



DEPARTMENT OF PUBLIC WORKS  
**CITY OF NEW ORLEANS**

**SERVICE CUTS**  
**PERMIT PROCESS GUIDE**

Revised 2013

**Summary Sheet – Restoration of Utility Service Cuts**  
**(Sections 146-447, 146-448, 146-451, and 146-455 of the City Municipal Code)**

**Filling of service cuts.**

- As soon as practical following the installation of the subsurface structure or structures, trenches and pits on all streets shall be carefully refilled around and for a distance of at least one foot above the structure or structures with selected material free from rocks, concrete, debris, or other organic material.
- Such backfill shall be firmly compacted in layers not exceeding 12 inches or such upper portion of the cut may be refilled with inundated concrete sand to pavement subgrade. The backfill shall be tested and certified by a qualified testing lab prior to repaving or all of the filled material shall be removed from the excavation and it shall be redone.
- All roadway construction shall be restored with the same materials unless approved by the DPW Director and shall meet DPW standards and specifications.
- If the required restoration of pavement extends into the crosswalk area of the roadway or roadway intersection and no ADA-compliant ramps are present, then ADA ramps shall be installed on each corner within the intersection, except as directed by the DPW Director, as part of the required roadway pavement restoration.

**Restoration of concrete pavements.**

- The concrete for restoration of roadway service cuts shall have a compressive strength of 4,500 pounds per square inch at 72 hours and have a minimum cement content of 5-1/2 bags per cubic yard of concrete.
- On streets with concrete base or full depth concrete paving, keying shall be employed.
- The pavement must be restored by replacement of the full concrete panel in which the cut or part of the cut is made. A panel is defined as a homogenous section bound by full original construction joints on each side.
- If the extent of the cut(s) and subsequent pavement restoration is seventy-five percent (75%) or more of the pavement surface area of the street block in which the cut was made, the entire street block from intersection to intersection shall be repaved.

**Restoration of asphaltic concrete pavements.**

In the case of full depth asphalt roadways and asphalt roadways with a concrete, cobblestone, or brick foundation, the following shall be required when restoring cuts regardless of size:

- On streets having a bituminous wearing surface, such surfaces shall be removed for a distance of nine inches on each side of the width of the trench and nine inches at each end thereof.
- If the bituminous surface is on concrete base, the permit holder shall undercut the concrete for nine inches to form a keyway having a depth equal to that of the pavement to be restored.
- When the bituminous surfacing is on a base other than concrete, it will then be required to cut back the base for nine inches in each horizontal direction.
- Unstable pavement shall be removed over cave-ins, areas of contiguous subsidence, overbreaks and small floating sections and is to be treated in the same manner as the main trench.
- Cutouts outside of the trench lines must be normal or parallel to the trench line. Pavement edges shall have vertical face and be neatly aligned with the center.
- If the cut is longitudinal and contained in one lane, the replacement section must be the width of a 12-foot lane and exceed the length of the cut by 25 feet on each end.
- If the cut is transverse or cuts into more than one lane, the replacement section must be 25 feet on all sides of the trench and 25 feet past the length of the cut at each end.
- If the extent of the cut(s) and subsequent pavement restoration covers 50% or more of the pavement surface area of the street block, the entire street block from intersection to intersection shall be repaved. For purposes of this determination, the restoration of more than one separate cut made within a 12-month period shall be considered as one combined restoration effort.

December 5, 2014 DPW/MDJ



## TABLE OF CONTENTS

	<b>PAGE</b>
<b>Exhibit A</b> PERMIT PROCESS GUIDE	<b>1</b>
1. Field Discovery	
2. Agency Discovery and Review	
3. Scale Drawing	
4. Preparation of Application	
5. Applying for Permit	
6. Post Approval	
 SPECIAL PROVISIONS	 <b>2</b>
1. Permit/90 Days	
2. Extended Permit	
3. Multi-Permit/Single Application	
 <b>Exhibit B, C</b> EXAMPLES	 <b>2</b>
APPLICATION (Form SD 100)	<b>3</b>
Attachment (Form SD 100-A)	<b>4</b>
PRE-PERMIT DISCOVERY AND REVIEW (Form SD 200)	<b>5</b>
CONVENANT FOR PLAN REVIEW (Form SD 300)	<b>6</b>
EXTENSION OF EXISTING PERMIT TIME MEMO (Form SD 400)	<b>7</b>
PROJECT COMPLETION NOTICE (Form SD 500)	<b>8</b>
 <b>Exhibit D</b> PUBLIC WORKS DEPARTMENT FORM REFERENCE	 <b>9</b>



CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS

**Permit Process Guide**

**Step 1: FIELD DISCOVERY:** Application explores area to be cut to determine if other facilities (for example, trees, cable, drainage) are in area (Form SD 200)

**Step 2: AGENCY DISCOVERY AND REVIEW:** Contact the following agencies as applicable: (Form SD 200)

- Sewerage and Water Board, Network Engineering – 8800 S. Claiborne Av.
- Sewerage and Water Board, Electrical Engineering – 8800 S. Claiborne Av.
- Traffic control & Street Light service – City Hall, 6<sup>th</sup> floor
- Department of Parks and Parkways – 2829 Gentilly Blvd.
- French Quarter – Vieux Carre Commission, 516 Chartres
- Louisiana One Call: 1-800-272-3020 or 811 for the following utility companies:  
Entergy Gas, Entergy Electric, LP&L Electric (Algiers), AT&T, Cox Communications, etc.

**Step 3: SCALE DRAWINGS:** Applicant prepares scale drawings including all facilities present in the proposed area to be cut. The Department of Public Works will need two (2) copies of the scale drawings.

**Step 4: PREPARATION OF APPLICATION:** The applicant prepares application for service cuts (Form SD 100) and attaches scale drawings, Pre-Permit Discovery and Review (Form SD 200) and Covenant for Plan Review (Form SD 300).

The applicant submits the application to the following agencies for review/approval:

- . Sewerage and Water Board- (Sewer, Water, Drainage, Electric) 8800 S. Claiborne Avenue
  - . Parks and Parkways Department and/or Vieux Carre Commission (if they have jurisdiction in area to be cut)
- Form SD 100-A Attachment must be used for their approval.

The applicant must submit a copy of the **franchise agreement** if the fiber optic cable is being installed

**Step 5: APPLYING FOR PERMIT:** The permit is applied for with the ONE STOP SHOP. The required documents (as minimum) are:

- Application – Form SD 100
- Pre-Permit Discovery & Review Memo – Form SD 200
- Covenant for Plan Review – Form SD 300
- 2 Scale drawings

**Step 6: PAYING APPLICATION FEES AND MAKING DEPOSIT:** Upon approval by the Department of Public Works, ONE STOP SHOP will notify the applicant the fee, deposit amount required and the earliest date to receive the approved permit.

**Step 7: POST APPROVAL:** the applicant is responsible to forward a copy of the approved permit and scale drawing to applicable utilities/agencies.



CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS

**SPECIAL PROVISIONS  
PERMIT GOOD FOR 90 DAYS  
EXTENDED PERMIT**

If project does not commence within the 90 days authorized permit period, applicant, upon completion of discovery, can request an extension to the existing permit of 90 additional days to allow completion of project. **Under special provisions**, an agency (applicant) can be granted an extension by the Department of Public Works of an additional 90 days without having to start the permit process over again. (See Request for Permit Extension **Form SD 400**)

**Multi-Permits/Single Application**

Under special provisions, an agency can be granted several permits under a single application request.

**Example:** Agency plans work on Canal Street from the 900 block through the 2600 block. Continuous work will be done from the 900 through 1800 blocks. No work will be done in the 1900 block. Additional work will be done in the 2000-2300 blocks with no work being done in the 2400 block. Work will continue in the 2500 and 2600 block.

**Exhibit B:**

**Under the multi-permit/single application provision, the agency applying for the permit can submit, under the single application request, individual permits for the following work areas: (See Multi-Permit Section Form SD 100)**

- 900 – 1800 blocks of Canal – one permit
- 2000 – 2300 blocks of Canal – one permit
- 2500 – 2600 blocks of Canal – one permit

**Exhibit C:**

**Under the multi-permit/single application provision, the applicant must submit a Project Completion Notice (Form SD 500) for each location granted a permit. When work is completed in the 900-1800 blocks of Canal Street (Exhibit B), the applicant must submit a Project Completion Notice for the location. Example: work completed on 3/31/87.**

Under remarks section of the Project Completion Notice, the applicant should note any exceptions, changes and/or starting dates of additional area granted permits issued under the multi-permits/single application provision.

**ADDITIONAL INFORMATION**

- Applications and permits are for one street.
- Completed applications except by blanket permittees must be accompanied by a check or checks covering deposit (Sections 146-438 – City Code), and all applicable fees due (Sections 146-193, 146-194, 146-440 – City Code).
- Amount of guarantee deposit and street cut fees accompanying application is acceptable in the form of a **corporation check, money order, or cashier's check** made payable to the **City of New Orleans**. The amount of guarantee deposit and street cut fees must accompany this application, except by blanket permittees.



Project # \_\_\_\_\_  
Permit # \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

**APPLICATION FOR SERVICE CUTS ON CITY STREETS**  
(please print)

- (1) Applicant's Name: \_\_\_\_\_
- (2) Business Address: \_\_\_\_\_
- (3) Purpose of Cut: \_\_\_\_\_
- (4) Location of Cut: \_\_\_\_\_  
(Street & House Number) \_\_\_\_\_
- (5) Approximate Dimensions: \_\_\_\_\_
- (6) Character of Roadway or Sidewalk to be cut: \_\_\_\_\_
- (7) Date of Start of Construction: \_\_\_\_\_
- (8) Approximate Completion Date: \_\_\_\_\_
- (9) Name of Project Engineer: \_\_\_\_\_ Telephone No. \_\_\_\_\_
- (10) Construction Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**MULTI-PERMIT SECTION**

- (11) Additional permits are requested for the following locations on the same street:
  - A. \_\_\_\_\_ Permit No. \_\_\_\_\_
  - B. \_\_\_\_\_ Permit No. \_\_\_\_\_
  - C. \_\_\_\_\_ Permit No. \_\_\_\_\_
  - D. \_\_\_\_\_ Permit No. \_\_\_\_\_

**APPLICATION REVIEW/APPROVAL**

S&WB \_\_\_\_\_ DATE \_\_\_\_\_  
(Drainage/Water/Sewer)

S&WB \_\_\_\_\_ DATE \_\_\_\_\_  
(Electric)

Please contact the Department of Environmental Affairs prior to start construction at (504)658-4074

**DEPARTMENT OF PUBLIC WORKS APPROVALS**

Street Light \_\_\_\_\_ DATE \_\_\_\_\_

Traffic Engineer \_\_\_\_\_ DATE \_\_\_\_\_

Street Project Manager \_\_\_\_\_ DATE \_\_\_\_\_

Maintenance Division \_\_\_\_\_ DATE \_\_\_\_\_



Project # \_\_\_\_\_  
Permit # \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

Use this form as an attachment to Form SD 100 Permit Application **only** if the Department of Parks and Parkways and/or Vieux Carre Commission have jurisdiction in the areas to be cut.

(1) Applicant's Name: \_\_\_\_\_

(2) Business Address: \_\_\_\_\_

(3) Purpose of Cut: \_\_\_\_\_

(4) Location of Cut: \_\_\_\_\_

(Street & House Number) \_\_\_\_\_

\_\_\_\_\_

**DEPARTMENT OF PARKS AND PARKWAYS**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

**VIEUX CARRE COMMISSION APPROVAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_



Project # \_\_\_\_\_  
Permit # \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

DATE: \_\_\_\_\_

TO: Director, Department of Public Works

SUBJECT: **PRE-PERMIT DISCOVERY AND REVIEW**

In conjunction with our application for permit, \_\_\_\_\_ made a visit to the proposed cut site, \_\_\_\_\_, on \_\_\_\_\_ (date) and contacted the Louisiana One Call to determine if the following utilities/agencies have facilities in the area:

	<u>Did Have Facilities</u>	<u>Date Drawing Reviewed</u>	<u>Did Not Have Facilities</u>
Sewerage & Water Board (Sewer/Water/Drainage)	_____	_____	_____
Sewerage & Water Board (Electric)	_____	_____	_____
DPW Traffic Control Service	_____	_____	_____
DPW Street Light	_____	_____	_____
Parks & Parkways Dept.	_____	_____	_____
Vieux Carre Commission	_____	_____	_____
Entergy Gas	_____	_____	_____
Entergy Electric/LPP Electric	_____	_____	_____
Cox Communications	_____	_____	_____
AT&T	_____	_____	_____

Based upon our findings, the appropriate utilities/agencies were visited and their drawings were reviewed on the above-specified dates.

Upon acquisition of a permit, copies of the permit and approved drawings will be forwarded to the appropriate utilities/agencies involved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number



Project # \_\_\_\_\_  
Permit # \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

The permit process for cutting and digging within the public right-of-way is defined by the City of New Orleans Code Sections 146-436 et seq. Parties desiring to cut or dig in streets of the City are required to adhere to the City Code sections relating there to as well as to all other pertinent laws, ordinances, and statutes.

**COVENANT FOR PLAN REVIEW**

The attached \_\_\_\_\_ drawings for the **Project Number** \_\_\_\_\_ indicated herein are submitted in accordance with Chapter 146 of the Code of the City of New Orleans, and all other pertinent laws, ordinances, or statutes and are subject to the conditions of this covenant.

Plans are submitted for a permit to cut into the public right-of-way in the City of New Orleans. Submission of plans constitutes part of an application to cut into the public right-of-way only at the locations noted. The undersigned entities' review or approval is only for purposes of cutting into the public right-of-way, and is not a review or approval of the engineering design, details, or of the engineering project as a whole. It is the responsibility of the one submitting the plans and of those performing the actual work to implement the plans to determine that they will be carried out in a safe and reliable manner, and that no interference with another's facility will take place.

Plans are submitted with the agreement that the applicant holds harmless and indemnifies the reviewing and approving entities hereon, their officers, agents, and employees, from any and all actions, suits, claims, demands, or judgments of whatever nature arising out of or in connection with the application and work to cut into the public right-of-way of the City of New Orleans.

Furthermore, \_\_\_\_\_, in adherence to the Covenant for Plan Review agree that no sign or signal shall be removed without the Traffic Engineer's approval. The contractor accepts all liabilities during time of removal. Contractor shall notify the Traffic Engineer in writing when control are removed and reinstalled.

All traffic control devices and their associated hardware removed or damaged shall be replaced by the contractor/utility at no cost to the City.

All signs, signals, and markings removed will be restored and in place before the final inspection.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DPW Chief Engineer

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



SD 400

Project # \_\_\_\_\_  
Permit # \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

DATE: \_\_\_\_\_

TO: Director, Department of Public Works

FROM \_\_\_\_\_

SUBJECT: **EXTENSION OF EXISTING PERMIT TIME**

In conjunction with Permit No. \_\_\_\_\_ of \_\_\_\_\_ (agency), we are requesting an extension of 90 days o the existing permit to allow for completion of work.

**APPLICANT DATA:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name- Print

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

**DEPARTMENT OF PUBLIC WORKS APPROVAL AUTHORITY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Effective dates of extension: To \_\_\_\_\_ From \_\_\_\_\_

Date approved: \_\_\_\_\_



SD 500

Project # \_\_\_\_\_  
Permit # \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

DATE: \_\_\_\_\_

TO: Director, Department of Public Works

FROM: \_\_\_\_\_

SUBJECT: **PROJECT COMPLETION NOTICE**

Please be advised that \_\_\_\_\_ (agency) has completed restoration pursuant to Permit  
Number \_\_\_\_\_ for this site location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you have any further questions, please call.

Yours truly

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name-Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Exhibit D**

**CITY OF NEW ORLEANS  
DEPARTMENT OF PUBLIC WORKS**

**FORM REFERENCE**

<b>Exhibit A</b>	<b>Permit Process Guide</b>
<b>Form SD 100</b>	<b>Official Permit Application</b>
<b>Form SD 100-A</b>	<b>Attachment to Permit Application</b>
<b>Form SD 200</b>	<b>Pre-Permit Discovery and Review Memo</b>
<b>Form SD 300</b>	<b>Covenant for Plan Review</b>
<b>Form SD 400</b>	<b>Extension of Existing Permit Time Memo</b>
<b>Form SD 500</b>	<b>Projection Completion Notice</b>