

JACLYN HOTARD  
Parish President



**ST. JOHN**  
PLANNING & ZONING

**CULVERT APPLICATION**

**TO SUBMIT APPLICATION ONLINE VISIT [WWW.MYGOVERNMENTONLINE.ORG](http://WWW.MYGOVERNMENTONLINE.ORG)**

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Approved for Parish Compliance - Public Works

\_\_\_\_\_ Date

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

JACLYN HOTARD  
Parish President



**ST. JOHN**  
PLANNING & ZONING

**CULVERT APPLICATION**

**OFFICE USE ONLY**

Permit No: \_\_\_\_\_

**REQUESTED LOCATION INFORMATION**

Property Address: \_\_\_\_\_

Reason for request/additional comments:

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

**SUBMITTAL REQUIREMENTS**

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property.
- Inspection Form (obtained from Public Works).
- Payment of fees; payable by credit card, check, or money order to "St. John Parish Council".

*NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.*

*NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.*

*NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## CULVERT APPLICATION

### **Sec. 36-7. Regulations for installation of culverts, catchbasins and appurtenant structures.**

#### (a) Applicability.

(1) The following regulations shall be applicable to all persons wishing to construct and/or install culverts, bridges, or appurtenant structures within or upon any public drainage ditch or canal located within the parish, acquired by the parish either by purchase, exchange, donation, expropriation, or prescription.

(2) The department of public works will only install culverts when all of the following conditions are met:

- a. The property owner requests that the department of public works install the culvert at the time of permit application.
- b. Installation of culverts facilitates construction, reconstruction, or maintenance of driveways or access ways for the bona fide purpose of securing access to the property, and such driveways or access ways are not being used for the purpose of parking or servicing vehicles, advertising, storage, or merchandising of goods.
- c. Individual driveway culverts do not exceed 40 feet in total length.
- d. Culvert installation is limited to a maximum of 100 feet of total culvert length.

(b) Application. Prior to purchasing or obtaining culverts, bridges, or appurtenant structures to be placed in or upon any public drainage ditch or canal, the property owner or his designee, shall file the appropriate application to obtain a culvert permit from the parish department of planning and zoning.

#### (1) Application type.

- a. A separate culvert permit must be obtained for each site or lot involved with a request. Only one permit will be required if more than one culvert is requested per lot.
- b. An application for a culvert permit must be submitted in writing, signed by the property owner, and must include design specifications and drawings of the proposed culvert and its location on the site with respect to adjacent roads or highways.

(2) Drainage impact. The department of public works may approve, deny, or modify the culvert permit request based upon potential drainage impacts.

(3) Permit revocation. When the department of public works determines that the installation of any culvert(s), bridge(s), or appurtenant structure(s) would be detrimental to the drainage of an area, the department of public works will not allow such installation. Notice of revocation of a culvert permit and reasoning will be provided to the applicant.

#### (c) Specifications for culverts.

(1) The department of public works shall review all culvert permit applications and determine the required specifications, such as, but not limited to, material and size.

(2) Cleanout boxes shall be required for every 40 feet of culverts. Where it is deemed to be in the best interest of the parish drainage system, the director of public works may allow a deviation of this footage requirement.

(3) Culverts shall have an inside diameter predetermined and set by the parish public works director or the director's representative in written form to the requesting property owner and shall be a Louisiana Department of Transportation and Development (LA DOTD) approved bituminous coated corrugated galvanized metal pipe or LA DOTD approved polyethylene double wall plastic pipe or LA DOTD approved steel reinforced concrete pipe.