



JDPPJ Permit # _____	Date Permit Issued: _____
Date Permit Entered/Initials: _____	Must Be Complete By: _____

**Jefferson Davis Parish Police Jury  
DRIVEWAY PERMIT**

FOR USE FOR RESIDENTIAL, AGRICULTURE, OR TEMPORARY ACCESS

Residential Driveway Permit single family residential – 1 to 5 homes on a single access connection; residential sporting and recreation camps (Full-time or part-time residential camps used for hunting, fishing, etc.) Non-Commercial

Agricultural Driveway Permit: for non-commercial, unimproved land (farm, pasture, or wooded; passenger vehicle or farm equipment access and use only)

Temporary Driveway Permit: for temporary access to property. All temporary accesses must be removed or converted to a permanent access connection within one (1) year of issuance of permit.

**TO BE COMPLETED BY THE PROPERTY OWNER:**

**Owner Information:**

Property Owner's Name: \_\_\_\_\_  
 Physical (911) Address of Property: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_

**Proposed Use of Property:**

Driveway Type (Residential, Agricultural, or Temporary): \_\_\_\_\_  
 Property located on the N S E W \_\_\_\_\_ Side of the road \_\_\_\_\_ Miles, N S E W \_\_\_\_\_ From  
 nearest roadway: \_\_\_\_\_  
 Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

**Requested Diameter, Length, Material, Throat Width, and Radius:**

Current Road Surface Material (gravel, asphalt, concrete): \_\_\_\_\_  
 Culvert Size: Dia. (in.): \_\_\_\_\_ Length (ft.): \_\_\_\_\_ Burial (inches): \_\_\_\_\_  
 Material Type: \_\_\_\_\_ Driveway Throat Width(ft): \_\_\_\_\_ Radius(ft): \_\_\_\_\_

**Approved Diameter, Length, Material, Throat Width, and Radius:**

Culvert Size: Dia. (in.): \_\_\_\_\_ Length (ft.): \_\_\_\_\_ Burial (inches): \_\_\_\_\_  
 Material Type: \_\_\_\_\_ Driveway Throat Width(ft): \_\_\_\_\_ Radius(ft): \_\_\_\_\_



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**Installation:**

Installation of Driveway shall be in accordance with JDPPJ Driveway Standard Detail (see attached standard).

**Construction Shall Be Subject to the Following Restrictions:**

- That applicant is the owner of the property and that any driveway or approaches constructed by him is for the bona fide purpose of securing access to the property and not for the purpose of parking or servicing vehicles on the highway right of way.
- That all driveways, approaches or other improvements on the right of way, after having been constructed, shall at all times be subject to inspection and the right is reserved to require such changes, additions, repairs and relocations to be made as may at any time be considered necessary to permit the relocation, reconstruction, widening and maintaining of the highway and/or to provide proper and safe protection to life and property on or adjacent to the highway; that the cost of making such changes, additions, repairs and relocations shall be borne by the applicant.
- That no driveway, approach or other improvement constructed on the right of way as an exercise of this permit shall be relocated or its dimensions altered without written permission of the Road Supervisor.
- That, the applicant agrees to hold harmless the Jefferson Davis Parish Police Jury and its duly appointed agents and employees against any action for personal injury or property damage sustained by the Parish, its agents or employees, provided, however, that the provisions of this last clause (whether or not any personal injury or property damage caused by the sole negligence of the Parish, its agents or employees) shall not apply to unless such sole negligence shall consist or shall have consisted entirely and only of negligence in granting of a driveway permit or driveway permits.
- Said construction shall comply with all Parish Ordinances and violation of any ordinance can result in a fine of ten dollars per day for each day.

**Additional Information:**

- Prior to performing any excavations, the applicant is required to call Louisiana One Call.
- Installer must contact the Jefferson Davis Parish Police Jury at least 24 hours prior to installing culvert to schedule inspection. Inspections can be scheduled by calling: 337-824-4792.



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### Summary of Sec. 17-16 of JDPPJ Code of Ordinances

- It shall be unlawful to connect a private drive with any public road unless a permit is first obtained from the Police Jury.
- Any culvert not installed by the parish must be inspected by the parish prior to the culvert being covered.
- All Residential and Temporary driveway permits shall be subject to a fee of two hundred fifty dollars (\$250.00). All Agriculture driveway permits shall be subject to a fee of fifty dollars (\$50.00).
- Materials allowed for culverts are concrete (wrapped with filter cloth at joints), corrugated aluminum, CPVC, and double wall HDPE. Driveways installed in Major Subdivisions, which are approved after October 14, 2020, shall be concrete culverts only.
- A maximum of forty (40) foot culverts shall be allowed unless engineered plans and drainage study are submitted and approved.
- When installing a hard-surface drive, a slab separated from the remainder of the drive by expansion joints shall be installed over the culvert. See ordinance for further details.
- Whoever violates the provisions of this inspection shall be fined the sum of one hundred (\$100.00) dollars per day for each day of violation.

**TO BE COMPLETED BY THE PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:**

The provisions of this permit are hereby accepted and agreed by:

Owner/Authorized Representative (Printed): \_\_\_\_\_

Owner/Authorized Representative (Signature): \_\_\_\_\_

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

If Authorized Agent is not the Owner, Attach copy of Power of Attorney Documentation)



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**TO BE COMPLETED BY JDPPJ PERSONNEL:**

**Recommended for Approval**

Permit Specialist (Printed): \_\_\_\_\_

Permit Specialist (Signature): \_\_\_\_\_

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

**Approved for Installation**

Approver Name & Title (Printed): \_\_\_\_\_

Approver (Signature): \_\_\_\_\_

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

**Final Inspection**

Inspector Name & Title (Printed): \_\_\_\_\_

Inspector (Signature): \_\_\_\_\_

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

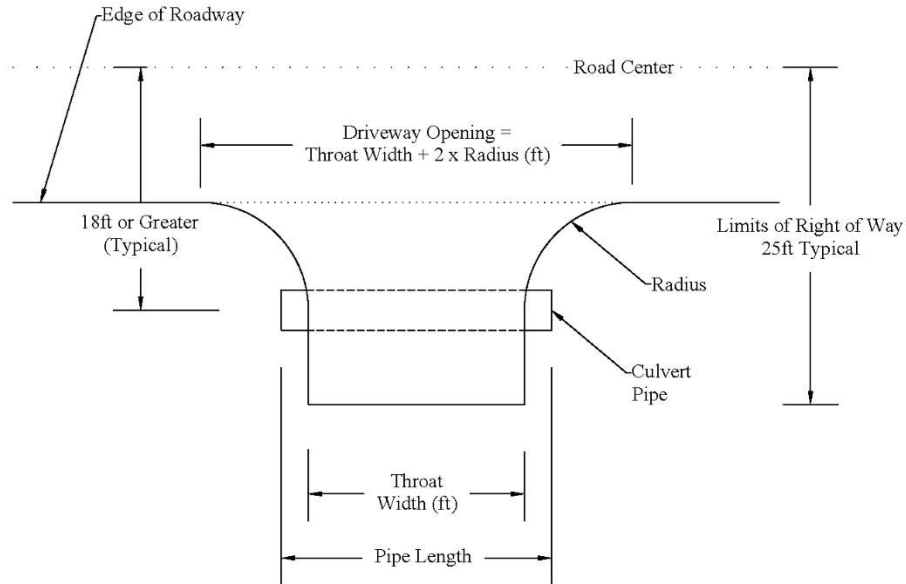
Attachments:

JDPPJ Driveway Standard Detail (Non-Commercial)



## DRIVEWAY STANDARD DETAIL

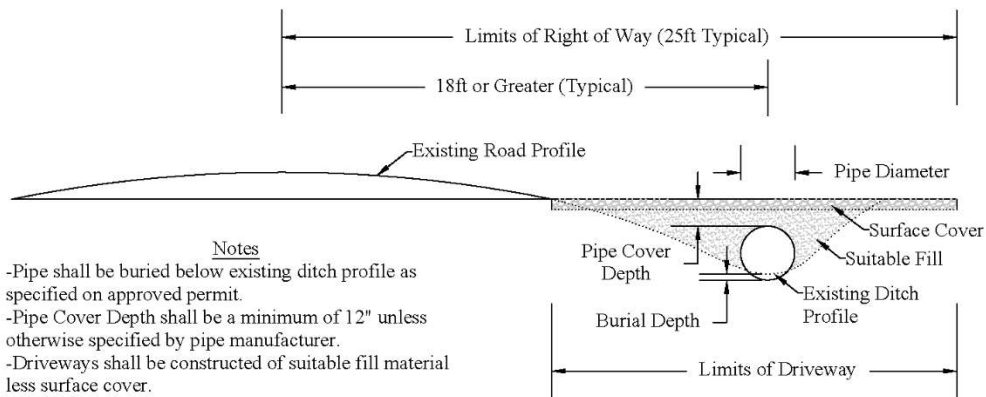
### Top View (Not to Scale)



Note

Pipe shall have  $\frac{1}{2}$ " of drop for every 10ft of length with the lower end of the pipe being in the direction of pipe in the direction of existing drainage.

### Side View (Not to Scale)



Notes

- Pipe shall be buried below existing ditch profile as specified on approved permit.
- Pipe Cover Depth shall be a minimum of 12" unless otherwise specified by pipe manufacturer.
- Driveways shall be constructed of suitable fill material less surface cover.
- All driveways shall be covered with a suitable thickness of aggregate or appropriate alternative.