



**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_  
ACCEPTED BY: \_\_\_\_\_  
PERMIT NO. \_\_\_\_\_

**RIGHT OF WAY USE/CULVERT PERMIT**

**Incomplete Applications will Not be Processed.**

**1. APPLICANT INFORMATION**

Applicant Name(s):			
Applicant Mailing Address:			
Contact Phone:		Email:	
Property Owner(s):			
Owner Full Mailing Address:			

**2. PROPERTY INFORMATION**

Subdivision:		Square/Lot:	
Street Address:			
Vacant Lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Structure on Lot:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**3. PROPOSED ROW USE**

<input type="checkbox"/> LANDSCAPING	<input type="checkbox"/> NEW DRIVEWAY	<input type="checkbox"/> UTILITY
<input type="checkbox"/> OTHER (EXPLAIN)		

**4. GROUND DISTURBANCE INFORMATION**

LENGTH OF ROW AREA REQUIRED		PROPOSED WIDTH OF ROW REQUIRED	
CULVERT MATERIAL:		FILL MATERIAL:	
NAME OF THE NEAREST CROSS STREET:			
DISTANCE FROM CROSS STREET:			
Direction from Cross Street (circle one) <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> North <input type="checkbox"/> South			

**Attach a site plan, to scale, showing existing and proposed construction more detailed drawings may be required before a permit may be issued.**

Draw Site Plan Here if Required

**PERPETUAL OWNER RESPONSIBILITY CLAUSE**

- 1. **Access Facilities:** The Owner acknowledges that any access facilities—such as driveways, walkways, parking spaces, or similar structures—placed within the Town Right of Way are the sole responsibility of the current and future owners of the property. The Town of Abita Springs will not be liable for the replacement, repair, or maintenance of these facilities if they are removed or damaged during the Town’s repair or maintenance activities related to the Town of Abita Springs’ drainage system or Right of Way.
- 2. **Culverts:** The Owner agrees to maintain any and all culverts located within the Town Right of Way that provide access to their property. The Owner is responsible for keeping these culverts in good working order, free from obstructions, and will be required to replace any damaged or deteriorated culverts as determined by the Town, the Mayor, or a designated employee of the Town of Abita Springs.

All driveways or construction in the ROW must be completed, and any other additional requirements as directed by the Town of Abita Springs. The permit applicant and/or property owner understand and agree that a representative of the Town of Abita Springs may make scheduled or unscheduled inspections of the property upon the issuance of the permit.

I, \_\_\_\_\_, the undersigned, have carefully reviewed this  
PRINT NAME OF APPLICANT/AGENT  
application and my answers to all my questions. To the best of my knowledge, the answers are all true and correct.

SIGNATURE of Applicant/Builder/Agent \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**TOWN USE ONLY**

Catch Basin Required:  Yes  No \_\_\_\_\_

**PIPE DIAMETERS**

Upstream: \_\_\_\_\_ Downstream: \_\_\_\_\_

Required Diameter: \_\_\_\_\_ Approved Length: \_\_\_\_\_

Notes:

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_