

Construction Cost: \$



RIGHT OF WAY PERMIT APPLICATION
Right of Way Use Permit
Inspection and Code Enforcement
1801 Williams Blvd., Bldg. B
Kenner, LA 70062
Telephone: (504) 468-4062

FOR OFFICIAL USE ONLY
Please check and initial to indicate approval:
☐ Application No. _____ Permit No. _____
☐ Public Works
☐ Drain Lines
☐ Street Lights
☐ Sewer Lines
☐ IT Dept/fiber
☐ Planning Department

OWNER INFORMATION		PROJECT INFORMATION	
NAME: _____	LOT: _____	BLOCK: _____	UNIT: _____
ADDRESS: _____	SUB.DIV NAME: _____		
PHONE: _____	PROJECT NAME: _____		
	ADDRESS: _____		
	PROPOSED IMPROVEMENT: _____		
DESIGN CONTACT PERSON FOR THIS PROJECT		LINEAR LENGTH OF PROPOSED IMPROVEMENT LOCATED IN THE ROW: _____	
NAME: _____		CONST. DATES: _____	
ADDRESS: _____		START: _____ FINISH: _____	
PHONE: _____		ROW. USERS NOTIFIED FOR LOCATES: _____	
	PRIMARY CONTRACTOR	☐ One Call	
NAME: _____		METHOD OF CONSTRUCTION: _____	
ADDRESS: _____		☐ Open Pavement ☐ Direct Buried ☐ Hor. Directional Boring	
OFFICE PHONE: _____			
24 HR. EMERGENCY NO.: _____			

Description of work for installation of buried Electric or Communications facilities:

Conduit: _____ (ft.) Conduit size: _____ (in.) No. of conduits: _____ Coaxial Cable: _____ (ft.) Fiber Optic Cable: _____ (ft.)
Electric Cable/Conductor: _____ (ft.) Communications Cable: _____ (ft.) Cover _____ (inches) (24 inches min.)

Pole, Guy, Aerial Cable/Conductor Installation

No. of poles: _____ New: _____ Renewed: _____ Removed: _____ No. of guy wires/anchors: New: _____ Renewed: _____ Removed: _____
Aerial Cable/Conductor: New: _____ (ft.) Renewed: _____ (ft.) Removed: _____ (ft.)

Cabinets, Flush Mounted Junction Boxes, Pedestals, Pad Mounted Transformers, Switches, Meters, etc.

No. of cabinets: _____ No. of flush mounted boxes: _____ No. of pedestals: _____ Meters: _____ No. of Transformers: _____ No. of Switches: _____

No. of witness markers: _____ Does installation comply with City's Landscape Ordinance? Yes () No () Not Applicable ()

Pavement, Sidewalk, Test Hole - please list the cut size in feet for each pavement type:

Asphalt: _____ (l) x _____ (w) Concrete: _____ (l) x _____ (w) Dirt: _____ (l) x _____ (w)
A permit will not be issued unless accompanied by a proper site plan of proposed work. Site plan shall show all requested work on the application including line or city right of way, edge of pavement, curb & gutter, sidewalk, driveways, closest cross street, city trees, and north arrow. Existing sewer and water lines and reference them to the edge of pavement. All work shall be done in accordance with this application or as amended by this office. Please submit application and site plan in duplicate

The Permittee, its agents, employees, officers and assignees assume all responsibility and liability for any injury to persons or damage to public or private property caused directly or indirectly, by the performance of permitted work under this permit. Furthermore, the Permittee, its agents, employees, officers, and assignees agree to save and hold harmless the City of Kenner, its agents, employees and officers from any and all claims or proceedings for any and all personal injury, and injuries to property, real or personal, public or private, caused by or arising out of, whether directly or indirectly, from the performance of permitted work. I certify that the above information is accurate, that proper permission from the pole owner has been obtained to perform the work, and that all work will be done in accordance with the City of Kenner Ordinances and Standards.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

COMPLETION AND RESTORATION NOTICE

Upon completion of the work and to initiate the final inspection, the Permittee is to date and sign this portion of the permit and send to: City of Kenner , Department of Public Works, 1905 24th Street, Kenner, LA 70062.

Please be advised of the completion of this Permit to City Standards and Specifications:

Public Works: _____ Date: _____ Sign: _____
Inspection & Code: _____ Date: _____ Sign: _____

I hereby certify that I have read and examined this Permit Application and know the same to be true and correct. All provisions of laws and ordinances governing the type of work shall be implemented. It is understood and agreed by Permittee that commencements by the Permittee is acknowledgment and acceptance of the binding nature of the terms and conditions of the Permit.

Authorized Signature
Permittee

Date

White: Code; Yellow: Public Works; Pink: Street File; Goldenrod: Contractor

A COPY OF THIS PERMIT AND ALL APPROVED PLANS MUST BE PRESENT AT THE WORK SITE AT ALL TIMES.

1. The City inspector will be assigned to the project for inspection of the permitted work. Costs of inspection applicable to the project will be reimbursed to the City upon final approval of the project. Permittee is required to notify the Department of Public Works at (504) 468-7515 at least 24 hours before starting work. Failure to give notice will result in the assessment of a one hour inspection time charge against the permittee. This assessment is in addition to any other remedy available under law or equity which the City may wish to pursue and shall not be construed as an election of remedies by the City.
2. All hard surfaced roads are to be jacked or bored. Exceptions will be on a case-by-case basis with the express permission of the City of Kenner Department of Public Works.
3. At no time during construction will any roadway be entirely closed. At a minimum one-way traffic shall be maintained at all times. All traffic control and construction signs shall be provided, installed, and maintained in accordance with the latest issue of the Manual on Uniform Traffic Control Devices (MUTCD). All flaggers shall be State certified.
4. It is the responsibility of the permittee to notify all utility companies and property owners when such property is liable to injury or damage through the performance of the permitted work. Call Louisiana One Call at 1-800-272-3020 forty eight (48) hours in advance for underground utility location. This instruction does not relieve the permittee from required notification of City inspectors as specified in paragraph 1, above.
5. All trenching located beneath paved (asphalt or concrete) surfaces or driveways and outside paved areas shall conform to City of Kenner Standards.
6. All asphalt pavement restoration shall conform to City of Kenner Standards and: a) The pavement restoration shall extend a minimum of 12 inches (each side) beyond the constructed trench widths; b) When existing asphalt thickness is found to be greater than 2 inches, asphalt concrete Class "B" shall be placed in maximum 2-inch lifts, to a depth equal to or exceeding existing pavement thickness; c) For all transverse cuts in roadway, see City of Kenner Standards. Final patching shall be done within thirty (30) calendar days to completion of trench work; d) Cuts made parallel to roadway will be performed to City of Kenner Standards with special attention to overlay requirements; e) Special trench and pavement restoration will be required for trenching through "asphalt over concrete" pavement roadways; f) The permittee shall request and accept those additional requirements for the City prior to commencing work under this permit; g) All utility lines must be marked before starting. Permittee must contact employees or agents responsible for sewer lines, drain lines, street lighting and fiber optic lines (IT Dept. (504) 468-6655); h) A four (4') foot wide crushed rock (minimum 2-inch compacted thickness) surface shall be placed for gravel shoulder restoration. Where grass sod currently exists, a 4-inch lift topsoil and grass sod or Hydroseed shall be reinstalled. Where construction occurs on an existing gravel surface, a 2-inch compacted lift or crushed rock surfacing (5/8 inch minus) shall be provided to all disturbed gravel surfaces; i) A temporary patch of hot asphalt or cold mix (4-inch minimum compacted thickness) will be placed and maintained on road crossings and driveways immediately after backfilling until a permanent patch can be placed. Permanent patching will be done by the permittee within thirty (30) calendar days after all trench or excavation work has been completed; j) Once work commences, it shall be diligently pursued until completed to the satisfaction of the City; k) Property owners and/or residents along this project shall have the right of safe ingress and egress at all times. At a minimum, streets shall be cleaned at the end of each day.

GENERAL PROVISIONS

- a. The permittee, its successor or assigns, is given and granted the right and authority to enter upon the right of way or public place for the purpose of performing the work described in this permit and approved by the City.
- b. Before any work commences, the site must be inspected and approved by the City with respect to: a) location; b) type of construction; c) materials and equipment to be installed; d) manner of erection or construction; e) mode of operation of the installed facility; f) manner of maintenance of installed facility g) method of safeguarding public traffic both during work hours and during non-working hours while the project is under construction;
- c. After installation, operation, maintenance, or removal of a utility or facility, the permittee shall restore all rights of way and public places to the condition which is equivalent in all respects to the condition they were in before work starting work. All work shall meet the approval of the City.;
- d. Penalties may be imposed by the City in accordance with Sec. 1-9 of the Kenner Code of Ordinances if the Permittee delays relocation of the facilities beyond the time limits prescribed by the City. The City reserves the right to order its own representatives to accomplish the desired change, and all costs of relocating or removal shall be borne by the permittee.
- e. This grant or privilege shall not be deemed or construed to be an exclusive franchise. It does not prohibit the City from using any of its roads, streets, public places for any and all public use or affect its jurisdiction over all or any part of them.
- f. The City may unilaterally revoke, annul, terminate, revise or amend this permit without cause and for any reason including, but not limited to:
 - 1) Permittee's failure to comply with any provision, requirement, or regulation set forth;
 - 2) Permittee's willful neglect of, or failure to heed or comply with, notices given it;
 - 3) Permittee's facilities are not installed, operated, or maintained in conformity with conditions herein set forth.
- g. This permit and any underlining franchise does not authorize the cutting of trees with a trunk diameter greater than 4 inches unless such authorization is specifically granted in writing by the City. Permittee should refer to the City's Landscape Ordinance (Ordinance 9544).
- h. In accepting the Permit, the Permittee, his successors or assigns, agrees to protect the City and hold it harmless from all claims, actions, or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner if installation, maintenance and operation, or by the improper occupancy of rights of way of public space or public structure. In case any suit or action is brought against said City for damages arising out of or by reason of any of the above causes, the petitioner, his successor or assigns will, upon notice to him or them of commencement of such action, defend the same at his or their own sole cost and expense and will satisfy judgment after the said suit or action shall have finally been determined if adverse to the City.
- i. If the work under the Permit interferes in any way the drainage of the city streets or causes damage, the permittee shall wholly and at its own expense make such provisions as the City may direct to take care of said drainage and/or damage. Installation of any utilities in any City storm conveyance system is strictly prohibited. When ditch sections or open conveyance systems are disturbed, the ditch section or conveyance system shall be restored and armor plated with quarry spalls to the City's satisfaction. The permittee is responsible for protection the storm system from erosion. Existing systems shall be protected and cleaned as required.
- j. On completion of the said work herein contemplated, all rubbish and debris shall be immediately removed and the roadway and roadside shall be left neat and presentable and satisfactory to the City. All clean-up will be completed within 72 hours after completion of work.
- k. Permittee shall comply with City of Kenner electrical code and the City of Kenner Road Standards. Where any conflict exists, the City shall be the sole judge as to the prevailing requirement(s). Contact Jerry Dillenkoffer (504) 468-7515.
- l. No work shall be permitted on Saturday, Sunday, or City or Federal Holiday, or between the hours of 8:00 p.m. and 7:00 a.m. of any working day, except in case of emergency, then only upon notification and approval of the City.

ADDITIONAL PROVISIONS

Relocation at Request of the City. If the City shall lawfully elect to vacate, relocate, abandon, alter, reconstruct or change any City Property, the Permittee, upon sixty (60) days written notice by the City via certified mail to the Permittee, shall remove, re-lay and relocate its structure, equipment, and facilities at its own expense. Should the Permittee refuse or fail to remove System within sixty (60) days after written notification, the City shall have the right to remove the component parts of the system and charge the Permittee for the costs of removal.

Relocation at Request of Third Party. The Permittee shall, on the request of any person holding a lawful building moving permit, protect, support, raise, lower temporarily disconnect, relocate in or remove from any City Property, as necessary, any property of the Permittee provided: (i) the expense of such is paid by said person benefiting from the relocation, including, if required by the Permittee, making such payment in advance; and (ii) the Permittee is given reasonable advance written notice to prepare for such changes. For purposes of this provision, "reasonable advance written notice" shall be no less than thirty (30) days in the event of a temporary relocation, and no less than one hundred twenty (120) days for a permanent relocation.

Emergency Maintenance and Restoration Work. Permits are not required for emergency maintenance or restoration work. Emergency type work includes the removal, replacement or repair of existing poles, anchors, cable, systems and facilities.