removal as may at anytime be considered necessary to permit the relocation, reconstruction, widening and maintaining of the Road and to provide proper and safe protection to life and property on or adjacent to the Road, or in the interest of safety to traffic on the Road and that the cost of making such changes, additions, repairs and relocations shall be borne by the applicant, and that all of the cost of the work accomplished under this permit shall be borne by the permittee who agrees to hold the Parish harmless therefor.

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 permits of use and occupancy, and the proposed facilities shall not be dangerous to persons or property using or occupying the Road or using facilities constructed under previously granted permits of use and occupancy; and that the Parish's records of prior permits are available, it being the duty of the applicant to determine the existence and location of all facilities within the Road right of way.

FOURTH: That, installations within the Road right-of-way shall be in accordance with applicable provisions contained in the following: AASHTO Guide for Accommodating Utilities within Highway Right of Way, Code of Federal Regulations 23 (CFR 23), National Electrical Safety Code C2, 1996 Federal Telecommunications Act. Those facilities not included in the above mentioned documents shall be accordance with accepted practice. Where standards of the Parish exceed those of the above cited codes, the standards of the Parish shall apply. The Parish reserves the right to modify its policies as may be required if conditions warrant.

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

SIXTH: That, cutting and trimming of trees, shrubs, etc., shall be in accordance with the Louisiana Department of Transportation and Development (**DOTD's**) EDSM IV.2.1.6 and Vegetation Manual, as revised.

SEVENTH: That, the applicant agrees to protect, defend, and indemnify, and hold harmless the Parish and its duly appointed agents and employees from and against any and all claims, suits, liabilities, losses, damages, costs or expenses, including attorney's fees sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of the Parish, its agents or employees, provided, however, that the provisions of this last clause (whether or not the same may have been caused by the negligence of the Parish, its agents or employees) shall not apply to any personal injury or property damage caused by the sole negligence of the Parish, its agents or employees, unless such sole negligence shall consist or shall have consisted entirely and only of negligence in the granting of a project permit or project permits.

EIGHTH: That, the applicant is the owner of the facility for which a permit is requested, and is responsible for maintenance of such and any permit granted by the Parish is granted only insofar as the Parish had the power and right to grant the same.

NINTH: That, any permit granted by the Parish is subject to revocation at any time.

TENTH: That, signing for warning and protection of traffic in instances where workman, equipment or materials are in close proximity to the roadway surfacing, shall be in accordance with requirements contained in the DOTD's Manual on Uniform Traffic Control Devices. No vehicles, equipment and/or materials shall operate from, or be parked, stored or stock piled on any Road, median, or in an area extending from the outer edge of the shoulder of the Road on one side to the outer edge of the shoulder of the Road on the opposite side or in the median of any divided Road.

ELEVENTH: That, all provisions and standards contained herein relative to the installation of utilities shall apply to future operation, service and maintenance of utilities.

TWELFTH: That, drainage in Road side and cross ditches must be maintained at all times. The entire Road right of way affected by work under a permit must be restored to as good a condition as existed prior to beginning work to the complete satisfaction of the Parish's Engineer.

THIRTEENTH: Any non-metallic or non-conductive underground facility must be installed with a non-corrosive metallic wire or tape placed directly over and on the center of the facility for its entire length within Road right-of-way. Wire or tape must be connected to all facilities.

FOURTEENTH: Prior to performing and excavations, the applicant is required to call Louisiana One Call. If installing any underground facilities such as cable or conduits, the applicant must be a member of Louisiana One Call.

STANDARDS FOR THE INSTALLATION OF PIPELINES ON PARISH ROAD RIGHTS OF WAY

A. GENERAL

- (1) All materials and workmanship shall conform to the requirements of the applicable industry code and to DOTD 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. 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 sand-clay gravel or equivalent. Where existing spoil material is, at the discretion of the Parish, 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 Road except for vents, markers, etc., which may be installed at the right-of-way line, unless specifically approved herein.

(5) When laying pipelines, the permittee must agree to relocate or lower any pipeline at no cost to the Parish, should same become necessary due to any reason, including widening or lowering or any other alteration to the roadway or right of way.

B. PARALLEL TO THE ROAD (All provisions of general standards to apply)

(1) Pipelines paralleling the Road: (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 forty eight (48) inches (i.e. underground pipelines shall be laid to a minimum depth of 48 inches lower than the lowest part of the drainage or bar ditch); (c) shall have a minimum clearance of twenty-four (24) inches below existing or proposed drainage structures, where possible.

(2) Utilities paralleling the Road are limited to distribution facilities.

C. CROSSING THE ROAD (All provisions of general standards apply.)

(1) Uncased pipelines may be permitted, provided the conditions outlined in DOTD's E.D.S.M. IV 2.1.9 are met.

(2) If the permittee elects to use casing, it must extend from right of way to right-of-way, and be properly vented and marked at or beyond the right of way line.

(3) For cased pipelines, the casing shall have at least four (4) feet of cover below the roadway and two (2) feet of cover below ditches or drainage structures. Uncased pipelines shall have at least five (5) feet and three (3) feet of cover respectively.

(4) Crossings shall be made at as nearly right angles to the Road as possible. No existing drainage structure under the Road may be used for this purpose.

(5) 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 and through the Road at least from ditch bottom to ditch bottom. In the absence of ditches, or along sections of Road 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 to the right of way line or to the parallel facility. Any voids or overbreaks resulting from this 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 La. Standard Specifications for Roads and Bridges, latest edition.

D. REMOVAL AND ABANDONMENT OF UTILITY FACILITIES AND/OR PIPELINES

(1) All facilities installed within state Road right-of-way shall be removed and disposed of by their owner as soon as they stop serving a useful purpose. Facilities may be abandoned under the following circumstances.

A. Pipelines and casings crossing Roads or other hard surfaces may be abandoned in place, with the recommendation of the Parish utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer.

B. Pipelines and casings installed along Road, may be abandoned in place, with the recommendation of the Parish utility and permit specialist and the project engineer, and with the approval of headquarters utility and permit engineer, provided that they are less than 6 inches in diameter, or that they are buried with more than 8 feet to cover.

C. Electrical and communication facilities installed within a casing, and crossing under Roads or other hard surfaces may be abandoned in place with the recommendation of the Parish utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer, provided that the cable is removed from the casing.

D. Uncased cables crossing under Roads or other hard surfaces may be abandoned in place provided that they are removed to a point as near to the edge of the Road as feasible.

E. Electrical and communication cables installed along Roads may be abandoned in place, with the recommendation of the Parish utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer, provided that they are less than 4 inches in diameter, or that they are buried with more than 8 feet of cover.

F. All above ground facilities installed along state Roads shall be removed and disposed of by their owner as soon as they stop serving a useful purpose.

G. Facilities that are located so that their removal would be likely to result in damage to the Road, or to other facilities, may be abandoned in place, with the recommendation of the Parish utility and permit specialist and the project engineer, and with approval of the headquarters utility and permit engineer. The procedure for abandoning these facilities will be specified on a case-by-case basis; however, in general, sections shall be removed where possible, and all remaining lines shall be filled with grout.

(2) Where it is not possible nor feasible to remove pipelines and/or casings under existing Roads, such pipelines and/or casings may be abandoned in place provided removals shall be accomplished by the owner, as near to the Road on each side as possible and in all cases, beyond existing ditches to right-of-way lines, and further provided that all pipelines and/or casings abandoned under the Road shall be abandoned in accordance with D.O.T. Title 49 (i.e., pipelines are purged, capped, and filled with grout; note that when Road construction will remove the line in the near future, the Parish's project engineer may approve the use of water in place of grout).

(3) Pipelines and cables shall be removed from abandoned casings where possible.

(4) In all cases the Road right-of-way shall be repaired, at the permittee's expense, to match Parish standards. An approved backfill material shall be used to fill in any trenches or low areas, and shall be compacted to the same density as the surrounding soil. Any desirable trees or shrubs that are damaged shall be replaced, and any other damages (i.e. to subsurface drainage, traffic signs, etc.) shall be required.

(5) Companies who fail to comply with this by leaving their facilities within Road right-of-way after they are no longer used, or by not repairing the right-of-way after removing their facilities, shall not receive any permits until the situation is rectified.

(6) In cases where the Parish decides that it is necessary to remove a facility and/or to repair Road right-of-way damaged by a utility, common carrier, the utility's facility or the common carrier's facility, the company shall be involved for costs to the Parish for removing abandoned facilities, or for repairing damaged right-of-way. Unpaid invoices shall be referred to Parish's accounting section for further action.

(7) Note that a recommendation for abandonment by the project engineer is required only on construction projects. The Parish construction engineer should be consulted by the Parish utility and permit specialist when an abandonment may cause a potential problem with future construction. The Parish maintenance engineer should be consulted by the Parish utility and permit specialist when an abandonment may cause a potential maintenance problem.

(8) The owner of the abandoned facilities shall maintain full responsibility for any figure problems caused by the facilities, and shall remove the facilities upon receiving a written request from the Parish. The cost of removing these facilities shall be borne by the owner, and the Parish shall assume no liability for this cost.

STANDARDS FOR INSTALLATION OF SUPPLY & COMMUNICATION LINES ON PARISH ROAD RIGHTS OF WAY

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 of the width of the cross-arms plus one foot, except where upon a showing of actual necessity a permit is issued for another location.

B. A minimum vertical clearance of twenty (20) feet shall be maintained between the traveled surface of the Road and any aerial installation. In no case shall the vertical clearance for an overhead utility line be less than the clearance required by the National Electrical Safety Code. A minimum clearance of sixteen (16) feet shall be maintained between existing ground elevation and any aerial installation when such installation is within Road right-of-way but does not cross the traveled surface of a Road.

C. Where supply and/or communication lines are placed underground, the standards for pipelines shall govern. Underground electric facilities must have at least four (4) feet of cover and must be encased when crossing a Road. These facilities must also be adequately marked by appropriate sign at specified locations.

**PIPE DATA SHEET
FOR PROPOSED INSTALLATIONS**

CITY/PARISH PROJECT NO. _____ PERMIT _____

ROAD NO. _____ CONTROL SECTION _____

OWNER OF PROPOSED FACILITY: _____

DATE	CARRIER PIPE	CASING (IF USED)
Contents to be handled		
Pipe Material		
Specification & Grade of Pipe		
Outside Diameter (inches)		
Wall Thickness (inches)		
Yield Strength (PSI)		
Maximum Operating Pressure (PSIG) Not Design Pressure		
Class Location (for gas lines)		
Type of Joint (welded, mechanical joint, etc.)		
Method of Installation (bore, open cut)		
Location (crossing or parallel)		
Min. Depth beneath roadway surface		
Min. Depth beneath ditches or drainage structures		
Coating Material		
Cathodic Protection		

This proposed installation is in compliance with Parish Standards.

CITY/PARISH PERMIT SPECIALIST