Volume	Chapter	Section	Directive Number	Effective Date
IV	2	1	3	4/9/2001

SUBJECT: **POLICY FOR DISTRICT ISSUANCE OF RIGHT-OF-WAY PERMITS AND REQUIRING GUARANTEE DEPOSIT**

1. **BACKGROUND**. The Department of Transportation and Development (DOTD) issues numerous permits for the use and occupancy of the rights-of-way of State Highways. To reduce processing time, the Districts are authorized to issue permits in accordance with policy.

   In most instances, a guarantee deposit will not be required; however, DOTD reserves the right to require a deposit in those cases where DOTD identifies a higher than usual risk to the integrity of the highway.

2. **PURPOSE**. The purpose of this directive is to establish criteria for District issuance of right-of-way permits and for requiring guarantee deposits.

3. **POLICY**. The District Administrator may issue any right-of-way permit that conforms with DOTD's policy as interpreted by the HQ Permit Engineer. Permits that deviate from policy may only be issued by the HQ Permit Unit.

   The District Administrator may authorize the District Maintenance Engineer and/or the District Permit Specialist to issue permits in his place.

   The HQ Permit Engineer may require a guarantee deposit in the form of cash or surety bond when he determines that there is a higher than usual risk of damage to the highway facilities or safety. Only the HQ Permit Engineer may require guarantee deposits.

   Municipal and Parish owned utilities shall not be required to submit guarantee deposits unless there is a specific, overriding reason; such as a previous failure to conform to permit regulations, or damaging a highway.

4. **OTHER ISSUANCES AFFECTED**. This directive supersedes all previous directives, memoranda, and/or instructions. All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.

5. **EFFECTIVE DATE**. This policy will become effective on April 29, 2001.

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