



Residential Driveway – Culvert Installation
Application

Property Owner Information

Property Address/Parcel No: _____

Name: _____

Phone Number: _____

Contractor Information

Company Name: _____

Contact Person: _____

Phone Number: _____

Applicant Signature: _____ **Date:** _____

Requirements For Issuance Of A Residential Driveway – Culvert Installation Permit

- 1. A permit shall be required for all new residential driveway and/or new culvert installations in the parish road right-of-way in the unincorporated areas of Lincoln Parish. Driveways located on state roadways are permitted by the Louisiana Department of Transportation and Development.**
- 2. The Parish Road Superintendent or his designee will make a determination whether the proposed driveway location is acceptable and determine the correct culvert size and required grades.**
- 3. Property owner or contractor is responsible for purchase and delivery of required culvert.**
- 4. Drainage of the roadway and the roadside ditches shall not be altered or impeded. Where the proper size culverts cannot be installed on grade without impeding or altering said drainage, the application shall be denied.**
- 5. Any violation of this policy will be enforced by available civil, criminal or administrative remedies allowable under state law. The parish may remove any unpermitted and/or uncompliant driveway.**

Highway Department Installed Culverts

- A. Once the culvert has been purchased and is on site, you are responsible for notifying the Lincoln Parish Highway Department (318-251-5157) to schedule the installation.**
- B. The Highway Department provides one (1) load of dirt, and NO additional material.**

Contractor Installed Culverts

- A. Driveways shall be constructed to match the grade of the roadway pavement. The driveway shall be constructed in such a manner as to not impede the flow of water away from the road.**
- B. An inspection of culverts shall be made before the backfill operations begin, and it shall be the applicant's responsibility to call for the inspection a minimum of three business (3) days in advance. Failure to obtain a favorable inspection will result in the removal of unapproved culverts by the parish at the owner's expense.**
- C. Temporary culverts may be allowed through the completion of new construction. Once construction is completed, the temporary culvert must be removed and replaced with a parish approved and permitted permanent culvert prior to the issuance of a certificate of occupancy.**
- D. When hard-surfacing a driveway over a culvert installation with concrete pavement, a construction joint shall be constructed at the right-of-way line.**

Note: These Regulations shall become effective upon adoption by the Lincoln Parish Police Jury.

Lincoln Parish Police Jury
Residential Driveway – Culvert Installation
Permit

Property Owner: _____

Contractor: _____

Physical (911) Address of Property/Parcel No: _____

I, the applicant, request a permit for Residential Driveway – Culvert Installation at the location herein designated, and do covenant and agree to comply with the requirements and conditions set forth in the “Requirements For Issuance of A Residential Driveway – Culvert Installation Permit” and further agree to hold harmless the Lincoln Parish Police Jury (LPPJ) and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of LPPJ, its agents, or its employees. I understand that this permit may be modified or rescinded at any time at the discretion of LPPJ and any costs incurred as a result will be at my expense. I understand additional conditions to this permit may be added after I have signed it, prior to final issuance, and I agree to review this permit upon receipt of the official copy and agree to abide by said conditions. I certify that the information contained herein is true, complete, and correct to the best of my knowledge.

Signed: _____

Print Name: _____

Contact Info: _____

OFFICE USE ONLY:

Approval Recommended: _____ Approval Denied: _____

Reason for Denial: _____

Signature and Title: _____