



MIKE COOPER
Mayor

CITY OF COVINGTON
PUBLIC WORKS DEPARTMENT
Post Office Box 778
Covington, Louisiana 70434
phone 985.898.4700 fax 985.898.4729
email: publicworks@covla.com
website: www.covla.com

RIGHT-OF-WAY PERMIT APPLICATION

This application must be completed in its entirety to request for any and all work to be performed in the city right of way. Two (2) sets of plans must be submitted with this application for review and approval by the Department of Public Works and/or the City Engineer.

APPROVAL of this application is **REQUIRED** before any and all work may be initiated.

Should the request be denied, specific reasons for denial will be supplied. Owner/Contractor may revise plans to meet all specifications and resubmit for approval.

If you should have any questions or need additional information, contact the Permits Office at 985-898-4725.

This section to be completed by **Applicant**: (NOTE: 2 sets of plans MUST BE ATTACHED)

DATE: _____
PERFORMING WORK FOR: _____ CONTRACTORS NAME: _____
AUTHORIZED AGENT: _____ AUTHORIZED AGENT: _____
ADDRESS: _____ ADDRESS: _____
CITY, STATE, ZIP: _____ CITY, STATE, ZIP: _____
PHONE: _____ PHONE: _____

Date to Begin: _____ Date Anticipated to Complete: _____ Any work anticipated to be performed after regular work hours (7 am - 4 pm) Mon.- Fri. Weekend/Holiday (Yes or No) _____

Type of work being performed: (Tree removal, culvert installation, boring, etc.)

I hereby certify that I have read and examined this application and know the information to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating excavating or the performance of excavation.

All excavations must be scheduled for inspection immediately prior to and upon completion of backfilling by calling (985) 898-4700.

CONTRACTOR Signature: _____ Date: _____

This section to be completed by **Department of Public Works ONLY**:

TOTAL COST: _____
ROW PERMIT (ONLY) COST: \$10.00
TREE CUTTING PERMIT COST: \$25.00

PERMIT #: _____

Location of work: _____ Nearest Intersecting Street(s): _____

Which Side of the Street: North South East West

Excavating at: Front Back Side

Culvert Size: _____ Type: _____ Concrete _____ Tar Coated Metal Shape: _____ Round _____ Arch
***50 ft or more 24"x24" CEMENT CATCH BASIN WITH METAL GRATE COVERING** - Number to be installed: _____

Length/Width of Excavation: _____ Type of backfill material: _____

Please describe below precautions to be taken to ensure public safety during the course of this work:

Barricades Lights Signage Flag Persons Louisiana One Call 1 (800) 272-3020
 Other (explain): _____

PUBLIC WORKS COMMENTS: _____

City of Covington Department of Public Works
Right of Way Permit Application Process
(For any work requested to be performed in the City ROW)

1. Pickup application from City of Covington Building Department or downloaded online at <http://www.covla.com>
2. Homeowner or contractor is responsible for filling out entire application and preparing 2 copies of supplemental drawing if required (see below). Completed application and \$10 permit fee are to be submitted to City of Covington Building Department. Incomplete applications will not be accepted. (NOTE: If requesting to cut a tree or trees in the City ROW, a tree cutting permit is needed, the permit fee is an additional \$25.00).
3. If placing a driveway or subsurface culvert in a roadside ditch:
 - a. If the total length of culvert exceeds 50 feet (including existing culverts), a culvert plan (two copies) must be submitted with the application. The plan is to be reviewed by City of Covington Department of Public Works and City Engineer prior to any approval of work. At a minimum, the culvert plan is to include: culvert sizes and slopes, catch basin location, storm water flow direction, backfill material type, and pipe base material type.
 - b. Minimum requirements for all culverts are as follows:
 - i. Minimum culvert size is 18 inches. Culvert size must be no less than the size of the next culvert located downstream. Round and/or arch pipe are acceptable.
 - ii. Culvert shall be either bituminous coated corrugated metal pipe (BCCMP) or reinforced concrete pipe (RCP).
 - iii. A drainage catch basin must be located every 50 feet along drainage pipe. Existing pipe is to be included in determining total pipe length.
 - iv. Contractor or homeowner are responsible for insuring public safety during the course of this work.
4. City of Covington Building Department will send application to City of Covington Department of Public Works for review. If application includes supplemental drawing, Building Department will forward application and drawing to both Department of Public Works and City Engineer for review.
5. For status or questions related to the application, call City of Covington Department of Public Works at 985-898-4700.
6. Approved or rejected applications will be forwarded to Building Department by Department of Public Works and then forwarded to contractor or homeowner. If application is rejected, Department of Public Works and City Engineer will note issues to be resolved or reason for rejection. Re-submitted plans will be reviewed using the process above.