



Permits Office/District 62  
685 N. Morrison Blvd.  
Hammond, La. 70401

John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary

### Directions to access permits and temporary traffic control (TTC) sheets online and steps to follow

1. Computer and internet access: search "ladotd".
2. LaDOTD – Louisiana [wwwsp.dotd.la.gov](http://wwwsp.dotd.la.gov) should be the first option. Select.
3. Look for the orangey-yellow "How Do I?" box on the left side. Click.
4. The 4<sup>th</sup> option down...select "Get a permit?"
5. Select the 2<sup>nd</sup> option in the list: "Driveway, Right of Way & Traffic Engineering Projects".

#### Traffic Engineering Permits

**Access Connections:** Select "Click here" in the yellow box on the right...next to "Traffic Engineering Permits".

##### Access Connection Permit Residential and Non-Commercial Agriculture (single-family...)

- Complete the information in the blue shaded boxes on the application. Print all pages of the application.
- Provide a survey plat of your land showing the frontage length along the highway and the depth of the property.
- Stake out where the driveway will be.
- Mail application and survey plat to the address below.

##### Preliminary Access Connection – Traffic Generator Only (commercial, 6+ home sub-division, ...)

- Complete the information in the blue shaded boxes. Print all pages of the application.
- Contact to discuss other requirements necessary to submit with the application.

##### Request for Re-evaluation – Traffic Generator (remodeled, reconstructed, redeveloped)

- Complete the information in the blue shaded boxes. Print all pages of the application.
- Contact to discuss other requirements necessary to submit with the application.

#### Right-of-Way Permits

**Utility Permits:** From step 5 above, the Utility permit is the 12<sup>th</sup> blue link in the Permit Title list.

- Complete the information in the blue shaded boxes. Print all pages of the application.
- Three (3) copies of the drawings must accompany the utility permit application.
- Pipe data sheet (current version updated 01/17): from step 5 above, the Pipe Data Sheet is the 14<sup>th</sup> blue link in the Permit Title list.
- Mail to the address below.

**Project Permits:** From step 5 above, the Project permit is the 8<sup>th</sup> blue link in the Permit Title list.

- Complete the information in the blue shaded boxes. Print all pages of the application.
- Three (3) copies of the drawings must accompany this permit application.
- Contact to discuss other requirements necessary to submit with the application.

#### Temporary Traffic Control (TTC) sheets and Hold Harmless agreement:

- From Step 3 above, the 5<sup>th</sup> option down...select "Find a form or publication?"
- In the right column, find and select "Standard Plans/Special Details"
- Disclaimer will appear. Choose "Accept"
  - In the Standard Plans section, the last choice is "Temporary Traffic Control". All sheets are watermarked, signed, and stamped by one of our engineers. To use the TTC sheets, you will need to complete a Hold Harmless Agreement. Steps follow...
  - Blue column on the left side, choose "Public Records/Hold Harmless." The Hold Harmless Agreement (2016) is the 2<sup>nd</sup> choice.

If you have any other questions or concerns, call Ernie or Scott in Permits at the number below.

Ernie Matherne - St. Tammany, St. John, Washington - 985-375-0130

[ernest.matherne@la.gov](mailto:ernest.matherne@la.gov)

Scott Puls - Livingston, Tangipahoa, St. Helena - 985-375-0135

[scott.puls@la.gov](mailto:scott.puls@la.gov)

Mailing & Physical address:

LA DOTD District 62 Permits

685 N. Morrison Blvd.

Hammond, LA 70401

# DISTRICT 62 COMMERCIAL DRIVEWAY CHECKLIST

## Plan view:

1. North Arrow
2. Boundary Survey with Property lines up to highway right of way (distance shown)
3. Site plan of layout of driveway (width, radius, and pipe size & length) Include all planned buildings (square ft), on-site parking, on-site vehicle circulation plan, and phased construction plans. Amount & Frequency expected Heavy Commercial Vehicle Access.
4. Area map of location of driveway with distances from other driveways on the highway of existing access connections on both sides of the Highway including the distance in all directions from the center of Driveways/Streets to your Access point.
5. Driveway striping and regulatory signage (if applicable)
6. Driveway width: 22ft min. 36ft max. Boulevard: 6 ft median, 12 ft max lane
7. Driveway shall be squared up with highway.
8. Radius required: 25 ft min. (traffic & no trucks), max based on design vehicle
9. Distance to other improvements: 25 ft min. required hard-surface materials for the driveway from edge of travel lane to right of way.
10. Roadway showing all dimensions: Shoulders, striping, and travel lanes along with intersections within 500 ft (Including driveways) also, La. / US routes identified.

## Miscellaneous:

11. All curb is to conform to DOTD Standard Plans for driveways unless specifically approved.
12. If the route is under construction a "Letter of No Objection" from the contractor is required.
13. The property owner must sign the permit application or a "Letter of Authorization" signed by the owner must accompany the permit.
14. A permit is required to be submitted prior to: meetings, a traffic impact study to be reviewed.
15. All information must be legible.
16. 3 copies of the plans must accompany the signed permit. Limit size 11" by 17"
17. Permit is valid for 1 year.
18. The District Personnel (noted on the permit) is to be notified prior to and upon completion of work and an approved copy of the permit must be present on jobsite.
19. If work is performed by a licensed Engineer, all final documents must be stamped, signed, and dated.
20. To Accompany any other verbiage reference: LAC Title 70, Part 1, Chapter 15

## PERMITS

Ernie Matherne – St. Tammany, St. John, Washington - 985-375-0130 [ernest.matherne@la.gov](mailto:ernest.matherne@la.gov)

Scott Puls – Livingston, Tangipahoa, St. Helena - 985-375-0135 [scott.puls@la.gov](mailto:scott.puls@la.gov)

- Please cc the permit specialist when corresponding with Traffic or Hydraulics regarding comments.



District 62 Headquarters  
685 N Morrison Blvd | Hammond, LA 70401

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## HYDRAULIC PERMIT REQUIREMENTS

### GENERAL REQUIREMENTS

- **The post-development runoff rate (post-Q) shall be less than or equal to the pre-development runoff rate (pre-Q).**
- **All calculations shall be as per the 2011 LADOTD Hydraulics Manual and only include the area being developed.**
- **Report shall be stamped by a licensed LA Civil Engineer. *No submittal larger than 11" x 17".***

### TECHNICAL REQUIREMENTS

- Drainage Area(s)
  - Layout map of existing drainage (topographic survey w/ elevations) indicating:
    - Delineated drainage areas
    - Flow paths including elevations (directional arrows)
    - Existing drainage structures including pipe sizes with invert elevations
  - Layout map of proposed drainage indicating:
    - Improvements to land area
    - Delineated design drainage areas
    - Design flow paths including design elevations (directional arrows)
    - New hydraulic structures/system labeled appropriately with invert elevations. Consider safety end treatment where applicable.
- Runoff—Rational Method per Chapter 3 of LADOTD Hydraulics Manual (< 200 acres)
  - Calculations for determining the pre-development runoff (pre-Q), including all variables and hydrographs.
    - Time of Concentration (TC)—Sheet flow formula on page 3(C)-4. *Minimum values cannot be used for pre-Q.*
    - Rainfall Intensity (I)—IDF curves on page 3-6.
    - Runoff Coefficient (c)—Table 3-C.3-1 on page 3(C)-2. *Use 0.95 for impervious surfaces.*
  - Calculations for determining the post-development runoff (post-Q), including all variables and hydrographs.
    - Time of Concentration (TC)—Sheet flow formula on page 3(C)-4. *Minimum values: pipe flow- use 3.0 fps, inlets- use 5 min.*
    - Rainfall Intensity (I)—IDF curves on page 3-6.
    - Runoff Coefficient (c)—Table 3-C.3-1 on page 3(C)-2. *Use 0.95 for impervious surfaces.*
- Design calculations for hydraulic structures (if applicable) including all variables, inverts, sizes, and hydrographs.
- Detention / Retention Analysis
  - If the post-Q is greater than the pre-Q, retention basins / ponds, parking lot flooding, orifice plates, restrictor pipes, and/or culvert storage are all permitted options for flow reduction in order to meet the pre-Q. *All calculations and variables must support the flow reduction method including tailwater conditions, 25 and 100 yr. design storm water elevations, stage / discharge curves, etc.*
  - Outlet pipes shall not exceed a maximum velocity of 3 fps without erosion control measures.



STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245  
Section 24



**RIGHT-OF-WAY (ROW) PERMIT  
APPEAL PROCESS**  
Revised May 2017

DOTD has a responsibility to design, operate and maintain highway facilities that are safe and efficient for drivers. Each DOTD District addresses ROW issues on a regular basis and decisions are based on established DOTD policies and procedures.

If the individual seeking assistance is not satisfied with the decision rendered by DOTD, the individual has the option to request a review by the District Administrator and/or the Headquarters ROW Permit Engineer. If this review and resulting decision are not satisfactory, the individual may submit a formal appeal to the DOTD Appeal Board.

**APPEAL PROCEDURE:**

The following procedure is hereby established for requesting a formal appeal with the DOTD Appeal Board as outlined in EDSM VI.1.1.7. For Access Connection appeals see [Traffic Engineering Appeal Procedure](#) located at <http://www.dotd.la.gov/highways/traffic/> or [www.dotd.la.gov](http://www.dotd.la.gov) → Transportation → Traffic Engineering → Home tab.

1. The applicant shall notify the District Permit Specialist, District Administrator and or Headquarters ROW Permit Engineer, as applicable, of his intent to file a formal appeal.
2. The applicant is to submit a written request for a review by the Appeal Board. The request shall be submitted to the Headquarters ROW Permit Engineer with a copy to the District Administrator. The request should note the reason for the appeal and include all relevant information supporting the applicant's reason for the appeal. This includes all correspondence between the applicant and DOTD District or Headquarters ROW Permit Engineer as applicable, relevant historical information and any other supporting documents the applicant wishes to include. The request should be submitted 30 days prior to the next scheduled Appeal Board meeting. Since the number of appeals and the order in which appeal requests are submitted establishes the monthly board agenda, the appeal request will be added to the next available agenda.
3. The District Administrator's office shall also prepare a letter and submit to the Headquarters ROW Permit Engineer. The letter should provide the district's position on the appeal request and shall also include all relevant information pertaining to the appeal.
4. The Headquarters ROW Permit Unit shall prepare a package consisting of the submittals presented by the District and applicant and a brief summary of the reason for the appeal request. A position paper will also be prepared by the Headquarters ROW Permit Unit and included with this appeal package. The position paper will detail any rules, policies, and/or any other pertinent

information related to the appeal in order to assist the Board in making a decision. The Headquarters ROW Permit Unit may request additional information from either party for inclusion in the final package.

5. Based on the appeal, the Headquarters ROW Permit Unit will assign 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.

6. Following the monthly Appeal Board meeting, the Headquarters ROW Permit Unit shall prepare a written letter outlining the results of the appeal hearing and send a copy to both the applicant and the District Administrator within 30 days.

7. In some cases, the Appeal Board may request additional information or recommend an alternative solution. The Headquarters ROW Permit Unit will inform the District office and if the District is favorable to that solution, the applicant will be notified of the proposed solution. If the District is not favorable to the proposed solution, the Appeal Board will be notified and at their discretion, make a final decision on the appeal request.

For further information concerning the DOTD ROW Permit Unit Appeal Process, please contact the unit's administrator, Mr. Jason Lacombe at 225-379-1046 or [Jason.Lacombe@la.gov](mailto:Jason.Lacombe@la.gov).

All formal appeal requests shall be submitted to:

Mailing address:

LA DOTD

Attention: Joy Johnson, P.E.

Headquarters ROW Permit Engineer

Section 24

P.O. Box 94245

Baton Rouge, LA 70804-9245

Physical address:

Room S625

1201 Capitol Access Rd. Baton Rouge, LA 70802

## **Traffic Engineering Appeal Process**

The following procedure is hereby established for requesting a formal traffic engineering appeal as outlined in EDSM VI.1.1.7 with the LADOTD Appeal Board

1. The applicant shall notify the District Traffic Operations Engineer (DTOE) and/or District Administrator of his/her intent to file a formal appeal.
2. The applicant will then be instructed to submit a written request for a review by the Appeal Board. The request shall be submitted to the Traffic Engineering Management Section administrator.

Louisiana Department of Transportation  
Attn: Ryan Hoyt, PE  
Statewide Traffic Engineering Management Administrator  
1201 Capital Access Rd.  
Baton Rouge LA, 70808

3. The request should note the reason for the appeal and include all relevant information supporting the applicant's appeal. This includes all correspondence between the applicant and the district, relevant historical information concerning the request, and any other documents that the applicant wishes to include supporting their claim. The request should be submitted 30 days prior to the next scheduled Appeal Board meeting in order to ensure that the appeal is placed on the meeting agenda. This does not guarantee that the appeal request will be heard since the number of appeals and the order in which appeal requests are submitted establishes the monthly review board agenda.
4. The District office shall also prepare a letter to submit to the Traffic Engineering Management section administrator. The letter should provide the districts position on the appeal request and shall also include all relevant information pertaining to the appeal.
5. The HQ Traffic Engineering Management section shall prepare a package consisting of the submittals presented by the District and Applicant and a brief summary of the reason for the appeal request. A position paper will be also be prepared by the Traffic Engineering Management section and included with this appeal package. The position paper will detail any rules, policies, and/or any other pertinent information related to the appeal in order to assist the Board in making a decision. At their discretion, the HQ Traffic Engineering

Management section may request additional information from either party deemed necessary to complete the appeal package.

6. Based on the Appeal, the HQ Traffic Engineering Management section will assign a subject matter expert to provide technical guidance to the Appeal Board at the monthly meeting.
7. As outlined in the EDSM, the appeal hearing will be scheduled for 45 minutes. The appealing party may attend but is not required to attend the appeal board meeting. If the appealing party chooses to attend the meeting in person, they will be allowed 30 minutes to present their case. The Appeal Board will then have 15 minutes to ask questions before the appeal hearing is adjourned. The letter provided by the District office will outline the district's position on appeal and is therefore not required to have representation in attendance at the appeal board meeting.
8. A representative from the HQ Traffic Engineering section will take the meeting minutes of Appeal Board for each appeal that is heard at the meeting.
9. Following the monthly Appeal Board meeting, the HQ Traffic Engineering Section representative shall prepare a written letter outlining the results of the appeal hearing and send a copy to both the applicant and District Administrator. In some cases, the review board may request additional information or recommend an alternative solution.

For further information concerning the LADOTD Traffic Engineering Appeal Process, please contact Jody Colvin 225-242-4695 or Ryan Hoyt 225-379-1370.