



100 River Oaks  
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Revised 4/25/16

## Driveway Culvert Permit Application

### Applicant Information

Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
New Driveway Location: \_\_\_\_\_  
Length of New Culvert in Feet\*: \_\_\_\_\_

\* Provide Site Plan with topography, if available.

Culvert will be installed by owner/contractor: Yes \_\_\_\_\_ No \_\_\_\_\_

Specify date driveway location will be staked or otherwise marked: \_\_\_\_\_

### Notes

1. Requests for special driveways not specifically covered in the Parish driveway ordinance will be taken under review by St. Charles Parish Department of Public Works. Decisions on these requests may take up to four weeks for resolution – fees paid are non-refundable.  
**Applicant's initials** \_\_\_\_\_
2. I have received a copy of the driveway ordinance. **Applicant's initials** \_\_\_\_\_
3. For installation by other than the Public Works Department a Public Works representative must be present at time of culvert installation and before it is covered to verify proper culvert size, type and/or invert installation. Improper culvert size, type and/or invert installation will require correction of installation at owner's expense. **Applicant's initials** \_\_\_\_\_
4. Driveway culverts may not exceed a total length of 44 feet. **Applicant's initials** \_\_\_\_\_
5. Pipe material shall be coated corrugated metal, A2000 PVC or reinforced concrete. Property owner shall conform to any Homeowner Association restriction on culvert materials.  
**Applicant's initials** \_\_\_\_\_
6. The applicant may choose round pipe or arch pipe depending on site conditions.  
**Applicant's initials** \_\_\_\_\_
7. There shall be a minimum of 12 inches of cover over culvert.  
**Applicant's initials** \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ARTICLE I. - IN GENERAL

### Sec. 21-1. - Installation of bridges, culverts, etc.

- (a) Regulated. The following regulations shall be applicable to all persons wishing to construct and/or install culverts, bridges or appurtenant structures within or upon any public drainage ditch or canal located within the parish, acquired by the parish either by purchase, exchange, donation, expropriation or prescription:
- (1) Prior to purchasing or obtaining culverts, bridges or appurtenant structures to be placed in or upon any public drainage ditch or canal, the property owner or his designee shall file the appropriate application to obtain a culvert permit from the department of public works.
    - a. A culvert permit will be issued for each installation request. Only one (1) permit will be required if more than one (1) culvert is requested per lot.
    - b. For culverts under driveways, no more than two (2) shall be allowed per lot with less than one hundred fifty (150) feet of street frontage. Individual driveway culverts shall not exceed forty-four (44) feet in length; and for two (2) driveways, the sum of the two (2) culverts shall not exceed forty-four (44) feet in length with a minimum of fifteen (15) feet of open ditch between each culvert.
    - c. Request for more than two (2) culverts or culverts longer than forty-four (44) feet on lots exceeding one hundred fifty (150) feet of street frontage shall be reviewed by the department of public works to determine if there is a negative impact on drainage. Upon findings by the department of public works, the total number of culverts, or their lengths requested may be reduced.
    - d. The department of public works may approve, deny or modify the culvert permit request based upon potential impacts to drainage.
  - (2) Upon receipt of the application for a culvert permit, the department shall inspect and determine the correct culvert, bridge or appurtenant structure size and grade level required.
  - (3) All culverts, bridges and appurtenant structures must be purchased by the property owner after receiving the required specifications from the parish. These specifications are identical for both temporary and permanent installations in any given location. Should a culvert be identified that fails to meet parish specifications, the parish shall have the right to remove the culvert in question without notice to the affected property owner. All costs associated with such an emergency operation shall be borne by the offending property owner.
  - (4) Cleanout boxes shall be required for every forty (40) feet of culverts. Where it is deemed to be in the best interest of the parish drainage system, the director of public works may allow a deviation of this footage requirement.
  - (5) Within ninety (90) days of issuance of permit by the parish, all required culverts, and cleanout boxes shall be installed, without placing backfill, and the department notified for initial inspection. The permit shall be void at the end of this ninety-day period unless the department has been notified for initial inspection.
  - (6) Upon the department being notified by the property owner that the installation is ready for inspection, the department shall inspect the facilities and verify correct size and elevation, before giving the property owner or his contractor permission to proceed completing the installation.
  - (7) Once the department gives permission to proceed, backfill shall be placed and the department notified for final inspection.
  - (8) The parish may provide labor and equipment for only the installation of culverts under driveways if the property owner requests this service at the time of permit application. All other material for the installation such as, but not limited to, culverts, limestone, sand, fill, and concrete shall be purchased and supplied by the property owner. The department shall issue a permit to track and control all installations, and insure they are made in accordance with these regulations and State of Louisiana RS 33:4883. The parish shall not provide cover material for culverts, other than the material dug from the ditch when the culverts are being installed. St. Charles Parish shall only allow installation of culverts which meet or exceed parish specifications.

- (9) The parish reserves the right to purchase, install, maintain or replace driveway culverts which it determines to be beneficial to the drainage system at large, including the repair, upgrade, and/or replacement of damaged or collapsed culverts.
- (b) Fees. The following fees shall apply to all permits for installation of driveway culverts, bridges, and appurtenant structures. Property owner shall be responsible for the cost of all materials, cover (culverts, fill, and concrete), and department of public works labor if the department of public works is performing the installation:
- (1) For culverts under driveways, bridges, or appurtenant structures installed .....\$250.00
  - (2) For culverts under driveways installed by the department of public works in addition to the fee in subsection (b)(1) .....45.00/linear foot
    - a. This rate is for a typical installation of culverts thirty (30) inches or less in diameter. Typical installation is considered to be a culvert placed in an open swale ditch with no infrastructure conflicts or other interferences at the required elevation. The fee only includes department labor and equipment. Applicant will be responsible for purchase of all materials before work begins.
    - b. Culverts larger than thirty (30) inches in diameter, or if an installation is determined to be not typical, the department of public works shall provide the applicant with a cost estimate shortly after submittal of the permit application.
    - c. In cases where infrastructure conflicts exist, the applicant shall be informed of the conflict and shall be provided with a cost estimate to resolve the conflict. No additional work is to be performed by the parish until the applicant has paid the cost estimate which shall constitute full payment for all work required to resolve the conflict by the parish.
    - d. Said fees shall be adjusted on June 1, 2012 and each year thereafter in an amount equal to the Consumer Price Index, applicable to the New Orleans-Baton Rouge Area, as published by the United States Department of Labor, Bureau of Labor Statistics. Said adjustment shall be equal to the net percentage change in the CPI for the prior calendar year and rounded up to the nearest dollar.
    - e. Once the department of public works issues a permit number, the fee in subsection (b)(1) above will become non-refundable.
  - (3) All permit fees collected shall be credited to the department of public works.
- (c) Rejection of permit. When it has been determined by the department of public works that the installation of any culvert(s), bridge(s), or appurtenant structure(s) would be detrimental to the drainage of an area, it shall be unlawful for the department of public works to issue a permit to the applicant. Notice of rejection and reasons for that rejection will be provided to the applicant.
- (d) Fines. If any person violates any provision of this article, or by any means or actions prevents or attempts to prevent any employee of and/or other person authorized by the parish from carrying out the provisions of this article, he shall be deemed guilty of a misdemeanor and upon conviction thereof may be fined an amount not to exceed five hundred dollars (\$500.00) or imprisoned for a period not to exceed sixty (60) days or both in the discretion of the court.
- (e) Prohibitions. No culvert permits shall be issued, other than for driveway and walkway crossings, in any subdivision designed and constructed based on an engineering design with an open swale/ditch drainage system that was accepted by St. Charles Parish after January 1, 1992, nor in Davis Plantation Park Subdivision Phase I and II, Lagatutta Estates Subdivision, Willowdale Subdivision, and Willowridge Subdivision, Phase I, unless the following procedures have been complied with.
- (1) The owners of all of the lots in the subdivision must petition the department of public works to request that subsurface drainage be allowed to be installed in the subdivision. Said petition shall include a copy of the subdivision restrictions to ensure that subsurface drainage is allowed in the subdivision per the restrictions. It shall be unlawful to allow for the installation of culverts in any subdivision in violation of the respective subdivision restrictions.
  - (2) The subdivision owners shall obtain a department of public works approved engineering firm to provide an estimated cost of the design and construction services required to install the subsurface drainage system for

said subdivision. The subdivision owners will defray all cost associated with the engineering design and construction services. Said engineering services shall include, but is not limited to, the sizing of culverts, invert elevations, inspection costs, driveway replacements, relocating conflicting utilities, and all necessary drawings and documents stamped by a Louisiana Professional Engineer, along with an estimate of the sub surfacing cost of each lot. Approval of the engineering design by the public works department is required in order to move forward.

- (3) The subdivision property owners shall be informed that the entire subdivision must agree to the subsurfacing and that payment for all cost, including engineering, materials, public works department cost (project management), and installation shall be the responsibility of each subdivision property owner. This work is being done at the request of the subdivision property owners and does not necessarily mean that it is being done to address a drainage problem but to make the subdivision more aesthetically pleasing and improve the property values. The subdivision property owners shall have the option to pursue this work under the provisions of the front foot assessment program authorized by state law, provided all cost are paid by the property owners.
- (f) Converting open swale to subsurface in other areas accepted by the parish.
- (1) Property owners who wish to convert open swale/ditch drainage systems to subsurface culverts may apply to obtain a culvert permit with the department of public works.
  - (2) A fee of two hundred fifty dollars (\$250.00) will be charged for each lot and paid by the property owner to cover the review and inspection of the proposed underground culverts. A second fee for engineering will be charged for each lot. The engineering fee shall be paid by the property owner to cover the cost of engineering the proposed underground culverts on that lot and shall be calculated as follows: a two hundred fifty dollar (\$250.00) flat fee for the first one hundred (100) linear feet fronting the street and two dollars and fifty cents (\$2.50) per linear foot for each additional linear foot. All fees collected will be credited to the department of public works. Said fees shall be adjusted on June 1, 2015 and each year thereafter in an amount equal to the Consumer Price Index, applicable to the New Orleans-Baton Rouge Area, as published by the United States Department of Labor, Bureau of Labor Statistics. Said adjustment shall be equal to the net percentage change in the CPI for the prior calendar year and rounded up to the nearest dollar.
    - a. The engineering fee shall not apply for those properties in the following subdivisions that contain open swale drainage and currently have stamped engineering designs to install subsurface culverts: Fashion I, River Wood, and Primrose Estates.
    - b. The engineering fee shall not apply for those property owners who hire a Louisiana Professional Engineer to create an installation plan. The installation plan shall include, but is not limited to, verification and depiction of the sizing of culverts and a determination of all invert elevations impacting and impacted by the project area. The invert elevations for culverts to be installed shall be based upon the culvert flow line to be determined by the parish. All necessary drawings and documents shall be stamped by a Louisiana Professional Engineer. Approval of the installation plan by the director of public works is required prior to construction.
    - c. For underground culverts installed by the department of public works, the provisions outlined in subsection (b)(2) of this section shall apply.
  - (3) The property owner(s) shall petition the department of public works to request that subsurface drainage be allowed on that property owner's individual street. Upon receiving that request by submittal of a completed culvert permit application, staff from the department of public works will survey and collect data, set the culvert flow line, set the top of catch basin elevations to ensure flow into the drain, set elevations of outfalls, and determine the required culvert size.
  - (4) The property owner(s) will be responsible for all cost associated with installing the culverts including, but not limited to, an installation plan, if applicable, materials, driveway replacements if required, special connection boxes, relocation of conflicting utilities, replacement cost for any previously installed undersized culverts, inspections, and construction labor.
  - (5) Cleanout boxes shall be required for every forty (40) feet of culverts. Where it is deemed to be in the best interest of the parish drainage system, the director of public works may allow a greater or lesser deviation of this footage requirement. All top of cleanouts shall be set such that it shall ensure flow into the drain.

(6) Catch basins shall be installed in accordance with Code of Ordinances, Appendix C, Article IV, section D-2(a).

(7) All culverts shall be either concrete or smooth bore plastic pipe A2000 (or equivalent) designed for drainage.

(g) Reserved.

(Ord. No. 80-10-1, § II, 10-6-80; Ord. No. 83-5-18, §§ I—IV, 5-16-83; Ord. No. 86-11-10, § I, 11-17-86; Ord. No. 89-12-1, § I, 12-89; Ord. No. 92-10-20, §§ II, III, 10-19-92; Ord. No. 94-1-14, §§ I, II, 1-24-94; Ord. No. 96-5-10, § I, 5-6-96; Ord. No. 98-11-4, § I, 11-16-98; Ord. No. 99-6-7, § I, 6-7-99; Ord. No. 01-6-01, § I, 6-4-01; Ord. No. 03-5-8, §§ I, II, 5-5-03; Ord. No. 04-9-1, § I, 9-7-04; Ord. No. 11-4-25, §§ I, II, 4-4-11; Ord. No. 11-4-15, § I, 4-4-11; Ord. No. 12-9-1, §§ I, II, 9-4-12; Ord. No. 13-6-1, § I, 6-3-13; Ord. No. 15-6-6, § I, 6-1-15)

Sec. 21-2. - Bridge required for driving over drainageways.

(a) No operator of any vehicle, object or contrivance shall drive such vehicle, object or contrivance across any ditch, canal or any drainage servitude of this parish without first constructing, at his own expense, a bridge over such ditch, canal or servitude, in such a way as not to infringe in any way on the drainage.

(b) Any person violating this section shall be punished by a fine not exceeding five hundred dollars (\$500.00) or by imprisonment not exceeding six (6) months, or both, at the discretion of the court; each day that such violation continues shall be considered a separate offense.

(Ord. No. 91-4-3, § I, 4-1-91)

**Editor's note**— Ord. No. 91-4-3, adopted Apr. 1, 1991, amended this chapter by adding provisions designated by the editor as § 21-2.

**Cross reference**— Drainage and flood control, ch. 7; motor vehicles and traffic, ch. 15.

Sec. 21-3. - Liability of owners, operators of vehicles for damages to streets.

(a) Any person operating any vehicle, object or contrivance upon any street or street structure shall be liable for all damages which said street or structure may sustain as a result of any operation, driving or moving of such vehicle, object or contrivance.

(b) Whenever such driver is not the owner of such vehicle, object or contrivance but is so operating, driving or moving the same with the express or implied permission of said owner, then said owner and driver shall be jointly and severally liable for any such damage.

(Ord. No. 91-4-4, § I, 4-1-91)

**Editor's note**— Ord. No. 91-4-4, adopted Apr. 1, 1991, amended this chapter by adding provisions designated by the editor as § 21-3.

**Cross reference**— Motor vehicles and traffic, ch. 15.

Secs. 21-4—21-12. - Reserved.