



JEFFERSON PARISH

DEPARTMENT OF ENGINEERING
PUBLIC WORKS

CYNTHIA LEE SHENG
PARISH PRESIDENT

DRIVEWAY PERMIT APPLICATION

Please Print Clearly

ANGELA DeSoto, P.E.
DIRECTOR

Property Owner Information

FULL Property Address: _____

Name: _____

Mailing Address
(if different from property address): _____

Phone Number: _____

Email Address: _____

Contractor Information

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

How would you like to receive the Permit? ☐ Email or ☐ Pick Up

Applicant Signature: _____ Date: _____

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Contact Information

Vincent Acosta
Engineering
1887 Ames Blvd. Marrero, LA 70072
vacosta@jeffparish.net
Phone: (504) 349-5174

John Goza
Engineering
1887 Ames Blvd. Marrero, LA 70072
john-carr.goza@jeffparish.net
Phone: (504) 349-5176

DRIVEWAY AND SIDEWALK PERMIT REQUIREMENTS

Description of Work: (Please Complete)

Address of Property: _____

Please check all that apply:

☐ New Residential Construction Building Permit # _____

☐ Existing Residential ☐ Existing Commercial

Replace or widen existing: ☐ Driveway ☐ Sidewalk

☐ Install secondary driveway

Driveway Type: ☐ Single ☐ Double ☐ Circular ☐ Other

Driveway Permit Requirements Checklist

☐ A current survey

☐ The completed sketch page which applies to your proposal. Choose from the following:

A B C D E F G H

- Provide the following information in the blank boxes on the provided sketch:
 - Width of driveway(s) along front property line (property side of sidewalk);
 - Distance from street edge to street side of sidewalk.

For circular driveways, provide the following additional information:

- Distance between the two proposed driveways along the front property line;
 - Distance from the sidewalk to the inside edge of the curved portion of the driveway;
 - Width of the curved portion of the driveway.
- Show all features that might be impacted by construction activities:
 - Fire Hydrant/Valves
 - Gates/Fences
 - Utility Poles/Guy Wires
 - Street Lights
 - Trees
 - Water Meter(s)/Sewer Cleanout(s)
 - Traffic Signs
 - Catch Basins, Drop Inlets, Manholes, and Yard Drains
 - Any other structure that may affect the proposed work
- Property address and bounding street names (nearest cross streets)

DRIVEWAY AND SIDEWALK PERMIT REQUIREMENTS

APPROVED PERMIT: The attached driveway permit drawing is approved for locational purposes only. The General Notes listed below must be addressed at the time of construction.

The owner should provide the approved site plan and driveway / sidewalk drawings to his or her contractor for construction.

Please contact the Engineering Inspections Division at (504) 349-5173 to set up a consultation with an Engineering Inspector before any work is begun in the Parish Right of Way. It is highly recommended to set up this consultation as soon as this permit is issued.

General Notes:

STANDARDS: All driveways and sidewalks must be in accordance with the latest Jefferson Parish Department of Public Works Standard Details. The standards can be found online at <http://www.jeffparish.net> under Engineering Department – *Public Works Standard Details*.

ELEVATIONS/SLOPES: Driveway and Sidewalk elevations and slopes are set by ADA Standards and Jefferson Parish Department of Publics Works Standards and enforced by the Jefferson Parish Engineering Department Inspectors. It is the architect, contractor, and/or property owners' responsibility to design slopes and elevations on private property to adequately tie-in to right-of-way requirements.

UTILITY OFFSET MINIMUM: No portion of any driveway shall be located within four (4') feet of any fire hydrant, utility poles, drain/catch basin, or any other surface utility within the public right-of-way. **The applicant, at his or her expense, may have the surface utility moved or modified, if the public utility agency determines that the move or modification will not detrimentally affect the service.**

PERMIT INSTRUCTIONS

1. Call for a pre-pour when all driveway aprons and sidewalks are completely formed and pins installed in the expansion joints;
2. Allow up to 2 working days for inspections;
3. Asphalt streets general rule:
 - a. Engineering Inspector to set elevations;
4. Aprons general rules:
 - a. The standard slope may not exceed 5%;
 - b. Aprons and driveway sidewalks must have a 6" depth for residential, 8" for commercial;
 - c. $\frac{3}{4}$ " Pre-molded expansion material must be installed at the concrete curb for the apron;
5. Sidewalks general rules:
 - a. If existing sidewalks are to remain, all trip hazards must be eliminated before the final inspection;
 - b. A 5' green space is required between the side property lines at the bottom and top of the sidewalk in the Right of Way;
 - c. Box in all walk ways with expansion joints in sidewalks;
 - d. Sidewalk maximum cross slope is $\frac{1}{4}$ " : 1';
 - e. Sidewalk linear transition maximum slope is 1" : 20" or 5%;
6. If applicable, Parish Arborist must investigate the existing condition of trees in the Parish right of way affecting pavement to determine if the tree roots can be grinded. All existing concrete surrounding the tree must be removed before the Parish Arborist will investigate.
7. Chain walls must terminate at the property line;
8. Any drain inlets in the Right of Way must be protected from sand and debris from entering it during construction;
9. Brick pavers, brick mailboxes, and drain pop ups in the Right of Way require a signed waiver. Contact the Department of Engineering Inspections at: (504) 349-5173 for more information;
10. All required sod in the right of way must be in place before the final inspection.

(BACK STREET)

1. PLEASE CONTACT THE ENGINEERING INSPECTIONS DIVISION AT (504) 349-5173 FOR CONSULTATION BEFORE ANY WORK HAS BEGUN IN THE PARISH RIGHT OF WAY.
2. OWNER/CONTRACTOR/APPLICANT IS AWARE THAT EXISTING CONDITIONS AT THE SITE MAY REQUIRE REVISIONS IN THE FIELD AS DETERMINED BY THE ENGINEERING FIELD INSPECTOR AND AGREES TO CONSTRUCT ALL IMPROVEMENTS ACCORDINGLY
3. SEE ATTACHED PERMIT INSTRUCTIONS SHEET.
4. PLEASE CONTACT THE ENGINEERING INSPECTIONS DIVISION AT (504) 349-5173 FOR A PRE-POUR INSPECTION PRIOR TO THE PLACEMENT OF CONCRETE IN THE PARISH RIGHT OF WAY.

☐ Drawing A. Left Side

(SIDE STREET)

(SIDE STREET)

SINGLE OR DOUBLE
DRIVEWAY

REQ'D PARKING
SPACE: 8' 6" X 19'

20' MINIMUM SETBACK

MIN: 8'-6"
MAX: 25'-0"

PROPERTY LINE

PROPERTY LINE

DRIVEWAY APRON
RESIDENTIAL: 6" THK. CONC.
COMMERCIAL: 8" THK. CONC.

APRON NOT TO CROSS
PROPERTY LINE

E.J. 4

E.J

E.J.

51

PROPERTY LINE

4" THK. CONCRETE
SIDEWALK

—18"—#4 SMOOTH DOWEL BAR @12" DC (TYP.)

* GRASS SOD
TYPICAL IN RIGHT OF WAY

5'-0"
FLARE

5'-0"
FLARE

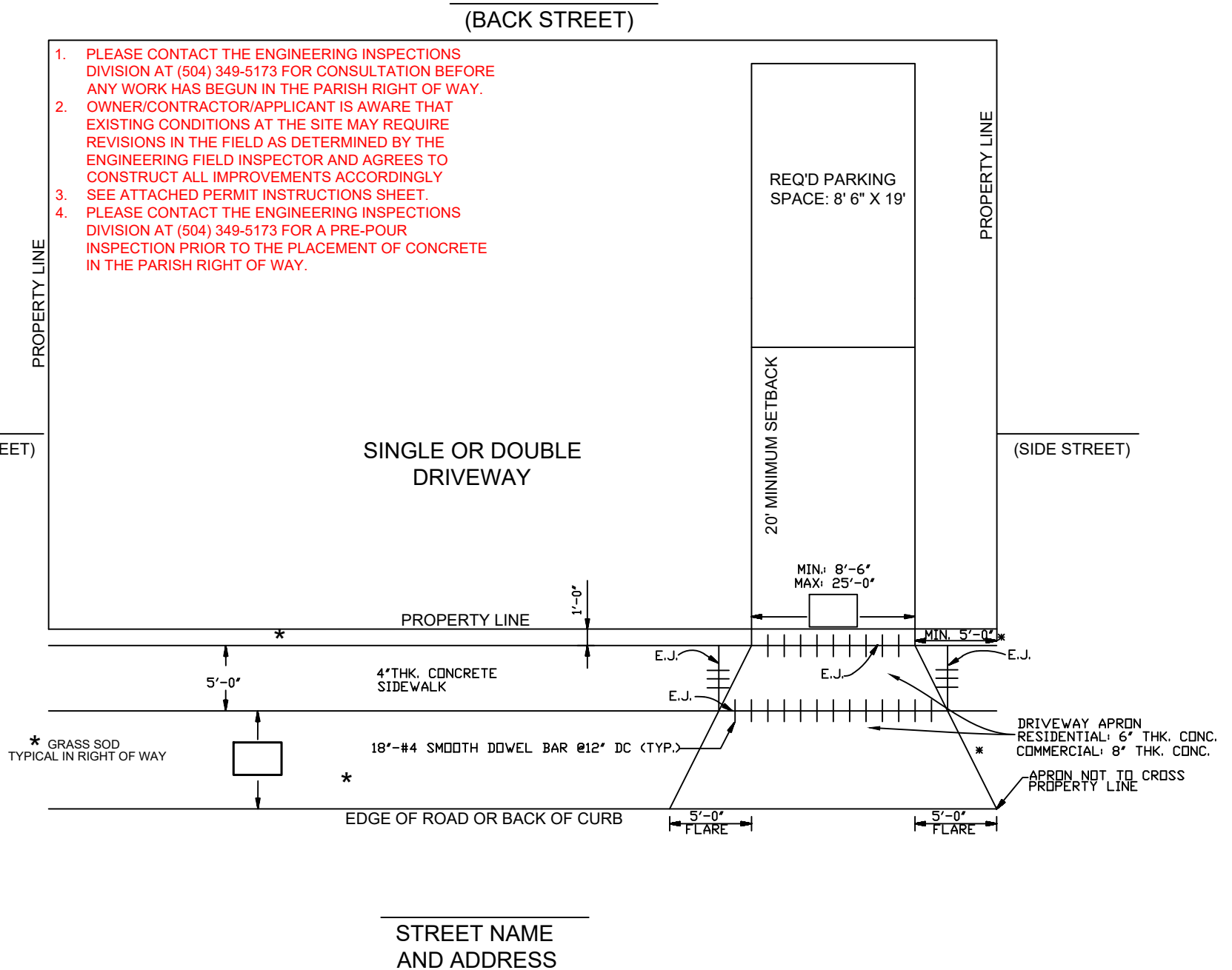
EDGE OF ROAD OR BACK OF CURB

STREET NAME
AND ADDRESS

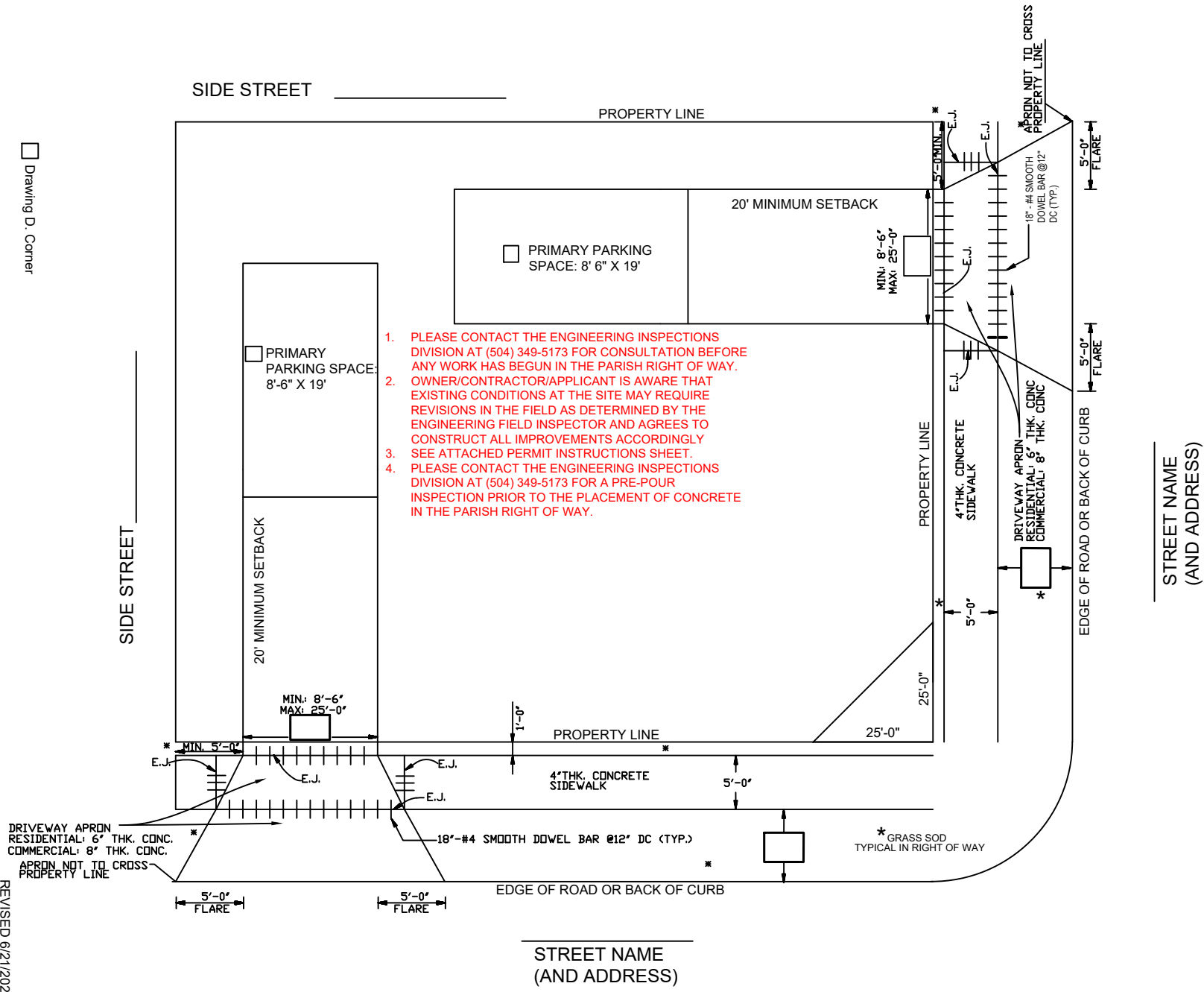
REVISÉD 6/21/2021

☐ Drawing B. Right Side

REVISED 6/21/2021



□ Drawing D. Corner



REVISED 6/21/2021

(BACK STREET)

REAR PROPERTY LINE

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PRIMARY
PARKING SPACE:
8'-6" X 19'

PRIMARY
PARKING SPACE:
8'-6" X 19'

(SIDE STREET)

(SIDE STREET)

20' MINIMUM SETBACK

20' MINIMUM SETBACK

MIN.: 8'-6"
MAX.: 25'-0"

MIN.: 8'-6"
MAX.: 25'-0"

(10'-0" MIN.)

* MIN. 5'-0"
E.J.

E.J.

E.J.

E.J.

E.J.

E.J.

E.J.

E.J.

P/L

DRIVEWAY APRON
RESIDENTIAL: 6" THK. CONC
COMMERCIAL: 8" THK. CONC

APRON NOT TO CROSS
PROPERTY LINE

DRIVEWAY APRON
RESIDENTIAL: 6" THK. CONC
COMMERCIAL: 8" THK. CONC

APRON NOT TO CROSS
PROPERTY LINE

5'-0" FLARE

5'-0" FLARE

EDGE OF ROAD
OR BACK OF CURB

5'-0" FLARE

5'-0" FLARE

* GRASS SOD
TYPICAL IN RIGHT OF WAY

STREET NAME
AND ADDRESS

□ Drawing E. (Secondary Driveway)

REVISED 6/21/2021

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☐ Drawing F. Left Side

PROPERTY LINE

PROPERTY LINE

Sidewalk and/or Driveway Apron Replacement

(SIDE STREET)

(SIDE STREET)

MIN: 8'-6"
MAX: 25'-0"

PROPERTY LINE

4" THK. CONCRETE
SIDEWALK

DRIVEWAY APRON _____
RESIDENTIAL: 6" THK. CONC
COMMERCIAL: 8" THK. CONC

APRON NOT TO CROSS
PROPERTY LINE

REVISÉD 6/21/2021

*
E.J. —

-E.J.

E.J.

E.J.

18'-#4 SMOOTH DOWEL BAR @12' DC (TYP.)

* GRASS SOD
TYPICAL IN RIGHT OF WAY

EDGE OF ROAD OR BACK OF CURB

STREET NAME
AND ADDRESS

(BACK STREET)

☐ Drawing G. Right Side

1. PLEASE CONTACT THE ENGINEERING INSPECTIONS DIVISION AT (504) 349-5173 FOR CONSULTATION BEFORE ANY WORK HAS BEGUN IN THE PARISH RIGHT OF WAY.
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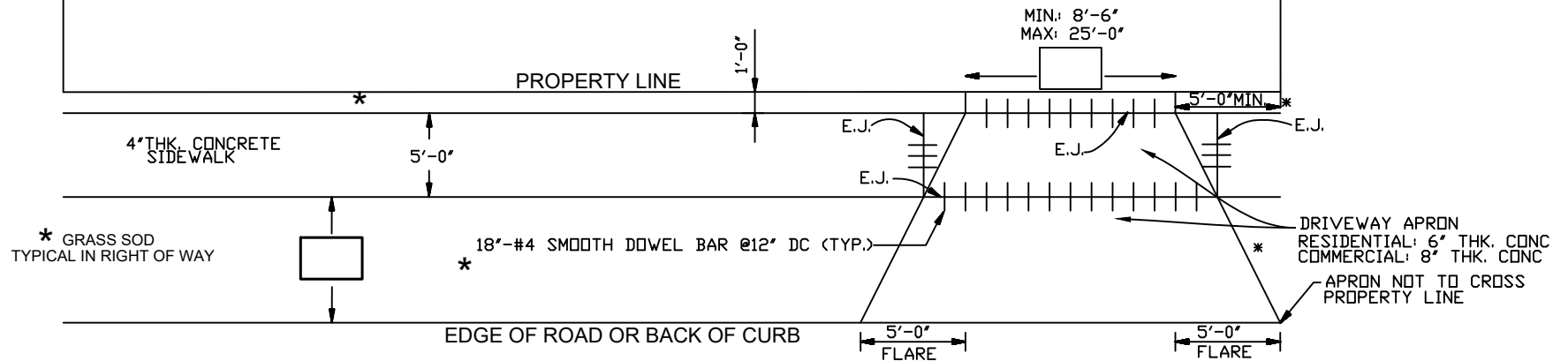
PROPERTY LINE

PROPERTY LINE

Sidewalk and/or Driveway Apron Replacement

(SIDE STREET)

(SIDE STREET)



STREET NAME
AND ADDRESS

REVISED 6/21/2021

SIDE STREET _____

PROPERTY LINE

1. PLEASE CONTACT THE ENGINEERING INSPECTIONS DIVISION AT (504) 349-5173 FOR CONSULTATION BEFORE ANY WORK HAS BEGUN IN THE PARISH RIGHT OF WAY.
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PROPERTY LINE

5'-0"

4"THK. CONCRETE
SIDEWALK

EDGE OF ROAD OR BACK OF CURB

STREET NAME
(AND ADDRESS)

SIDE STREET _____

1'-0"

4"THK. CONCRETE
SIDEWALK

5'-0"

* GRASS SOD
TYPICAL IN RIGHT OF WAY

EDGE OF ROAD OR BACK OF CURB

STREET NAME
(AND ADDRESS)

☐ Drawing H. Corner Sidewalk

REVISED 6/21/2021