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

Permit Number _____

CONTROL _____ **SECTION** _____

ENTERED IN COMPUTER FILE

_____
INITIAL AND DATE

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

AUTOMATIC LICENSE PLATE CAMERA PERMIT

A copy of this permit shall be available at the site where and when work is performed.
Rev. 10/2026

Whereas _____,
(Print or type name of applicant. Must be in the name of a Law Enforcement Agency)

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:

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

for the installation, operation, and maintenance of the following described automatic license plate camera device (use additional sheets as necessary):

By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, and the Standards for the Installation and Operation of Automatic License Plate Cameras, 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 of review required)

☒ District Permit Specialist / Date

☒ ADA Maintenance / Date

☒ District Traffic Operations Engineer / Date

☐ Headquarters Bridge Design Engineer / Date
(if mounting on bridge or sign truss)

☐ Headquarters Bridge Maintenance Engineer / Date
(if mounting on bridge)

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

Issue Date: _____

Installation to be completed by: _____
(Date)

Permit must be signed by the agency representative.
Contractor may NOT acquire permit

(Agency Representative Signature) (Date)

(Name of Person Signing Permit) (Printed or Typed)

(Title)

(Street or P.O. Box)

(City or Town) (State) (Zip Code)

(Telephone Number)

(E-mail Address)

DOTD APPROVAL:

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

HEADQUARTERS (original) pc: DISTRICT pc: PERMITTEE

The following general conditions and standards shall apply:

FIRST: That, the rights and privileges granted herein shall be non-exclusive 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 automatic license plate camera (ALPC) devices or appurtenances placed on the highway right-of-way shall be placed in accordance with existing laws and the standards of the Department of Transportation and Development. The ALPC, hereto, is defined as a device involving the use of specialized cameras and software that recognize a license plate, capture an image of the license plate, and interpret the characters of the license plate into data that may then be used for public safety.

SECOND: That, all ALPC devices and appurtenances thereto, after having been erected, shall at all times be subject to inspection by authorized personnel and the right is reserved to require such changes, additions, adjustments, 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 safe and expeditious movement of traffic on the highway, and that the cost of making such changes, additions, adjustments, repairs, relocations, and removal shall be borne by the applicant.

THIRD: That, the proposed devices or their operation or their maintenance shall not unreasonably interfere with the facilities or the operations or maintenance of the facilities of other persons, firms or corporations previously issued permits of use and occupancy, and that the proposed devices 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.

FOURTH: That, clearances, types of construction and other specifications shall be in accordance with the standards of the Department of Transportation and Development except that those specifications not included in the above shall be in accordance with accepted standard practice.

FIFTH: That, data relative to the proposed location, relocation and design of fixtures or appurtenances as may be required by the Headquarters (Right-of-Way) R/W Permits Engineer or the District Permit Office shall be furnished to the Headquarters R/W Permits Engineer or the District Permit Office by the applicant free of cost, and that the applicant shall make any and all changes or additions necessary to make the proposed fixtures and appurtenances thereto satisfactory to the Headquarters R/W Permits Engineer or the District Permit Office.

SIXTH: The applicant agrees to defend, indemnify, and hold harmless the Department of Transportation and Development and its duly appointed agents and employees from and against any and all claims, suits, liabilities, losses, damages, costs or expenses, including attorneys' fees sustained by reason of the exercise of this permit, whether or not the same may have been caused by the negligence of the Department of Transportation and Development, its agents or employees, provided, however, that the provisions of this last clause (whether or not the same may have been caused by the negligence of the Department of Transportation and Development, its agents or employees) shall not apply to any personal injury or property damage caused by the sole negligence of the Department of Transportation and Development, its agents or employees, unless such sole negligence shall consist or shall have consisted entirely and only of negligence in the granting of this permit.

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, any changes or modifications made in installing the ALPC devices covered by this permit or any changes or additions made to the devices at any time after installation other than that required by normal maintenance shall require a new permit for such changes, modifications or additions and failure to obtain said new permit shall void all permits previously issued for the above ALPC devices and will entitle the Department of Transportation and Development to remove said devices at the expense of the applicant.

NINTH: Failure of applicant to avail itself of the provisions of this permit within 180 days shall invalidate said permit.

TENTH: Signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surface, shall be in accordance with requirements contained in the Manual on Uniform Traffic Control Devices. No vehicles, equipment and/or materials shall operate from, or be parked, stored or stockpiled on any highway 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, including the median of any divided highway, unless Traffic Management Plans (TMP) have been approved and incorporated in this permit. Cost for traffic control shall be borne by the applicant.

ELEVENTH: Prior to performing any excavation, the applicant or the applicant designee is required to call Louisiana One Call to determine the location of any existing utilities. In addition, the applicant must contact the Department of Transportation and Development at DOTD-FiberLocated@la.gov at least 3 business days prior to performing any excavation on the Department of Transportation and Development Right-of-way (either for installation or maintenance).

TWELFTH: If Applicant is requiring ALPC outside its jurisdiction, the permit may be revoked or altered at any time to accommodate the municipality or local governing authority of the parish where the permit is requested. The permit may be revoked at any time if the Department of Transportation and Development, in its sole discretion, determines it is in the best interest of the public or the Department of Transportation and Development. The permit may also be revoked if the ALPC system is having a detrimental effect on the operations of the existing traffic systems. When a permit is revoked, the Department of Transportation and Development will notify the permittee in writing. The permittee shall have thirty (30) calendar days from the receipt of such notification, to remove all ALPC equipment from the state Right-Of-Way and return the site to its pre ALPC installation condition. Should the permittee fail to remove its equipment within thirty (30) day period, the Department of Transportation and Development will remove the equipment and restore the right of way to its original condition at the sole cost of the permittee.

STANDARDS FOR INSTALLATION AND OPERATION OF AUTOMATIC LICENSE PLATE CAMERAS

1. All materials and workmanship shall conform to the requirements of the applicable industry code and to Department of Transportation and Development specifications.
2. All safety precautions for the protection of the traveling public must be observed. Any delays to traffic will require TMP in accordance with EDSM VI.1.1.8. This requirement shall be in full force and effect during the construction phase of the installation, and at any time maintenance is being performed.
3. The applicant shall provide the following information:
    a. Location layout, which shall include brief description of the location of the ALPC with a plan showing the land usage, location, and geometric data, if applicable.
    b. Type of camera, power source, mounting details location and dimensions to travel lanes, and all other pertinent data as required by the Department of Transportation and Development.
    c. If the proposed location of the ALPC is in another jurisdiction, a letter of no objection from the governing authority of the other jurisdiction regarding the proposed location.
    d. If the proposed location is on a traffic signal pole in a jurisdiction having a signal maintenance agreement with DOTD, a letter of no objection from the governing authority regarding the proposed location.
4. 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 within one week after the backfill has been tamped. If the Department of Transportation and Development determines, at its sole discretion, that the existing soil material is unsuitable for backfill, applicant will be required to furnish select material in lieu thereof, and the existing material shall be disposed of by approved methods.
5. A site visit by the Department of Transportation and Development personnel for confirmation of the proposed installation location must be performed prior to approval of the permit. Co-location on existing utility poles or separate independent poles will be allowed only with prior written approval of the District Permit Office. Location of independent poles and base designs require prior written approval by the Department of Transportation and Development District Administrator or District Administrator's designee.
6. Attachments to existing bridge or sign truss structures require approval by the Headquarters R/W Permits Engineer and no authorized attachment to an existing structure shall cause technical interference with any equipment on the facility.
7. Access Requirements
    a. Repairs under the roadway will not be allowed if such repairs necessitate open cutting the highway. If a problem occurs with a line crossing, the applicant must install a new crossing. The applicant must bear 100% of the cost.
    b. Prior to the start of construction/installation of an automatic license plate camera, the applicant shall provide the District Permit Office with the dates and times necessary to complete the installation. The District Permit Office, in its sole discretion may modify the duration and access to the construction site.
    c. The applicant shall contact the District Permit Office and obtain approval each time the facility must be accessed, including but not limited to routine maintenance. The applicant shall contact the District Permit Office and obtain prior approval of any change to the structure or configuration of the facility.
8. ALPC systems shall not be located on Department of Transportation and Development owned and maintained traffic signal equipment.
9. ALPC systems shall not interfere with or affect the operation of any traffic control device and signal system. To meet this objective, electrical services for the ALPC system shall not be derived from any traffic signal facility or Department of Transportation and Department facility, including but not limited to the traffic signal cabinet, associated electrical conduit, junction boxes, handholes, mast arm poles or traffic signal post.
10. Any deviation from the standards provided herein, must have the prior approval of the Department of Transportation and Development Chief Engineer. If the applicant desires such a waiver, applicant shall submit a letter of justification to the appropriate District Administrator. If the District Administrator determines that conditions warrant a waiver, the District Administrator will forward the application and a letter of justification to the Headquarters R/W Permit Section for approval or denial by the Chief Engineer. No waiver shall be approved without the prior written consent of the Chief Engineer.

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.