



LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Office of Operations

PERMIT MANUAL

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PERMIT TYPE PROCEDURES

CHAPTER 2: UTILITY PERMITS

Purpose of This Chapter

This chapter covers Utility Permits. A Utility Permit authorizes the installation, adjustment, or accommodation of utility facilities within DOTD's highway right-of-way. This includes water lines, sewer lines, electric lines, gas lines, and telecommunications. It does not include attachments to DOTD bridges and structures, which §513.E does not allow except for communication cables installed in accordance with EDSM IV.2.1.8.

2.1 Form and Purpose

SCOPE AND INTENDED AUDIENCE

This manual is written primarily for DOTD Permit Specialists and also supports other DOTD personnel involved in permitting. This manual provides procedural guidance for processing permit applications from intake through issuance. It covers the review steps, routing, documentation requirements, and common issues that Permit Specialists encounter during day-to-day permit processing.

This manual is not a substitute for the following, which remains the responsibility of the applicable engineering disciplines:

- Thorough traffic impact analysis, including Traffic Impact Study (TIS) scoping, level-of-service evaluation, and signal warrant determinations (District Traffic Engineering)
- Detailed geometric design review, including sight distance calculations, turn lane warrants, and intersection configuration (District Traffic Engineering)
- Hydraulic and drainage engineering, including Drainage Impact Study requirements, pipe sizing, and stormwater modeling, **in accordance with the latest DOTD Hydraulics Manual and District Hydraulics**
- Structural review of bridge attachments or installations near bridge components (District or HQ Structures)
- Final engineering determinations on utility accommodation, relocation, or abandonment (HQ right-of-way Permit Engineer or HQ Traffic Engineer Admin)
- Post-permit package construction inspection

Where this manual references technical standards or regulatory requirements, it highlights items that are frequently raised during the permitting process, and that Permit Specialists are expected to screen for before routing to engineers. These references, including the values in the Technical Requirements tables, are general guidance, not the governing regulation. They are subject to variation as allowed by policy, to engineer review and adjustment for existing or site-specific conditions, and to approved design waivers. Values reflect current standard defaults and are subject to change with policy updates; verify against the DOTD Utilities Policy

and applicable standard plans. This manual does not grant or limit authority to depart from a standard. Where site conditions require a departure, that determination rests with the authority designated in Title 70 and applicable DOTD policy. No departure is available where Title 70 states an absolute prohibition. Departures from DOTD standards are not resolved at district level: under §509.A.9 a nonconforming application is returned to the applicant, and under §509.A.10 the District Administrator's authority to issue routine permits does not include anything that does not conform. Under §513.S the standards printed on the permit form shall be strictly observed.

Note on district variation: While the fundamental steps and responsibilities described in this chapter are consistent across all districts, specific practices may vary, including routing procedures, form templates, comment handling, specific district personnel roles and responsibilities, and the use of designees for signature authority. Where known district variations exist, they are noted in the relevant step. Permit Specialists should confirm local practices with their district.

Regulatory authority: All utility permits issued under this chapter are governed by LAC Title 70, Part II, Chapters 1, 5, 7, 9, 15, 17, 19; EDSM IV.2.1.8 and EDSM IV.2.1.9; the DOTD Utility Permit general conditions and standards; and the Standards for the Installation of Pipelines and Supply/Communication Lines on State Highways. For traffic control requirements, the Manual on Uniform Traffic Control Devices (MUTCD) applies.

<https://www.doa.la.gov/doa/osr/louisiana-administrative-code>

The procedures and requirements summarized in this chapter implement those regulations, but they do not represent the full body of applicable regulation. Permit Specialists and reviewing engineers should refer to the complete source documents listed in the Reference Documents section of this chapter.

2.1.1 Who Can Apply

A Utility Permit may be issued only to an eligible applicant. Under LAC Title 70, Part II, §513.B, DOTD does not allow utility installations on and along the highway right-of-way unless the applicant is one of the following:

- a public utility operating under the jurisdiction of the Louisiana Public Service Commission (LPSC). Rural Electrification Administration (REA) entities are classified as public utilities under this policy;
- a federal, state, parish, or municipal agency; or
- a nonprofit organization or company, generally financed by FHA loans, that serves the public with a utility service but does not come under LPSC jurisdiction

Temporary facilities may be permitted under this policy for a specified time not to exceed 120 days (§513.B).

The permit must be in the name of the applicant that owns the facility, the property owner or lessee. Permits shall not be issued to contractors or other third parties (§509.A.6); the applicant for a permit shall be the owner of the facility for which the permit is requested (§513.T). [§501.B] Solar developers and other independent power producers do not provide a utility service directly to the

public and are not regulated utilities, so they do not qualify under the categories above. DOTD has nonetheless permitted such applicants where they provide either (1) a Louisiana Public Service Commission order approving an agreement between the developer and a regulated utility, or (2) FERC or MISO authorization to deliver power to the transmission grid. An applicant that cannot show one of these is not eligible.

Note: The specific application requirements above per Title 70 are for installations parallel or on and along the highway right-of-way. Crossing installations for private citizens / all applicants are also currently processed under Utility permits per the guidance of Title 70.

2.1.2 New Installation vs. Repair

Important distinction: A Utility Permit is for new installation or modification only. Repairs to existing utility lines are generally considered maintenance and typically do not require a permit. For additional clarification, a permit is not required for minor repairs to existing permitted facilities located outside the roadway clear zone that do not affect roadway operations or require updated Temporary Traffic Control (TTC). Repairs to older or undocumented installations, or work involving excavation within or adjacent to a major roadway, may still require DOTD notification, permit issuance of the undocumented installations, and TTC review. If specialists receive an application for repair on a Utility Permit form, contact the applicant via email to let them know that repairs are usually classified as maintenance and a permit may not be needed. This is assessed on a case-by-case basis. **See Figure 2.1a–2.1e below for the Utility Permit Form.**

Three (3) copies of the drawings must accompany the utility permit application.

When applicable, the following supplements are also required and shall become a part of this permit: Bridge Attachment, Pipe Data Sheet or Certification for Permit Lighting.

ENTERED IN COMPUTER FILE

INITIAL AND DATE _____

PERMIT NUMBER _____

CONTROL _____ SECTION _____

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
UTILITY PERMIT
(Required by State Law) Rev 3/23

A copy of this permit shall be available at the site where and when work is performed.

Whereas, _____
(Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use and occupancy of the right-of-way of State Highway No. _____

in _____ Parish, located as follows:

from: _____ Lat: _____ Long: _____
to: _____ Lat: _____ Long: _____
(in Decimal Degrees, e.g. Lat: -30.459, Long: -91.178)

for the installation, operation, and maintenance of the following described project (please summarize and use additional sheets as necessary):

Estimated number of times this facility will be accessed each year after construction has been completed, including meter readings: _____

By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, the Standards for the Installation of Pipelines on State Highways, and the Standards for the Installation of Supply and Communication Lines on State Highways, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

DOTD USE ONLY:
Permit is subject to Attachment A and the following conditions (use additional sheets as necessary):

RECOMMENDED FOR APPROVAL
(Check box if review required)

☒ District Permit Specialist / Date _____ (Signed)

☐ District Traffic Operation Engineer / Date _____ (Printed or Typed)

☐ District Administrator (or Designee) / Date _____
Print Name _____

Applicant must notify District Permit Specialist at phone number: _____ prior to beginning work and after work is completed.

Final inspection and approval by: _____

Issue Date: _____

Installation to be completed by: _____
(Date)

Permit must be signed by the owner or lessee of the property.
Contractor may NOT acquire permit

(Owner) _____ (Date) _____
(Name of Person Signing Permit) _____
(Title) _____
(Street or P.O. Box) _____
(City or Town) _____ (State) _____ (Zip Code) _____
(Telephone Number) _____
(E-mail Address) _____

DOTD APPROVAL:

Headquarters Right-of-Way Permit Engineer / Date or District Administrator (or Designee) / Date _____
Print Name _____

HEADQUARTERS (original) pc: DISTRICT pc: PERMITTEE
Page 1 of 5

Figure 2.1a: Utility Permit Form (LaDOTD Rev 3/23) — Page 1 (Applicant Information, Project Location, Project Description, Signature Blocks, Issue Date and Permit Number)

Permit Number _____

The following general conditions and standards shall apply:

FIRST: That, the rights and privileges granted herein shall be nonexclusive and shall not be construed to be any broader than those expressly set out in Acts of the Legislature of the State of Louisiana, regardless of the language used in this permit and that any facilities placed on the highway right-of-way shall be placed in accordance with existing laws and the standards of the Department.

SECOND: That, all facilities thereto, after having been erected, shall at all times be subject to inspection and the right is reserved to require such changes, additions, repairs, relocations and removal as may at any time be considered necessary to permit the relocation, reconstruction, widening and maintaining of the highway and to provide proper and safe protection to life and property on or adjacent to the highway, or in the interest of safety to traffic on the highway and that the cost of making such changes, additions, repairs and relocations shall be borne by the applicant, and that all of the cost of the work to be accomplished under this permit shall be borne by the permittee who agrees to hold the Department harmless therefore.

THIRD: That, the proposed facilities or their operation or their maintenance shall not unreasonably interfere with the facilities or the operation or maintenance of the facilities of other persons, firms or corporations previously issued permits of use and occupancy, and the proposed facilities shall not be dangerous to persons or property using or occupying the highway or using facilities constructed under previously granted permits of use and occupancy; and that the Department's records of prior permits are available, it being the duty of the applicant to determine the existence and location of all facilities within the highway right of way.

FOURTH: That, installations within the highway right-of-way shall be in accordance with applicable provisions contained in the following: AASHTO Guide for Accommodating Utilities within Highway Right of Way, Code of Federal Regulations 23 (CFR 23), National Electrical Safety Code C2, 1996 Federal Telecommunications Act. Those facilities not included in the above mentioned documents shall be in accordance with accepted practice. Where standards of the Department exceed those of the above cited codes, the standards of the Department shall apply. The Department reserves the right to modify its policies as may be required if conditions warrant.

FIFTH: That, data relative to the proposed location, relocation and design of fixtures or appurtenances as may be required by the Department shall be furnished to the Department by the applicant free of cost, and that the applicant shall make any and all changes or additions necessary to make the proposed facilities thereto satisfactory to the Department.

SIXTH: That, cutting and trimming of trees, shrubs, etc., shall be in accordance with the Department's EDSM IV 2.1.6 and Vegetation Manual, as revised.

SEVENTH: The applicant shall indemnify and save harmless the Department, its officers, agents, employees, contractors and assigns against any and all costs, expenses, claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of any sums of money to any party accruing against the Department, its officers, agents, employees, contractors and assigns, growing out of, resulting from, or by reason of the presence or operation of the proposed facilities or any act or omission of the applicant, its officers, employees, agents, contractors and assigns while engaged in, about, or in connection with the discharge or performance of the terms of this permit or the operation, maintenance and use of the proposed facilities, whether by the applicant or third parties. Such indemnification shall include, without limitation, attorney's fees, court costs, fines, penalties, legal, consulting, accounting, engineering, and other expenses. The applicant shall provide and bear the expenses of all personal, professional, or other applicable insurance related to its ownership and operation of the proposed facilities and its duties arising under the permit.

EIGHTH: That, the applicant is the owner of the facility for which a permit is requested, and is responsible for maintenance of such; and any permit granted by the Department is granted only insofar as the Department had the power and right to grant the same.

NINTH: That, any permit granted by the Department is subject to revocation at any time.

TENTH: That, signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surfacing, shall be in accordance with requirements contained in the Department's Manual on Uniform Traffic Control Devices. No vehicles, equipment and/or materials shall operate from, or be parked, stored or stock piled on any highway, median, or in an area extending from the outer edge of the shoulder of the highway on one side to the outer edge of the shoulder of the highway on the opposite side or in the median of any divided highway.

ELEVENTH: That, all provisions and standards contained herein relative to the installation of utilities shall apply to future operation, service and maintenance of utilities.

TWELFTH: That, drainage in highway side and cross ditches must be maintained at all times. The entire highway right of way affected by work under a permit must be restored to as good a condition as existed prior to beginning work to the complete satisfaction of the Department's R/W Permit Engineer.

THIRTEENTH: Any non-metallic or non-conductive underground facility must be installed with a non-corrosive metallic wire or tape placed directly over and on the center of the facility for its entire length within highway right-of-way. Wire or tape must be connected to all facilities.

FOURTEENTH: Prior to performing any excavations, the applicant is required to call Louisiana One Call. If installing any underground facilities such as cable or conduits, the applicant must be a member of Louisiana One Call. In addition, the applicant must contact DOTD at DOTD-FiberLocates@la.gov at least 24 hours prior to performing any excavation on DOTD Right-of-way (either for installation or maintenance).

HEADQUARTERS (original)
pc: DISTRICT
pc: PERMITTEE
Page 2 of 5

Figure 2.1b: Utility Permit Form (LaDOTD Rev 3/23) — Page 2 (General Conditions and Standards: Nonexclusive Rights, Inspection and Relocation Authority, Non-Interference, Applicable Codes, Data Submission, Vegetation, Indemnification, Ownership, Revocation, Traffic Control, Future Maintenance, Drainage Restoration, Non-Metallic Facility Marking, Louisiana One Call Excavation Notice)

Permit Number _____		
STANDARDS FOR THE INSTALLATION OF PIPELINES ON STATE HIGHWAYS		
A. GENERAL	(1) All materials and workmanship shall conform to the requirements of the applicable industry code and to Department specifications. (2) All safety precautions for the protection of the traveling public must be observed. Undue delay to traffic will not be tolerated. (3) All excavations within the limits of the right-of-way shall be backfilled and tamped in six inch layers to the density of the adjacent undisturbed soil. Where sod is removed or destroyed, it shall be replaced. Where it is necessary to make excavations in the shoulder, the top six inches of backfill shall be sand-clay gravel or equivalent. Where existing spoil material is, at the discretion of the Department, unsuitable for backfill, select material shall be furnished in lieu thereof and the existing material disposed of by approved methods. (4) Protruding valves and other above ground appurtenances shall not be installed at any point within the right of way of the highway except for vents, markers, etc., which may be installed at the right-of-way line, unless specifically approved herein.	
B. PARALLEL TO THE HIGHWAY (All provisions of general standards to apply.)	(1) Pipelines paralleling the highway: (a) shall occupy the last few feet of the right-of-way back of the ditch except where upon showing of actual necessity a permit is issued for another location; (b) shall have a minimum earth cover of twenty-four (24) inches; (c) shall have a minimum clearance of twenty-four (24) inches below existing or proposed drainage structures, where possible. (2) Utilities paralleling the highway are limited to distribution facilities.	
C. CROSSING THE HIGHWAY (All provisions of general standards apply.)	(1) Uncased pipelines may be permitted, provided the conditions outlined in E.D.S.M. IV 2.1.9 are met. (2) If the permittee elects to use casing, it must extend from right-of-way to right-of-way, and be properly vented and marked at or beyond the right-of-way line. (3) For cased pipelines, the casing shall have at least four (4) feet of cover below the roadway and two (2) feet of cover below ditches or drainage structures. Uncased pipelines shall have at least five (5) feet and three (3) feet of cover respectively. (4) Crossings shall be made at as nearly right angles to the highway as possible. No existing drainage structure under the highway may be used for this purpose. (5) Construction methods used shall be in accordance with the following requirements: (a) Cutting the surface or tunneling under it is specifically prohibited. (b) Installation shall be made either by boring or jacking under and through the highway at least from ditch bottom to ditch bottom. In the absence of ditches, or along sections of highway with curb or gutter, boring or jacking shall extend beyond the outside edge of the traveled way to a point at least equal to three (3) times the vertical difference between the elevation of the roadway surfacing and the elevation of the top of the cable. Where width of right-of-way is insufficient to enable compliance with this requirement or where it is necessary to make a connection to an existing parallel facility which precludes compliance, the distance shall be to the right-of-way line or to the parallel facility. Any voids or overbreaks resulting from this shall be backfilled with grout consisting of a cement mortar or slurry of fine sand or clay, as conditions require. Excavating an open ditch to the edge of the pavement and boring and jacking the remainder of the distance is prohibited. Jacking and boring shall be done in accordance with Section 728 of the La. Standard Specifications for Roads and Bridges, latest edition.	
D. REMOVAL AND ABANDONMENT OF UTILITY FACILITIES	(1) All facilities installed within state highway right-of-way shall be removed and disposed of by their owner as soon as they stop serving a useful purpose. Facilities may be abandoned under the following circumstances: (a) Pipelines and casings crossing highways or other hard surfaces may be abandoned in place, with the recommendation of the district utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer. (b) Pipelines and casings installed along highways, may be abandoned in place, with the recommendation of the district utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer, provided that they are less than 6 inches in diameter, or that they are buried with more than 8 feet or cover. (c) Electrical and communication facilities installed within a casing, and crossing under highways or other hard surfaces may be abandoned in place with the recommendation of the district utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer, provided that the cable is removed from the casing. (d) Uncased cables crossing under highways or other hard surfaces may be abandoned in place provided that they are removed to a point as near to the edge of the highway as feasible.	
HEADQUARTERS (original)	pc: DISTRICT	pc: PERMITTEE Page 3 of 5

Figure 2.1c: Utility Permit Form (LaDOTD Rev 3/23) — Page 3 (Standards for the Installation of Pipelines on State Highways: General Requirements, Parallel Installation Standards, Highway Crossing Standards)

Permit Number _____

- (e) Electrical and communication cables installed along highways may be abandoned in place, with the recommendation of the district utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer, provided that they are less than 4 inches in diameter, or that they are buried with more than 8 feet of cover.
 - (f) All above ground facilities installed along state highways shall be removed and disposed of by their owner as soon as they stop serving a useful purpose.
 - (g) Facilities that are located so that their removal would be likely to result in damage to the highway, or to other facilities, may be abandoned in place, with the recommendation of the district utility and permit specialist and the project engineer, and with the approval of the headquarters utility and permit engineer. The procedure for abandoning these facilities will be specified on a case-by-case basis; however, in general, sections shall be removed here possible, and all remaining lines shall be filled with grout.
- (2) Where it is not possible nor feasible to remove pipelines and/or casings under existing highways, such pipelines and/or casings may be abandoned in place provided removals shall be accomplished by the owner, as near to the highway on each side as possible and in all cases, beyond existing ditches to right-of-way lines, and further provided that all pipelines and/or casings abandoned under the highway shall be abandoned in accordance with D.O.T. Title 49 (i.e., pipelines are purged, capped, and filled with grout; note that when highway construction will remove the line in the near future, the DOTD's project engineer may approve the use of water in place of grout).
 - (3) Pipelines and cables shall be removed from abandoned casings where possible.
 - (4) In all cases the highway right-of-way shall be repaired, at the permittee's expense, to match DOTD standards. An approved backfill material shall be used to fill in any trenches or low areas, and shall be compacted to the same density as the surrounding soil. Any desirable trees or shrubs that are damaged shall be replaced, and any other damages (i.e. to subsurface drainage, traffic signs, etc.) shall be repaired.
 - (5) Companies who fail to comply with this by leaving their facilities within highway right-of-way after they are no longer used, or by not repairing the right-of-way after removing their facilities, shall not receive any permits until the situation is rectified.
 - (6) In cases where the DOTD decides that it is necessary to remove a facility and/or to repair highway right-of-way damaged by a utility or the utility's facility, the company shall be invoiced for costs to the DOTD for removing abandoned facilities, or for repairing damaged right-of-way. Unpaid invoices shall be referred to DOTD's accounting section for further action.
 - (7) Note that a recommendation for abandonment by the project engineer is required only on construction projects. The district construction engineer should be consulted by the district utility and permit specialist when an abandonment may cause a potential problem with future construction. The assistant district administrator should be consulted by the district utility and permit specialist when an abandonment may cause a potential maintenance problem.
 - (8) The owner of the abandoned facilities shall maintain full responsibility for any future problems caused by the facilities, and shall remove the facilities upon receiving a written request from the DOTD. The cost of removing these facilities shall be borne by the owner and the DOTD shall assume no liability for this cost.

STANDARDS FOR THE INSTALLATION OF SUPPLY AND COMMUNICATION LINES ON STATE HIGHWAYS

- A. All pole lines shall occupy the last few feet of the right-of-way behind the ditch but shall be no further from the right-of-way line than one-half of the width of the cross-arms plus one foot, except where upon a showing of actual necessity a permit is issued for another location.
- B. A minimum vertical clearance of twenty (20) feet shall be maintained between the traveled surface of the highway and any aerial installation. In no case shall the vertical clearance for an overhead utility line be less than the clearance required by the National Electrical Safety Code. A minimum clearance of sixteen (16) feet shall be maintained between existing ground elevation and any aerial installation when such installation is within highway right-of-way but does not cross the traveled surface of a highway.
- C. Where supply and/or communication lines are placed underground, the standards for pipelines shall govern. Underground electric facilities must have at least four (4) feet of cover and must be encased when crossing a highway. These facilities must also be adequately marked by appropriate signs at specified locations.

HEADQUARTERS (original)

pc: DISTRICT

pc: PERMITTEE
Page 4 of 5

Figure 2.1d: Utility Permit Form (LaDOTD Rev 3/23) — Page 4 (*Pipeline Removal and Abandonment Standards; Standards for the Installation of Supply and Communication Lines: Pole Line Placement, Vertical Clearance, Underground Supply and Communication Lines*)

Permit Number _____

ATTACHMENT A

The applicant/permittee hereby acknowledges and agrees that the following, additional special conditions and standards shall apply:

FIRST: That, the applicant/permittee shall not conduct any activities within twenty (20) feet from the edge of travel lane without written authorization obtained by the LA DOTD.

SECOND: That, the applicant/permittee expressly shall not have the authority to close a lane, unless granted by the LA DOTD.

THIRD: That, for regularly scheduled maintenance, the applicant/permittee shall notify the LA DOTD in writing of any access to the right-of-way, at least fourteen (14) days in advance when such access is for regularly scheduled maintenance. Applicant/permittee acknowledges that the failure to comply with these notification requirements may result in permit revocation.

FOURTH: That, for emergency maintenance, the applicant/permittee shall notify the LA DOTD in writing of any access to the right-of-way as soon as is practically known, but in any event, at least concurrently with the emergency event. Applicant/permittee acknowledges that the failure to comply with these notification requirements may result in permit revocation.

FIFTH: That, the applicant/permittee's access to right-of-way shall be in compliance with all existing laws and regulations and shall not adversely impact traffic.

SIXTH: That, the applicant/permittee shall be responsible for all of LA DOTD's assets that are damaged or affected in any manner, and shall be required to restore the right-of-way and/or affected facility to the condition that it was previously in prior to access.

HEADQUARTERS (original)

pc: DISTRICT

pc: PERMITTEE
Page 5 of 5

Figure 2.1e: Utility Permit Form (LaDOTD Rev 3/23) — Page 5 (Attachment A — Special Conditions: Work Zone Restrictions, Lane Closure Authorization, Scheduled Maintenance Notification, Emergency Maintenance Notification, Traffic Impact Compliance, right-of-way Restoration Responsibility).

2.2 Guidance On Review Steps and Routing

2.2.1 Review Routing

The table below provides a quick-reference routing summary. Each step corresponds to the matching step number in the Detailed Review Process (Section 2.3).

Table 1

Step	Who	What They Do	Applicant Provides
1	Permit Specialist	Receives application and conducts intake screening: Verify applicants are a utility company or public entity. Confirm form (2.1a-2.1e) is current version and signed. Validate coordinates against plans using Google Maps. Application logged into the DOTD permit database control section obtained, tracking number assigned. Check for active construction projects; request Letter of No Objection (LONO) if conflict exists. Note: <i>The DOTD permit database (FileNet) is the internal system used for permit tracking, records management, and filing. Utility permits are not currently submitted through the DOTD Permit Portal. Applications are received via email or mail and logged into FileNet by the Permit Specialist at issuance.</i>	Completed Utility Permit application (Rev 3/23), Pipe Data Sheet if <i>applicable</i> (See Figure 2.2), TTC plan (Figure 2.4a-2.4d), Hold Harmless (Figure 2.3) if using DOTD standard sheets.
2	Permit Specialist	Reviews drawings and data sheets against technical standards: facility placement, burial depths, crossing angle, construction method, aerial clearances, profile views, conduit sizing, pipe data sheets, casing extent, bridge clearance. See Step 2 detail for full review criteria.	Revised plans, corrected data sheets, Letter of Justification if a standard cannot be met, crossing angle explanation if not 90°.
3	Permit Specialist	Only within an active construction project: Reviews proposed work against construction scope for conflicts. Confirms LONO addresses all conflict areas.	Letter of No Objection from primary contractor.
4	District Traffic Engineer	Only if custom traffic control plans are included: Reviews lane closure plan, device placement, and signing to ensure compliance with MUTCD and DOTD TTC	TTC plan (custom or DOTD standard sheets with Hold Harmless). Work schedule: date, duration, lane(s) affected.

Step	Who	What They Do	Applicant Provides
		standards. Determines if nighttime closure is required.	
4.5	HQ Permits	For certain permits only, route to HQ permits after the Traffic Engineer review. Examples of triggers: crossing angles, high-pressure gas, open-cut/roadway-cut exceptions; or district-recommended deviations from DOTD standards. The Permit Specialist forwards the package and any justification letter via the permit database. HQ permits reviews and issues these permits; they do not return to the district for District Administrator review or district issuance. If there are no details requiring HQ control, the permit proceeds to the District Administrator.	Letter of Justification if not received already by District.
5	District Administrator (DA) (or designee, for example the Assistant District Administrator (ADA) of Engineering)	Reviews completed permit package for consistency and completeness. Confirms all conditional reviews (Steps 3–4) are resolved and all required documents are present. Signs permit.	None unless ADA identifies deficiencies.
6	Permit Specialist	Assigns permit number, records issue date and completion deadline (6-month expiration). Enters permit data into DOTD permit database, which is also transferred to FileNet. Distributes: original to DOTD HQ, copy to district file, copy to permittee. Notifies permittee of pre-construction and post-construction notification requirements.	None.

Most utility permits are sent directly from the Permit Specialist to the District Administrator or designee for review unless a project or traffic component is involved.

2.3 Detailed Review Process and Workflow

The workflow below covers each stage of a general utility permit review. Step numbers match the routing table above.

Permit Specialist workflow summary: Receive the application, check eligibility and completeness, review plans against technical standards, route to Utility Specialist and/or Traffic Engineer only if applicable, send to District Administrator for approval, then number, issue, and file the permit.

2.3.1 Step 1: Intake and Initial Screening

The Permit Specialist opens the application package and checks it against a series of specific questions. If anything fails, stop and return comments to the applicant. Do not proceed with technical review with an incomplete application.

Submission channels: Applicants typically submit utility permit applications via email. Hard copy submissions are rare but accepted. Municipalities and other public entities may also apply for utility permits using the same form and process. The Permit Specialist should confirm the applicant's preferred method of communication (email or phone) at intake, as this affects how comments and the approved permit are returned.

Checklist — Intake Screening

Do not proceed to Step 2 until every item is checked:

- Applicants are a utility company or public entity.
- *In select cases for parallel installations, determine whether the utility is an existing or new DOTD customer. If new, notify HQ to create a customer account for invoicing.*
- Form is current version, complete, and signed.
- Location coordinates verified on Google Maps and match what is indicated on the plans.
- Parish is correct.
- Control section verified.
- Distance to nearest state highway provided.
- Next nearest intersecting state route identified.
- State / construction project check completed (LONO requested if needed).
- Highway modification project check completed.
- Application logged into DOTD permit database, control section obtained, tracking number assigned.

If incomplete: Return specific comments to the applicant that identifies what is missing.

If complete: Move to Step 2.

2.3.2 Step 2: Technical Review

The Permit Specialist reviews the applicant's drawings and pipe data sheets and checks them against DOTD technical standards. This is where the Permit Specialist determines whether the proposed installation meets Title 70 requirements for placement, depth, clearance, and construction method.

What the Permit Specialist is checking on the applicant's plans:

- **Scope of work:** Does the description box clearly state what is being installed, where (which side of the highway), and how (boring, trench, jacking, hardline drilling)? Does it include total linear footage and the purpose of the installation?
- **Identify the installation type.** Establish, for each segment: parallel or crossing; underground or aerial; and the facility type: pipeline, communication line, or electric power. The applicable standards differ in all three. The Pipe Data Sheet records crossing or parallel; the plan and profile views show the segments.
- **Placement within the ROW:** Verify the right-of-way information provided by the applicant against DOTD records. Is the utility as near the right-of-way line as practicable, within the last few ft back of the ditch (districts commonly apply a 4-to-5-foot band from the apparent ROW line)? If placed elsewhere, has the applicant shown actual necessity? Is it within the drainage channel backslope rather than the front slope? Is the distance from the utility to the ROW line shown on the plans?
- **Burial depth (parallel runs):** Is the minimum burial depth at least 24 in.? Electric power: minimum 48 in. under ditches or within the right-of-way, and 48 in. under pavement, encased within the highway prism. Is the depth under ditches or drainage structures at least 24 in. (cased) or 36 in. (uncased)? Is the depth under bayous/creeks at least 10 ft? Achieving a minimum depth of at least 5 ft below railway crossings? (Note: DOTD does not permit railway crossings. This depth standard applies only when the utility's route within the state ROW happens to pass beneath a railway. The applicant is responsible for obtaining any separate approvals required by the railway operator.) Transmission lines are not allowed in parallel installations.
- **Burial depth (underground crossings):** Is the cover under the roadway at least 4 ft (cased) or 5 ft (uncased)? Is the cover under ditches or drainage structures at least 2 ft (cased) or 3 ft (uncased)?
- **Crossing angle:** Is the crossing as near normal (90°) to the highway alignment as practical? Crossings outside roughly 75°-105° require a letter of justification, and HQ Permits issues the permit.
- **Construction method:** Is the crossing being bored or jacked (not open cut)? Cutting the road surface or tunneling under it is specifically prohibited, except in extreme cases which must be fully explained and justified by the permittee and district. Is the boring/jacking from at least drainage channel bottom to drainage channel bottom?
 - **Note:** Open cuts across state roads are generally not permitted. If plans show an open cut crossing, flag this with the applicant and confirm with the reviewing engineer before proceeding.
- **High-voltage and high-pressure installations:** Is the facility declared on the application as **transmission or distribution**? For electric lines, is the voltage rating shown? For pipelines, are the contents and operating pressure shown on the permit form, the plans, and the Pipe Data Sheet? Screen for whether these values are present and legible. The thresholds that decide routing and approval are applied at Step 6 and in Technical Guidance tables.
- **Abandonment of an existing line:** Does the application request abandonment of an existing utility line?

- **Bridge attachments:** Is any portion of the utility proposed to attach to a DOTD bridge or structure? The DOTD does not allow utility installations to be placed on or attached to its bridges and structures, except for communication cables in accordance with E.D.S.M. IV.2.1.8.
- **Aerial clearance:** For overhead lines crossing the highway, is there at least 20 ft of vertical clearance from the highest point of the traveled surface? For overhead lines parallel within the ROW but not crossing, is there at least 16 ft from existing ground elevation?
- **Profile view:** Is a profile view included showing depth for all underground installations? For aerial crossings, is a crossing profile shown?
- **Conduit size:** Is the electric conduit size shown on both the permit form and the plans?
- **Pipe data sheets:** Is the pipe data sheet complete and signed? The Pipe Data Sheet is required for all underground pipeline and conduit installations, including water, gas, and sewer. Verify: pipe contents, diameter, and pressure specified; crossing or parallel indicated; Owner of Proposed Facility signature and date completed; and all fields checked against the plans. Note: Conduit and fiber installations do not require a pipe gasket; major utilities (water, sewer, natural gas) do. Confirm on a case-by-case basis as required. For all hazardous materials, the wall thickness should be checked with the pipe calculator located in the permit database.
- **Bridge proximity:** For underground installations, is there at least 10 ft of horizontal clearance from the edge of a bridge or culvert footing (desired), and at least 25 ft to any footing where the crossing passes under a stream or riverbed (desired)? Are bridge pile dimensions shown on the plans? For aerial installations, does the line avoid crossing under the bridge, and is lateral clearance sufficient for bridge construction and maintenance, or at least 25 ft?
- **Above-ground appurtenances:** Are pedestals, cable plant appurtenances at or within 1 foot of the ROW line? Are hydrants, pipeline vents, and markers at or beyond the ROW line? Is any handhole proposed in a sidewalk corner where an ADA ramp may be present (this is not allowed)?
- **Existing vs. proposed:** Is each utility on the plans labeled as “existing” or “proposed”?
- **Casing requirements:** If the applicant is using casing, does it extend from ROW to ROW? Is it properly vented and marked at or beyond the ROW line? Is the casing sealed at each end with a flexible seal (§515. B.3.a)?
- **Servitude or limited-interest locations:** Where DOTD holds only a servitude or limited interest (for example federal, tribal, or other third-party property), a DOTD permit alone may not authorize installation. The applicant is responsible for obtaining any separate authorization from the underlying property owner, such as the U.S. Army, U.S. Forest Service, or tribal authority. Staff should notify the applicant of this requirement.
- **Environmental considerations:** As a regulated public utility, the applicant is responsible for independently performing all required environmental assessments and obtaining necessary clearances prior to work activity. Work in routinely maintained DOTD right-of-way will generally be governed by a Nationwide Permit. However, the permit technician may still require the applicant to produce a copy of the environmental review to be included with the permit application when potentially sensitive areas are encountered on DOTD right-of-way. This may include but not be limited to work at culturally sensitive areas, historic districts, scenic streams,

and wetland areas. It is impractical to forward every utility permit application to DOTD Environmental for review, but questionable activity should be forwarded to the State Permit Engineer for further consultation through the DOTD Environmental Section.

Permit comment box:

Add details or additional requirements to the permit comment box as needed. If plans contain errors, note the specific corrections required (e.g., “correct clearance detail to show 20 ft minimum”). If a lane closure is needed, refer to the lane closure form.

Step 2 Checklist — Technical List

Permit Specialist should not route to District Administrator until every applicable item is checked:

- Description of work is clear and complete
- Placement within ROW meets standards
- Burial depths meet minimums for installation type (parallel vs. crossing, cased vs. uncased)
- Crossing angle acceptable (or letter of explanation / HQ referral in progress)
- Construction method is boring or jacking (no open cut)
- Aerial clearances meet minimums
- Profile view included
- Conduit size shown on permit and plans
- Pipe data sheets complete and checked (if applicable- See Figure 2.2)
- Bridge proximity requirement met (if applicable)
- Above-ground appurtenances are properly located
- All utilities labeled existing or proposed
- Casing extends DOTD ROW boundary to DOTD ROW boundary
- Comments added to permit comment box as needed
- Waiver / Letter of Justification obtained if standard cannot be met
- As needed, environmental documentation or review (see detailed technical review list above)

Common Application Errors

The following errors frequently cause returns during Step 2 / application screening:

- **Coordinates mismatch:** "From" and "to" GPS coordinates on the application do not match the plans or are reversed.
- **Wrong entity name:** Permit lists the contractor instead of the utility company. The permit must be in the utility company's name.
- **Unsigned pipe data sheet:** Missing Owner of Proposed Facility signature or date; or specs on the data sheet do not match the plans.
- **Missing ROW callouts:** Plans do not show DOTD right-of-way boundaries or show incorrect boundaries, applicants must typically verify ROW via public-records request once corrected information is requested.

- **Incomplete scope:** Project description missing linear footage, utility type, installation method, or depth.
- **Open cut shown on crossing:** Plans show an open cut across a state road. This is not permitted, return before routing.

If plans do not meet standards: Return specific comments to the applicant. Wait for the applicant to return corrected plans before continuing to route for review.

If plans meet standards: Check whether Step 3 or Step 4 applies. If neither, proceed directly to Step 5 (ADA approval).

(See Example on Figure 2.5a for Checklist Visuals)

PERMIT NUMBER _____
 CONTROL _____ SECTION _____

STATE OF LOUISIANA
 DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
UTILITY PERMIT SUPPLEMENT
 Rev 1/17
PIPE DATA SHEET

Highway No. _____ Owner of Proposed Facility _____

Data	Carrier Pipe	Casing (If Used)
Contents to be handled		
Pipe Material		
Specification & Grade of Pipe		
Outside Diameter (inches)		
Dimension Ratio (DR) for Non-Metallic Pipe		
Nominal Pipe Size (NPS) (inches)		
Wall Thickness(inches)		
Specified Minimum Yield Strength (SMYS) (PSI)		
Average Temperature of Transmittant		
Hydrostatic Design Basis (HDB) (PSI) for Non-Metallic Carrier Pipe		
*^Maximum Allowable Operating Pressure (MAOP) (PSI)		
Surge Pressure Allowance (PSI) for Pipe Carrying Liquid		
^Class Location		
Type of Joint (welded, mechanical, etc.)		
Method of Installation (bore, open cut, horizontal directional drilling, etc.)		
Location (crossing or parallel)		
Crossing Angle (if crossing highway)		
Minimum Depth beneath roadway surface (feet)		
Minimum Depth beneath ditches or drainage structures (feet)		
Pipe Vertical Deflection by Spangler Equation (inches)		
Coating Material		
Cathodic Protection		

*This is not design pressure. MAOP is the highest pressure a pipeline may be operated under US DOT regulations.
 ^Required for all pipelines (liquid and gas) except those not regulated by US DOT (i.e. water, sewage, brine, etc.).

This proposed installation is in compliance with Louisiana Department of Transportation and Development Standards.

 (Signature of Owner, required)
 Headquarters (original)

 (Date)
 pc: District

pc: Permittee
 Page 1 of 1

Figure 2.2: Utility Permit Supplement Pipe Data Sheet (Rev 012017.) (See Section 2.7.1 for Pipe Data Sheet Details) *For all hazardous materials, the wall thickness should be checked with the pipe calculator located in the permit database. [Pipe data sheet to be swapped for updated version on EDSM IV.2.1.9 release (hazardous gas vs. liquid will differ).]*

2.3.3 Step 3: Specialist Review (If Project-Related)

This step applies only if the permit area falls within an active DOTD construction project. If the permit is not related to an active project, skip this step.

The Permit / Utility Specialist reviews the proposed utility work against the construction scope to verify there are no conflicts. The applicant must provide a Letter of No Objection (LONO) from the primary contractor confirming that the utility work will not interfere with the construction.

- **If a state construction project is actively underway (contracted and in progress):** The district generally will not issue a separate utility permit. The utility work is coordinated through the state project and handled under the construction contract. Refer the applicant to the DOTD project engineer for that area.
- **If a project is planned or designed but not yet contracted:** If a project is planned or designed but not yet contracted: The Permit Specialist may proceed with the utility permit, but a Letter of No Objection (LONO) from the project engineer or ADA of Construction may be required to confirm the proposed work will not conflict with the upcoming project. The Permit Specialist should coordinate with the ADA of Construction to determine whether a LONO is needed.
- **If a construction project exists but the utility work is outside the project limits:** A **Letter of No Objection (LONO)** from the primary contractor may still be required if the work is close enough to potentially affect the construction. The Permit Specialist coordinates with the ADA of Construction to determine whether a LONO is needed.
- **Is the work within the limits of a highway modification project?** If so, confirm the applicant has coordinated with that project.

2.3.4 Step 4: District Traffic Engineer Review (If Traffic Control Plans Required)

This step applies only if the permit requires and includes traffic control plans (lane closures, flagging operations, detour routes). If no traffic control plans are included, skip this step.

Purpose: confirm that any temporary traffic control the utility work requires is safe and appropriate for the road type, speed, and volume, that it conforms to MUTCD standards and the correct DOTD TTC standard sheets, and that the work schedule and required documentation (Hold Harmless agreement, notification) are in order before the closure is authorized.

Outcome: the Traffic Engineer approves the traffic control plan, approves it with conditions, or requires revisions; and the appropriate routing path is confirmed, District Traffic Engineer review, coordination through the ADA of Maintenance, or a separate Project Permit for extensive or long-duration closures.

The Permit Specialist routes the traffic control plans to the Traffic Engineer for review and comments.

Not all closures are routed the same way. The Permit Specialist should determine the scope of the traffic impact and route accordingly:

- **Full closures or work on high-volume roads:** Route to the District Traffic Engineer for review. A traffic control plan conforming to MUTCD standards is required. [See Permit Form, Attachment A, Conditions First and Second; EDSM IV.2.1.9].
- **Brief or minor closures on rural or low-volume roads:** May be coordinated through the ADA of Maintenance, who handles public notification. The Permit Specialist should confirm

with the ADA of Maintenance whether a formal traffic control plan is needed or whether standard notification is sufficient. [District practice, specific routing may vary.].

- **Extensive or long-duration closures:** May require a separate Project Permit with a full traffic control plan reviewed by Traffic Engineering. The Permit Specialist should flag this possibility early and coordinate with the ADA of Maintenance and Traffic Engineer to determine the appropriate permit path. [District practice, specific routing may vary.].
- If the permit is routed to the Traffic Engineer, the Traffic Engineer reviews and returns comments to the Permit Specialist. If revisions are needed, the Permit Specialist coordinates with the applicant.

What the District Traffic Engineer is checking:

- **Lane closure plan:** Is the proposed closure safe and appropriate for the road type, speed, and traffic volume?
- **TTC plan compliance:** If using DOTD standard sheets, are the correct sheets selected for this work location? Are the General Notes sheets (TTC-00 A–D *Figure 2.4a-2.4d*) included? Is a signed/notarized Hold Harmless agreement on file (*See Figure 2.3*)? Are the right TTC devices specified and located in accordance with the MUTCD?
- **Work schedule:** Has the applicant provided the date crews will be ready, time required (specific hours/days), and which lane(s) will be affected?
- **Traffic impact:** Will the closure unreasonably impact traffic? Are nighttime closures needed?
- **Traffic Engineer returns comments to the Permit Specialist.** If revisions are needed, the Permit Specialist coordinates with the applicant.

2.3.5 Step 4.5: Routing to HQ as needed

Most utility permits are reviewed and issued at the district, with the District Administrator as the district's final approval (Step 5). Certain permits, however, are not issued at the district at all. When one of the triggers below is present, the permit is routed to HQ permits after the Traffic Engineer review. These permits do not return to the district for District Administrator or designee review or district issuance, HQ permits reviews and issues them. For these cases, Step 6 (District Administrator or designee review) does not apply.

If none of the triggers below are present, this step does not apply; the permit proceeds to District Administrator (Step 5) and is issued at the district.

After the Traffic Engineer review, the Permit Specialist determines whether the permit must be routed to HQ. Routing to HQ is required when any of the following applies:

- **Crossing angle outside the standard range:** The crossing is not generally normal (90°) to the highway and falls outside roughly 75°-105°. A letter of justification is required.
- **High-voltage and high-pressure installations:** Many districts route a permit to HQ Permits where the installation exceeds electric 69 kV, natural gas distribution 120 psi, or pressure pipeline 1200 psi. **These figures determine where a permit may be reviewed. They do not determine whether it may be approved.** Practice varies by district; confirm the thresholds applied by the reviewing district.
 - **Title 70 sets two limits that no review can clear:**

- Natural gas and product lines parallel to and in the right-of-way shall not exceed 200 psi. [§513.I]. A parallel line above 200 psi, or a parallel transmission facility, is returned to the applicant as not permitted rather than routed to HQ.
- DOTD does not permit any transmission facilities on or parallel to the right-of-way, overhead or underground. Crossings are not caught by this provision. §513.I does allow over building an existing electric distribution line with a transmission line, provided pole locations remain relatively the same and single pole construction is used; such an application is not returned as not permitted. [§513.I] **Open-cut / roadway-cut exceptions:** Any request to cut a hard-surface roadway for a crossing rather than bore or jack. Per LAC Title 70, Part II, §513.G, these must be fully explained and justified by the permittee and the district utility and permit specialist and are handled by HQ.
- **Bridge attachments:** Under §513.E, DOTD does not allow utility installations to be placed on or attached to its bridges and structures, except for communication cables installed in accordance with EDSM IV.2.1.8. Where a communication cable attachment is proposed, the Bridge Attachment supplement is required with the application (see Utility Permit form, page 1), and the permit is routed to HQ Permits for structural review and coordination. Part II, Chapter 1 governs communication cable installation on highway structures.
- **District-recommended deviations from DOTD standards:** Where the District Administrator recommends an exception for an application that does not meet DOTD standards, Title 70 §509.A.9 requires the application to be sent to the HQ permit section together with a letter from the District Administrator explaining the reasons for the deviation.

To route, the Permit Specialist forwards the completed package and any required justification letter to HQ permits through the DOTD permit database. HQ permits conducts its review and issues the permit, and returns copies to the district. Traffic Control Plans may still be submitted to the district Permit Section and the district permit section can route any necessary materials over to HQ.

Because these permits are issued by HQ, the district-issuance steps that follow do not apply to them.



DOTD
LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1200 | fx: 225-379-1851

Jeff Landry, Governor
Glenn Ledet, Secretary

HOLD HARMLESS
STANDARD PLANS AND/ OR SPECIAL DETAILS

AGREEMENT

WHEREAS _____, herein after "Recipient," issued a Public Record Request to the LADOTD on _____. As a part thereof, Recipient has requested Standard Plans and/or Special Details of LADOTD, evidenced by a copy of the Public Records Request attached hereto. In compliance with LSA-R.S. 44:1 et seq., LADOTD has supplied copies of Standard Plans and/or Special Details.

Recipient agrees that all Standard Plans and/or Special Details supplied are for informational purposes only. Recipient agrees that all Standard Plans and/or Special Details requested can only be used on the project(s) for which was specified on the Public Records Request attached hereto. Any use of the Standard Plans and/or Special Details supplied, not covered by the request, is strictly prohibited.

Recipient agrees to hold harmless and defend LADOTD, as well as its agency personnel, of any liability whatsoever which may develop by review and/or use of the LADOTD Standard Plans and/or Special Details supplied herein.

Furthermore, Recipient agrees to defend and indemnify LADOTD and its officers and employees from all suits, actions or claims brought because of Recipients use of LADOTD's Standard Plans and/or Special Details.

AGREED TO this _____ of _____, _____.

Day Month Year

Signature of Recipient / Recipient Representative

Printed Name of Recipient / Recipient Representative

Notary

Louisiana Department of Transportation and Development | 1201 Capitol Access Road | Baton Rouge, LA 70802 | 225-379-1200
An Equal Opportunity Employer | A Drug-Free Workplace | Agency of Louisiana.gov | dotd.la.gov

Figure 2.3: *Hold Harmless Agreement for Standard Plans and/or Special Details* (2025) (See Section 2.7.2 for Sheet Details) [Flag for legal adjustment as needed: determining whether one notarized hold harmless covers a company for a period or multiple permits].

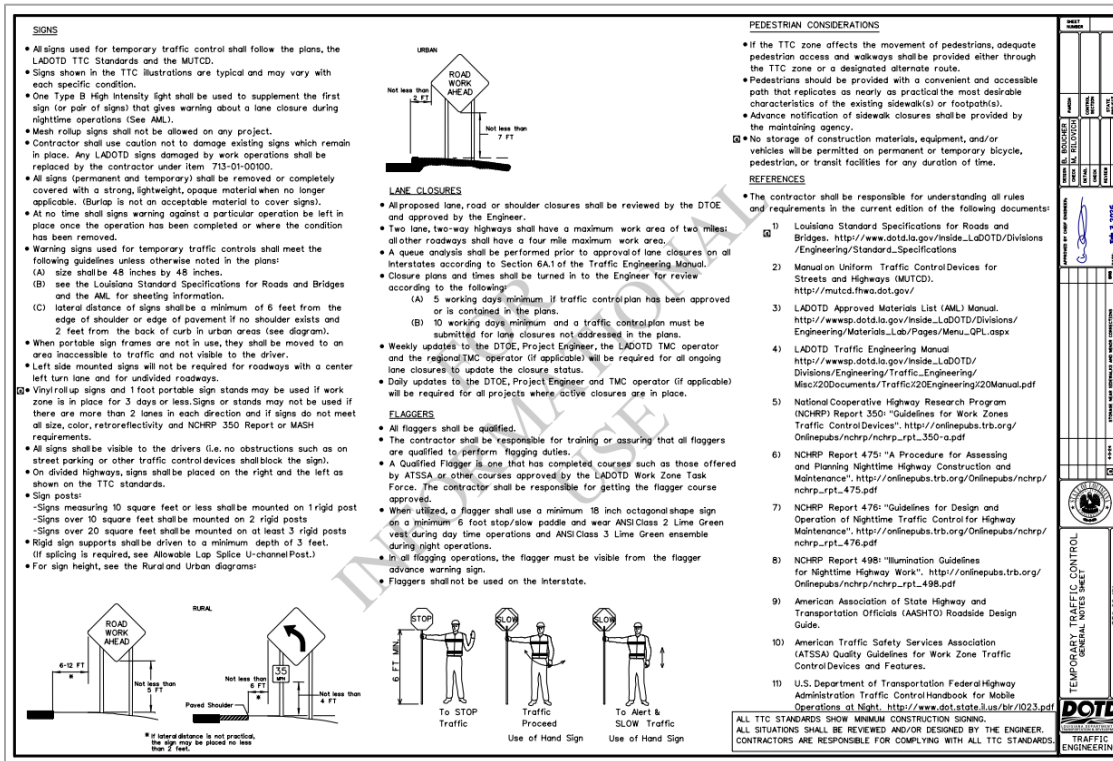


Figure 2.4a: TTC-00(A), Standard Plan dated February 7, 2025. Refer to the current DOTD Standard Plans, TTC-00 series. [Standard Plan Book](#) (See Section 2.7.3 for Sheet Details)

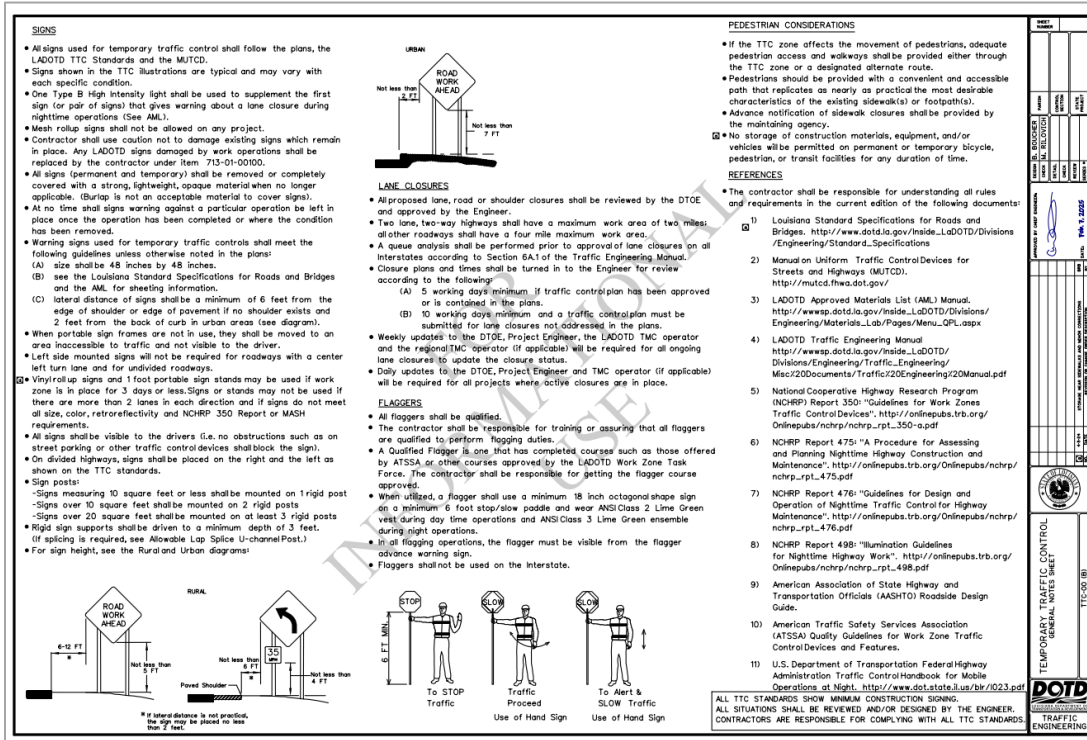
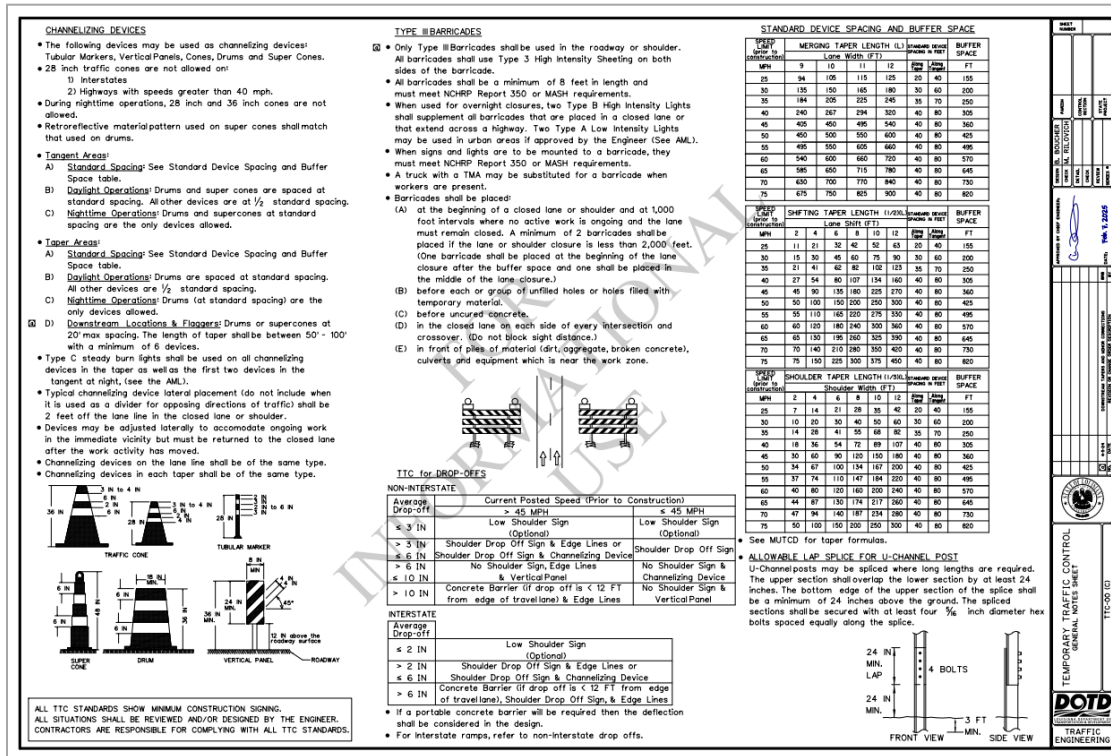


Figure 2.4b: TTC-00(B), Standard Plan dated February 7, 2025. Refer to the current DOTD Standard Plans, TTC-00 series. [Standard Plan Book](#) (See Section 2.7.3 for Sheet Details)



2.3.6 Step 5: District Administrator or Designee Approval

The completed permit package goes to the DA (or designee, per district practice) for final approval and signature. This does not apply to HQ-routed permits. For most utility permits (no construction project conflict and no traffic control requirement), the package goes directly from Step 2 to here.

What the ADA is checking:

- **Do the plans and permit form match?** Does the description on the permit form match what the drawings show? Are the coordinates, highway number, and parish consistent?
- **Are all conditions noted?** Are any special conditions, waivers, or restrictions written in the permit comment box?
- **Are all required documents present?** Drawings, pipe data sheets (if applicable), TTC plan (if applicable), LONO (if applicable), Letter of Justification (if applicable)?
- **Has traffic review been completed?** If traffic control plans were included, have the Traffic Engineer's comments been resolved?
- **If everything is in order:** The ADA (or designee) signs the permit. Move to Step 6.
- **If something is missing or inconsistent:** Return to the Permit Specialist for correction.

2.3.7 Step 6: Permit Issuance and Filing

Once the ADA signs:

- Assign the permit number.
- Enter the permit information into the DOTD permit database. The approved permit is transferred to FileNet through the permit database. Send the approved permit to the applicant.
 - Notify the permittee of the following obligations, which apply in addition to any Louisiana One Call requirement:
 - Written notice to DOTD at least 24 hours before beginning work on any installation covered by the permit.
 - Where the permittee intends to work on the right-of-way on a weekend or holiday, DOTD permission secured 48 hours in advance.
 - Written notice to DOTD when the permittee considers the work complete. DOTD inspects promptly and either accepts or rejects the work, and notifies the permittee in writing once restoration and clean-up are satisfactory.
 - Where a contractor performs the relocation, adjustment or new installation, the utility retains a full-time inspector for the duration of work within the right-of-way. Failure to comply with the approved permit, agreement, state standards, or approved location, horizontal or vertical, is grounds for DOTD to issue a stop order to the utility, and continued abuses are grounds for revoking a permit [§527.A.6]. Where work is unsatisfactory, the district utility and permit specialist notifies the permittee of the deficiencies in writing with a copy to the HQ utility and permit section. If the permittee fails to act, the specialist suspends issuance of permits and/or cancels existing permits, and refers the matter to HQ if that fails. Where a deficiency creates a hazard to the traveling public, the District Administrator takes immediate action with DOTD forces and the permittee is billed [§509.B].

- Louisiana One Call is a separate damage-prevention obligation and does not satisfy the notice duties above. Excavation on DOTD right-of-way also requires contacting DOTD-FiberLocates@la.gov at least 24 hours in advance, per permit condition FOURTEENTH.

A permit agreement is revoked if the utility does not install the facility within six months of the written authorization to proceed, and a new authorization must then be obtained from the state. Time extensions may be granted in six-month blocks, to a maximum permit validity of two years. All extensions must be requested in writing and approved in writing. Extensions are discretionary and confer no entitlement. Failure to comply with the approved permit, agreement, state standards, or approved location, horizontal or vertical, shall be grounds for the DOTD to issue a stop order to the utility and continued abuses of this nature shall be grounds for revoking a permit.

Step 6 Checklist - Closeout

- Permit number assigned
- Permit entered in DOTD permit database
- Approved permit transferred to FileNet through the permit database
- Approved permit sent to applicant
- Applicant notified of pre-work and post-work call requirement
- Original permit sent to DOTD Headquarters through upload to DOTD permit database
- District copy retained

2.3.8 Appeals Process

A ROW permit applicant who is not satisfied with a decision has two routes. The first is an informal review. The second is a formal appeal to the DOTD Appeal Board.

Informal review. The applicant may request a review by the District Administrator and/or the Headquarters ROW Permit Engineer. Where that review resolves the matter, no formal appeal is needed.

Formal appeal. Where the informal review does not resolve the matter, the applicant may submit a formal appeal to the DOTD Appeal Board. The procedure is established under EDSM VI.1.1.7 and is set out in the DOTD Right-of-Way (ROW) Permit Appeal Process, revised September 2025. [Linked here.](#)

This is a different route from the one used for access connections. Access connection appeals go to the LADOTD Appeal Board through the Traffic Engineering Management Section under the Traffic Engineering Appeal Procedure. ROW permit appeals go to the DOTD Appeal Board through the Headquarters ROW Permit Engineer. Confirm which decision is being contested before advising an applicant.

The following procedure shall be used to request a formal ROW permit appeal:

- **Notice of Intent.** The applicant shall notify the District Permit Specialist, District Administrator and/or Headquarters ROW Permit Engineer, as applicable, of the intent to file a formal appeal.

- **Formal Appeal Request Submission.** The applicant submits a written request for review by the Appeal Board to the Headquarters ROW Permit Engineer, with a copy to the District Administrator.
- **Supporting Documentation.** The request must state the reason for the appeal and include all relevant supporting information. This includes:
 - All correspondence between the applicant and the DOTD District or the Headquarters ROW Permit Engineer, as applicable
 - Relevant historical information
 - Any other supporting documents the applicant wishes to include
- The request should be submitted 30 days prior to the next scheduled Appeal Board meeting. The number of appeals and the order in which requests are submitted set the monthly board agenda, so the request is added to the next available agenda.

District Position Statement. The District Administrator's office shall prepare a letter and submit it to the Headquarters ROW Permit Engineer. The letter provides the district's position on the appeal request and includes all relevant information pertaining to the appeal.

Appeal Package Preparation. The Headquarters ROW Permit Unit prepares a package consisting of the submittals presented by the District and the applicant, and a brief summary of the reason for the appeal. A position paper is also prepared by the Unit and included, detailing any rules, policies or other pertinent information to assist the Board. The Unit may request additional information from either party for inclusion in the final package.

Technical Review. The Headquarters ROW Permit Unit assigns a subject matter expert to provide technical guidance to the Appeal Board at the monthly meeting. A District representative may also be present, as applicable.

Final Decision and Notification. Following the monthly Appeal Board meeting, the Headquarters ROW Permit Unit prepares a written letter outlining the results of the appeal hearing and sends a copy to both the applicant and the District Administrator within 30 days.

Alternative Solutions. In some cases the Appeal Board may request additional information or recommend an alternative solution. The Headquarters ROW Permit Unit informs the District office. If the District is favorable to that solution, the applicant is notified of the proposed solution. If the District is not favorable, the Appeal Board is notified and, at its discretion, makes a final decision on the appeal request.

Where to submit. All formal appeal requests shall be submitted to the Headquarters Right-of-Way Permit Engineer.

For further information on the ROW Permit Appeal Process, contact the ROW Permit Unit administrator.

Source Note: DOTD Right-of-Way (ROW) Permit Appeal Process, revised September 2025; EDSM VI.1.1.7. For access connection appeals, see the DOTD Traffic Engineering Appeal Procedure.

2.4 Waivers & Justification

2.4.1 Letter of Justification

If an applicant cannot meet a standard requirement, a Letter of Justification is required in writing. Common reasons include other utilities occupying the required space or a tree line preventing boring. The Permit Specialist routes the Letter of Justification to the appropriate authority. The District Administrator (or designee) determines whether a deviation may be approved at the district level or must be sent to headquarters through the DOTD permit database. The Permit Specialist does not approve or deny waivers; their role is to route the request and track the determination. The following deviations require headquarters approval

- Crossings outside the 75°-105° angle guidance
- Abandonment of lines

2.5 Technical Guidance — Quick Reference

NOTE ON TECHNICAL GUIDANCE TABLES

The tables below do not represent the full set of technical or regulatory requirements that apply to utility permits. **They are a curated subset of the standards and requirements that are most frequently encountered during the Permit Specialist's screening review and in discussions with applicants.**

Purpose: These tables give Permit Specialists a quick reference to identify common non-compliance issues before routing the permit package to engineers. **If plans do not meet the requirements listed here, the Permit Specialist should send comments to the applicant before routing to the engineering review team.**

Under LAC Title 70, Part II, §513.S, the DOTD standards printed on the permit form "shall be strictly observed." Under §509.A.9, an application that does not conform to DOTD standards "shall be returned to the applicant with a short explanation."

Departures are not resolved at district level. §509.A.10 provides that the District Administrator's authority to issue routine permits "does not include major installations such as street intersections, subdivision entrances, crossovers, turning lanes, changes to the roadway sections, or anything that does not conform with this manual and all other DOTD requirements." Where the District Administrator considers that conditions warrant an exception, §509.A.9 requires the application, together with a letter from the District Administrator explaining the reasons for the recommended deviation, to be submitted to the HQ utility and permit section. Where an applicant cannot meet a standard requirement, a written Letter of Justification is required.

These tables are not a substitute for engineering review. Determinations involving traffic impact, geometric design, hydraulic analysis, structural review, or any item marked "determined by engineer" in the tables below are the responsibility of the applicable engineering discipline. The Permit Specialist's role is to screen for the items listed here and

route to engineers for all technical determinations. For the full regulatory text, refer to the Reference Documents.

2.5.1 Underground Installation — Parallel to the Highway

Table 2

General Guidelines	Standard
Minimum burial depth	24 in. for pipelines Underground electric power: minimum cover 48 in. under ditches or within the ROW, 48 in. under pavement, and encased within the highway prism Communication Underground communication: 24 in. within ROW, 48 in. under pavement
Minimum depth under ditches/drainage structures (cased)	24 in.
Minimum depth under ditches/drainage structures (uncased)	36 in.
Location	As close to the right-of-way line as possible, a suitable distance beyond the slope, ditch, or curb line so the structural quality of the roadway is not impaired. Uniform alignment as near as practicable to the ROW line. Districts commonly apply a 4-to-5-foot band from the apparent ROW line; confirm accepted placement with the reviewing district.
Profile view	Required as a submittal— must show depth
Conduit size	Show conduit or carrier size on the permit form and plans. Pipe Data Sheet required for underground pipeline and conduit installations.
Pipe joints / gaskets	Required for major utilities (water, sewer, natural gas). Not required for conduit and fiber optic installations. <i>(District practice, verify with reviewing engineer if uncertain.)</i>
Operating pressure (parallel installations)	Natural gas and product lines parallel to and in the right-of-way shall not exceed 200 psi .
Drainage channel placement	Behind the ditch, within the backslope , not the front slope

Source: LAC Title 70, Part II, §515.A.5, §515.B.1.b, §515.B.2, §515.D.2; §511.A.1.b; §505 (definitions of *Backslope* and *Front Slope*); Standards for the Installation of Pipelines on State Highways, printed on the Utility Permit form. Bury minimums differ by facility type — apply the electric power minimum of 48 in. rather than the 24-in. pipeline and communication minimum.

2.5.2 Underground Installation — Crossing the Highway

Table 3

General Guidelines	Standard
Minimum burial depth under roadway (cased)	4 ft
Minimum burial depth under roadway (uncased)	5 ft
Minimum bury under ditches / drainage structures	24 in. cased, 36 in. uncased.
Casing extent	DOTD ROW boundary line to DOTD ROW boundary line
Crossing angle	As near to 90 degrees as practical
If not normal to the alignment	Letter of explanation on company letterhead required. If outside standard 75°-105° range districts use in reference to the 90-degree target: Letter of Justification from ADA required and application must be sent to HQ for review.
Profile view	Required as a submittal— must show depth
Conduit size	Must be shown on permit and plans
Minimum distance from bridge components	Minimum horizontal clearance of 10 ft from the edge of a bridge or culvert footing to a pipeline is desired 25 ft to any footing is desired where the crossing passes under a stream or riverbed.
Construction project in permit area	Letter of No Objection from the highway contractor required — §513.W requires a signed letter giving approval or offering no objection.

Source Note: Source: LAC Title 70, Part II, §511.A.1.c; §513.G, §513.W; §515.B.1–B.4, §515.B.7, §515.D.3–D.4; Standards for the Installation of Pipelines on State Highways, printed on the Utility Permit form, Section C. Where the Louisiana Standard Specifications for Roads and Bridges and this Chapter conflict, this Chapter governs (§515.B.7.b.i).

2.5.3 Above-Ground Installations

Table 4

General Guidelines	Standard
Minimum aerial clearance	Parallel within ROW (not crossing): 16 ft, measured from existing ground Crossing over traveled way: 20 ft, measured from the highest point of the traveled surface.
Pedestals, cable plant appurtenances	At or within 1 foot of the ROW line, outside controls of access or the highway maintenance operating area.
New utility poles	Occupy the last few ft of the right-of-way behind the ditch, and no further from the ROW line than one-half the width of the cross arms plus 1 foot , except in cases of absolute necessity where a permit or agreement is issued for another location. In urban areas, at or as near as practical to the ROW line; behind the outer curb face and, where feasible, behind sidewalks Parallel overhead installations limited to single-pole construction; joint use encouraged; only one parallel pole line per side of the roadway
Hydrants, pipeline vents, markers	At or beyond the ROW line. This does not include pole lines or other facilities covered by separate standards
Handholes	Not in sidewalk corners where an ADA ramp may be present

2.6 Example — Utility Permits

The following example illustrates the utility permit review process. The example shows a communication cable crossing permit, demonstrating the typical scope and documentation a Permit Specialist will encounter when processing a utility permit for a highway crossing.

Example B: Communication Cable Highway Crossing ([Town] — Permit # [Permit Number])

Overview: [Applicant] applied for a utility permit to bore one 2-in. conduit across the right-of-way of State Highway No. [State Highway] in [Parish]. The bore starts from an existing vault at [distance] [direction] of [Intersecting Highway] ([Latitude], [Longitude]), crosses under the highway on the [side], bores [direction] for 77 ft, and exits the ROW (stopping at [distance] [direction] of [Intersecting Highway]; [Latitude], [Longitude]). The bore will be 6 ft below road grade and 3 ft below drainage, approximately 5 ft inside the ROW. Control Section [Control Section].

Permit Type: Utility Permit (State of Louisiana, DOTD, Rev 3/23 form). This is a standard highway crossing permit for communication cable installation.

See Figures 2.5a–2.5d below for the Utility Permit Example.

Three (3) copies of the drawings must accompany the utility permit application.

When applicable, the following supplements are also required and shall become a part of this permit: Bridge Attachment, Pipe Data Sheet or Certification for Permit Lighting.

ENTERED IN COMPUTER FILE

INITIAL AND DATE

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
UTILITY PERMIT
(Required by State Law) Rev 3/23

A copy of this permit shall be available at the site where and when work is performed.

Whereas: [Applicant Company] _____
(Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use and occupancy of the right-of-way of State Highway No. [Highway Number]

in [Parish Name] Parish, located as follows:

from: Start from existing vault at [Distance] [Direction] of [Intersecting Highway] Lat: [lat] Long: [Long]
to: Stopping at [Distance] [Direction] of [Intersecting Highway] Lat: [lat] Long: [Long]
(in Decimal Degrees, e.g. Lat: -30.459, Long: -91.178)

for the installation, operation, and maintenance of the following described project (please summarize and use additional sheets as necessary):

Bore will be [Depth] below road grade and [Depth] below drainage approximately [Distance] inside ROW. On the [Side] of Highway, Bore [Distance] for [Length] and exit ROW. Bore will consist of one [Size] conduit.

Estimated number of times this facility will be accessed each year after construction has been completed, including meter readings: 3

By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, the Standards for the Installation of Pipelines on State Highways, and the Standards for the Installation of Supply and Communication Lines on State Highways, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

DOTD USE ONLY:
Permit is subject to Attachment A and the following conditions (use additional sheets as necessary):

RECOMMENDED FOR APPROVAL
(Check box if review required)

[Signature] 04/01/2026
☒ District Permit Specialist / Date (Signed)
☐ District Traffic Operation Engineer / Date (Printed or Typed)
☐ District Administrator (or Designee) / Date
Print Name _____
Applicant must notify District Permit Specialist at phone number: _____ prior to beginning work and after work is completed.
Final inspection and approval by: _____

Issue Date: 04/01/2026
Installation to be completed by: 10/01/2026 (Date)

HEADQUARTERS (original) pc: DISTRICT

Permit must be signed by the owner or lessee of the property.
Contractor may NOT acquire permit

[Applicant Signature] 3/6/26
(Owner) [Applicant Name] (Date)
(Name of Person Signing Permit)
ROW/ Land Use Agent
(Title)
[Street Address]
(Street or P.O. Box)
[City/Town] La [Zip Code]
(City or Town) (State) (Zip Code)
[Phone Number]
(Telephone Number) [Email Address]
(E-mail Address)

DOTD APPROVAL:
(District Administrator or Designer Signature) 04/01/2026
Headquarters Right-of-Way Permit Engineer / Date or
District Administrator (or Designee) / Date [Approver Name]
Print Name _____

pc: PERMITTEE
Page 1 of 5

Figure 2.5a: Utility Permit Application (Rev 3/23) — Page 1. Shows the completed utility permit form with applicant information, State Highway [State Highway], [Parish], GPS coordinates for start and stop points, project description (bore one 2-in. conduit, 6 ft below road grade, 3 ft below drainage, 77 ft crossing), estimated annual facility access (3 times), applicant signature, District Permit Specialist signature, and DOTD Approval signature with issue date and installation completion date. Permit number, control section [Control Section], and Attachment A conditions apply. SANITIZED Permit Example.



Figure 2.5b: Construction Plan — Aerial View with Bore Route. Shows a Google Earth aerial image with the proposed bore route marked, including start bore coordinates ([Latitude], [Longitude]) on the [side] of [State Highway] and stop bore coordinates ([Latitude], [Longitude]) on the [side], 77-foot crossing distance, and the highway orientation. SANITIZED Permit Example.

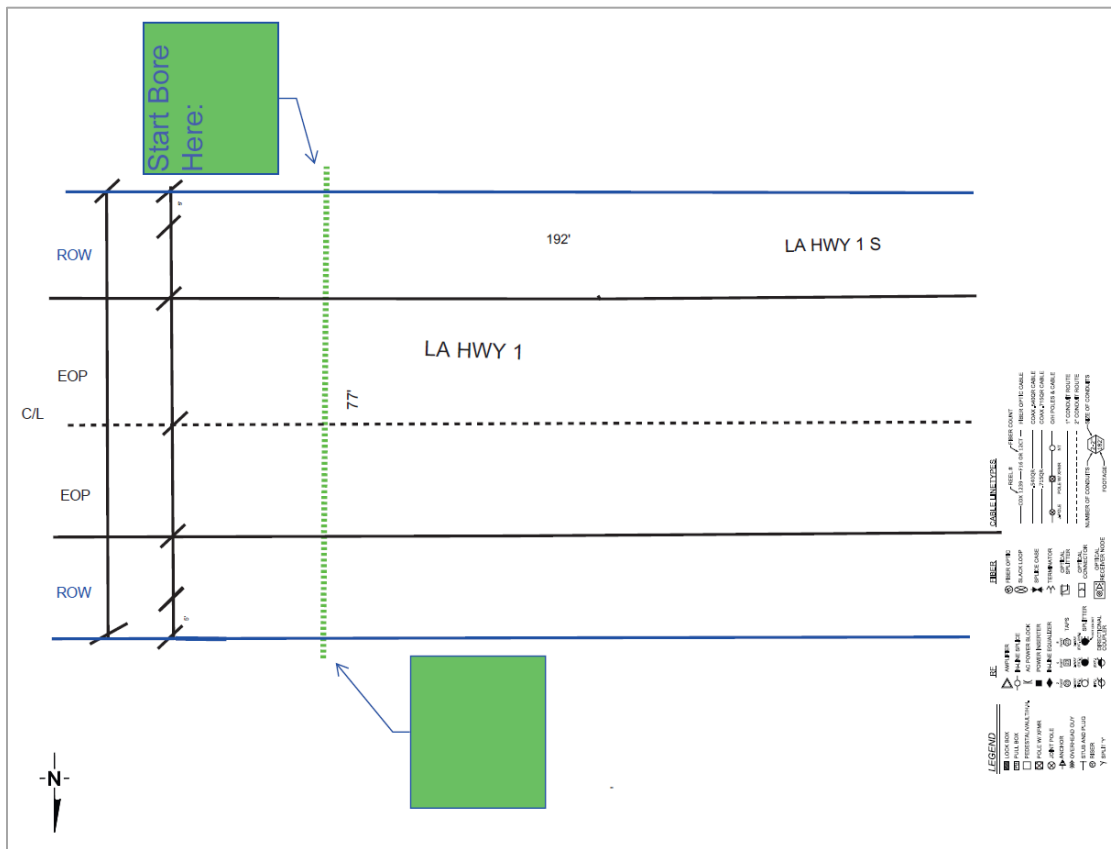


Figure 2.5c: Construction Plan — Plan/Profile Sheet. Shows the plan view of the bore crossing with right-of-way (ROW) lines, edge of pavement (EOP) lines, highway centerline (C/L), bore start point with GPS coordinates, 77-foot crossing distance, 192-foot reference dimension along the highway, 5-foot offset from ROW on each side, highway labeled as [State Highway]. SANITIZED Permit Example.

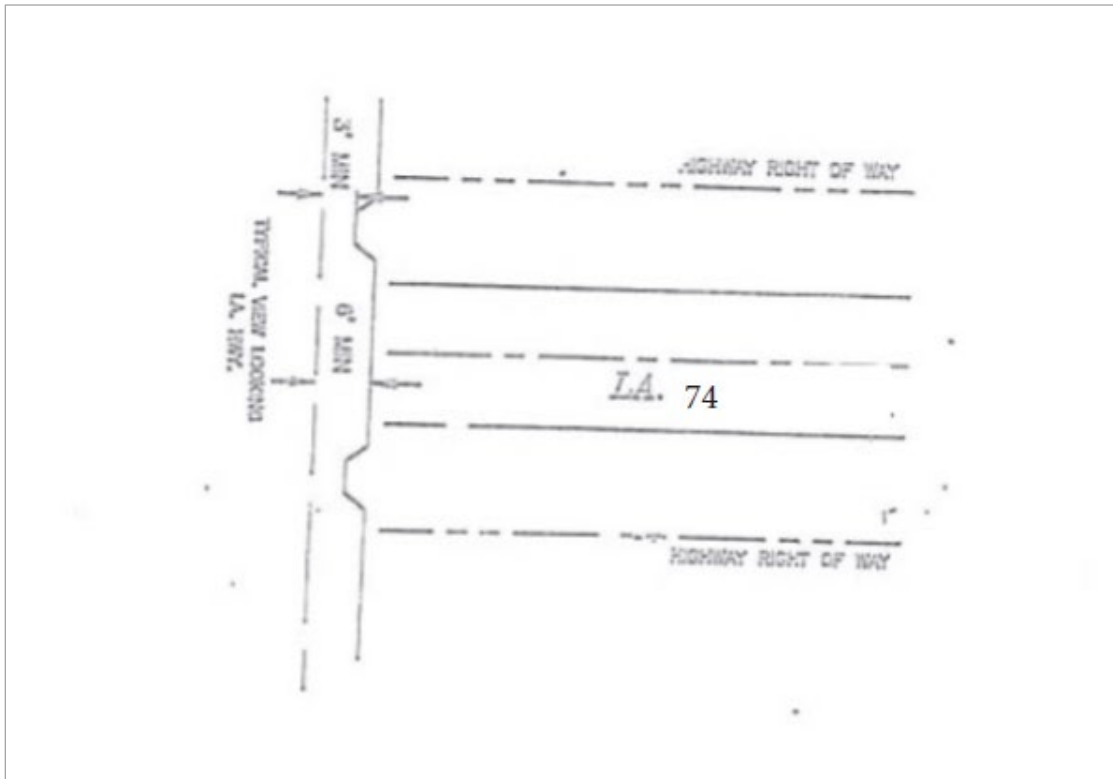


Figure 2.5d: Typical Crossing Detail. Shows a cross-section of the highway crossing with the bore path beneath the roadway, minimum 3-foot cover below drainage and 6-foot cover below road grade, highway right-of-way boundaries on both sides, and the "Typical View Looking [Direction]" label. Demonstrates compliance with the Standards for Installation of Pipelines, Section C (Crossing the Highway). SANITIZED Permit Example.

2.6.1 DOTD Reviewer Checks: A Worked Example.

The values below (conduit size, bore length, depth of cover, crossing angle) are specific to this permit and are shown to illustrate the review. For the standards that apply to every permit, see the Technical Requirements tables in Section 2.5

- **Application completeness:** Applicant signed and dated the application on [Date]. The form identifies: State Highway No. [State Highway], [Parish], GPS coordinates for both the start point ([Latitude], [Longitude]) and stop point ([Latitude], [Longitude]). Project description states: "Bore will be 6 ft below road grade and 3 ft below drainage, approximately 5 ft inside ROW. On the [side] of the highway, bore [direction] for 77 ft and exit ROW. Bore will consist of one 2-in. conduit." The applicant representative signed as [Title] with contact information provided. Estimated annual facility access: 3 times. District Permit Specialist checkbox is marked.
- **Signature verification:** The permit is signed by [Applicant Representative], listed as ROW/Land Use Agent for [Applicant Company]. Title and contact information (address, phone, email) are provided. The form notes: "Permit must be signed by the owner or lessee of the property. Contractor may NOT acquire permit."

- **Location verification:** Installation is confirmed on a state highway ([State Highway]) in [Parish]. GPS coordinates provided in decimal degrees for both start and stop points. The location runs from [distance] [direction] of [Intersecting Highway] to [distance] [direction] of [Intersecting Highway]. The aerial view (Figure 2.5b) confirms the bore route crossing under [State Highway] from the [side] to the [side]. Control section [Control Section] is assigned.
- **Crossing standards compliance:** This is a highway crossing, subject to Section C of the Standards for Installation of Pipelines on State Highways. The applicant states the bore will be 6 ft below road grade and 3 ft below drainage. For uncased pipelines crossing the highway, the standard requires at least 5 ft of cover below the roadway and 3 ft below ditches or drainage structures. The reviewer verified that the proposed 6-foot depth meets the 5-foot minimum. The plans show the bore crossing the highway at 90 degrees (not-pictured). The standard requires crossings to be made as near to 90 degrees as possible and within the 75°-105° degree range, so the proposed angle meets the standard and no letter of explanation is required. The installation method is boring (directional bore), which is consistent with the requirement that crossings be made by boring or jacking. The typical crossing detail (Figure 2.5d) shows the bore profile relative to the highway cross-section.
- **Construction plans:** The permit package includes an aerial view showing the bore route with GPS coordinates (Figure 2.5b), a plan/profile sheet showing the bore alignment relative to ROW lines, edge of pavement, and centerline with dimensions (Figure 2.5c), and a typical crossing detail showing the bore depth below road grade and drainage (Figure 2.5d). A construction legend is included showing standard symbols for lock boxes, pull boxes, fiber optic lines, and conduit routes.
- **Non-metallic facility marking (Thirteenth condition):** The conduit is a 2-in. non-metallic conduit for communication cable. The Thirteenth general condition requires that any non-metallic or non-conductive underground facility be installed with a non-corrosive metallic wire or tape placed directly over and on the center of the facility for its entire length within the ROW.
- **Traffic review:** The District Traffic Operation Engineer checkbox is not marked on this permit, indicating traffic review was not required for this crossing. This is consistent with a short duration bore crossing that does not require lane closures or traffic control plans.

2.6.2 Permit Conditions

The permit was issued on [Issue Date] with an installation completion date of [Completion Date].

The permit is subject to Attachment A and the fourteen standard general conditions. Key conditions applicable to this crossing:

- The applicant must notify the District Permit Specialist prior to beginning work and after work is completed.
- No activities within 20 ft from the edge of the travel lane without written DOTD authorization (Attachment A, First condition).
- No lane closures without DOTD approval (Attachment A, Second condition).
- Drainage on the highway side and cross ditches must be maintained at all times, and the ROW must be restored to pre-work condition (Twelfth general condition).

- Non-metallic underground facilities must be installed with metallic wire or tape for locating (Thirteenth general condition).
- The applicant must call Louisiana One Call and contact DOTD at DOTD-FiberLocates@la.gov at least 24 hours prior to any excavation (Fourteenth general condition).
- Final inspection and approval required before the permit is considered complete.

2.7 Standard Plan and Attachments Details

This section describes the standard DOTD plan detail sheets that are attached to utility permits. Reviewers should ensure the correct sheets are included in each permit package based on the scope of work. Per [ECB-2026-11, Standard Plan Online Availability](#), many DOTD standard plans can be downloaded directly from the [DOTD Standard Plan Book](#) without a watermark. Direct applicants to the Standard Plan Book rather than issuing copies. The sheets reproduced in this chapter carry the Standard Plan Book's "For Informational Use" watermark and are reference copies only. Any change to a referenced standard plan supersedes what is shown here. Certain special details are not published online and are issued through the Office of the Secretary on a Public Records Request under LSA-R.S. 44:1 *et seq.*

2.7.1 Pipe Data Sheet (Utility Permit Supplement)

When required: All utility permits involving underground pipeline or conduit installation (parallel or crossing). The Pipe Data Sheet will be updated after the EDSM IV.2.1.9 revision.

Located: DOTD Permit Forms (Utility Permit Supplement)

The Pipe Data Sheet is a one-page supplement that documents the technical specifications of the carrier pipe and casing (if used). Required fields include: contents to be handled, pipe material, specification and grade, outside diameter, wall thickness, specified minimum yield strength, hydrostatic design basis (for non-metallic pipe), maximum allowable operating pressure (MAOP), type of joint, method of installation, location (crossing or parallel), crossing angle (if applicable), minimum depth beneath roadway surface, and minimum depth beneath ditches or drainage structures. For pipelines regulated by US DOT, Class Location is required. The sheet must be signed by the owner of the proposed facility.

2.7.2 Hold Harmless Agreement – Standard Plans and/or Special Details

When required: All utility permits where the applicant has requested or been provided DOTD Standard Plans and/or Special Details.

Located: [DOTD Standard Plan Book](#)

The Hold Harmless Agreement is a notarized document in which the applicant acknowledges that all Standard Plans and/or Special Details supplied by LADOTD are for informational purposes only. The applicant agrees that plans provided **can only be used on the project** for which they were requested, that use of plans not covered by the request is strictly prohibited, and that the applicant will hold harmless and indemnify LADOTD and its personnel against any claims arising from the use of the plans. The agreement must be signed by an authorized representative of the applicant, notarized, and dated.

2.7.3 Temporary Traffic Control Plans (TTC Standard Sheets)

When required: All utility permits involving work within or adjacent to the highway right-of-way. The specific TTC sheets included should match the scope of work and the proximity of the work zone to the travel way.

Located: [DOTD Standard Plan Book](#)

The TTC standard sheets are DOTD-issued plans that establish minimum traffic control requirements for construction and maintenance operations within the right-of-way. The standard set typically includes:

- **TTC-00(A)** — General provisions covering signs, pavement markings, lane closures, flaggers, pedestrian considerations, and references to applicable standards (MUTCD, AASHTO, NCHRP).
- **TTC-00(B)** — Channelizing devices, Type III barricades, standard device spacing and buffer space tables by speed and lane width.
- **TTC-00(C)** — Additional taper and drop-off specifications, TTC for drop-offs (interstate and non-interstate), and allowable lap splice details for U-channel posts.
- **TTC-00(D)** — “Road Work Next XX Miles” and “End Road Work” sign placement layouts for two-way roadways, divided roadways, and crossroad configurations.
- **TTC-01** — Work operations more than 15 ft from the travel way (shoulder work, mowing, utility operations beyond 15 ft).
- **TTC-02** — Work operations less than 15 ft from the travel way (utility operations within 15 ft, short-duration work near travel lanes).

The Permit Specialist should verify that TTC sheets are included in the permit package. The Tenth general condition of the utility permit requires that signing for warning and protection of traffic be in accordance with DOTD’s Manual on Uniform Traffic Control Devices. The District Traffic Operation Engineer reviews the traffic control plan if the checkbox on the permit application is marked for traffic review.