JEFFERSON PARISH

Department of Engineering
Public Works

Michael S. Yenni
Parish President

DRIVEWAY AND SIDEWALK PERMIT REQUIREMENTS

Mark R. Drewes, P.E.
Director

1. Complete the attached forms.
2. Include a copy of the property survey.
3. Please submit completed application to the Jefferson Parish Engineering Department via hand delivery, mail, or email.

   Jefferson Parish Engineering Dept.
   1221 Elmwood Park Blvd., STE 802
   Jefferson, LA 70123
   Attn: Kivana Cole
   KCole@jeffparish.net
   Phone: 504-736-6505

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.**

APPROVED PERMIT: An approved permit may show required modifications or comments made by the Jefferson Parish Engineering Department. The owner should issue the approved permit to his or her contractor for construction.

DRIVEWAY PERMIT APPLICATION

Property Located At: _____

Property Owner's Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Contractor's Information:

Company Name: _____

Contact Person: _____

Phone: _____

Email: _____

How would you like to receive the Permit?

☐ Mail ☐ Email ☐ Pickup Please list address, if different from above _____

SIGNATURE: _____ Date: _____
PROPERTY OWNER
(OR REPRESENTATIVE)

For Department of Engineering use only:

Reviewed by: _____ Date: _____
Engineering Inspections

Comments:

_____

_____

_____

Description of Work: (Please Complete)

New Construction: ☐ Yes ☐ No

If Yes, Building Permit # _____

If No, Are you replacing in-kind: ☐ Yes ☐ No

Driveway Type: ☐ Single ☐ Double ☐ Circular ☐ Other

Are you adding a secondary driveway? ☐ Yes ☐ No

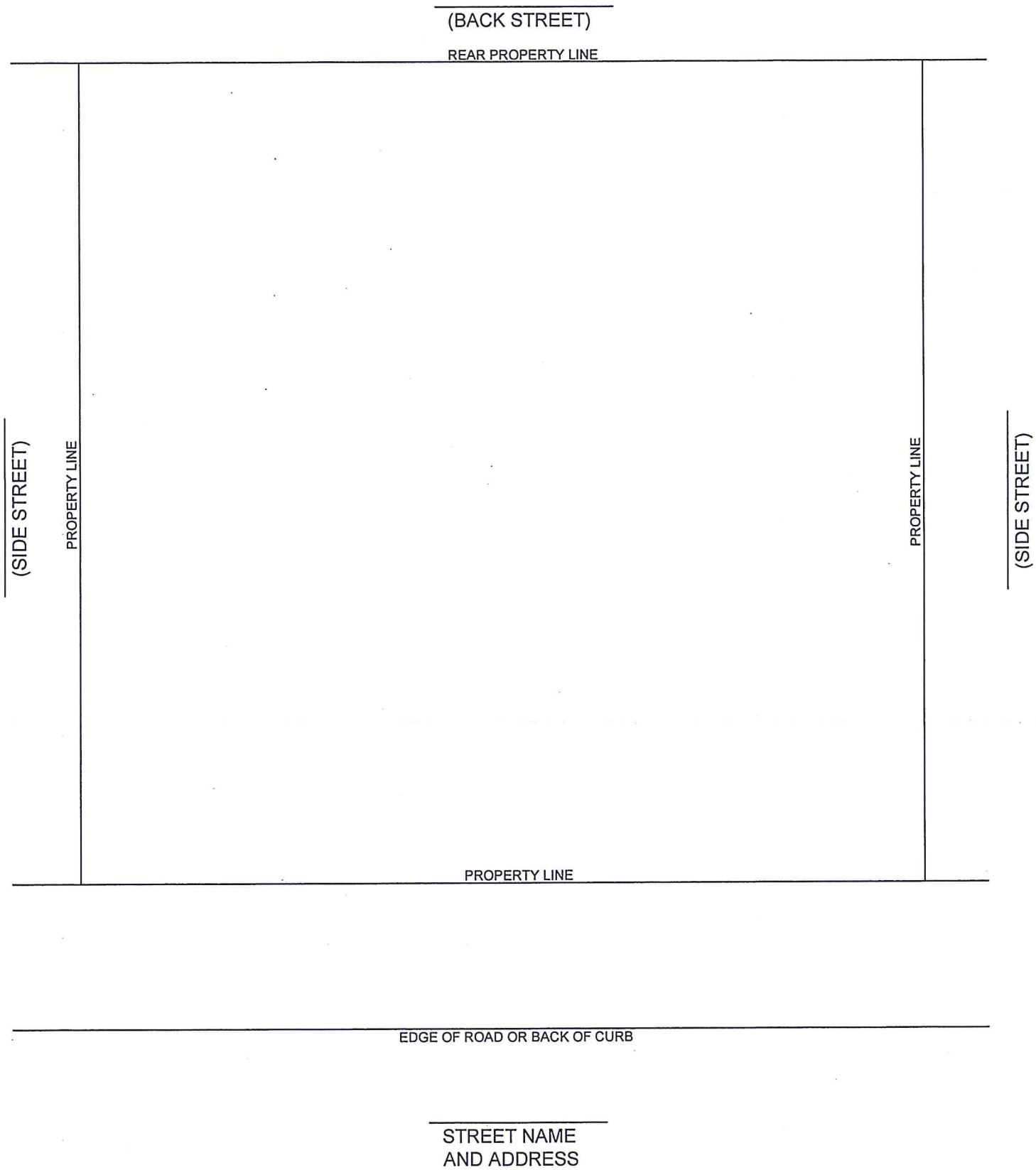
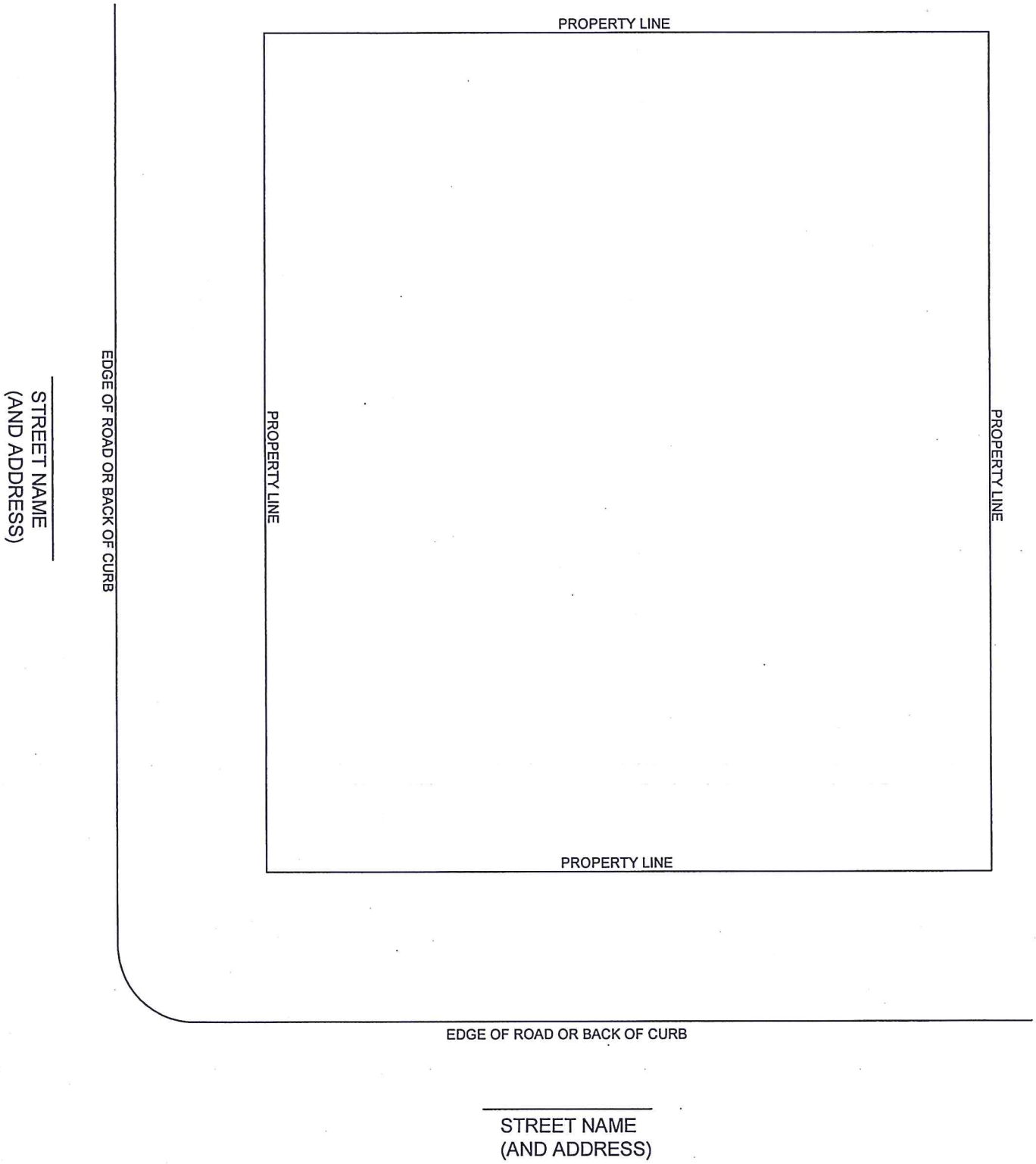
Site Plan Requirements Checklist (Driveway(s))

Please show the following:

- North Arrow
- Street Name (including nearest cross streets)
- Property address
- Existing Driveway (if applicable)
- Proposed Driveway with the following information:
  - Width at sidewalk
  - Width at street
  - Distance between sidewalk and street
  - Distance between sidewalk and house/garage/carport
  - Distance of driveway from adjacent property lines
  - Distance between aprons (if installing two aprons)
  - Distance between sidewalk and driveway (for circular driveways)
- 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

Please use one of the attached layouts to illustrate site plan. An alternative site plan may be submitted in lieu of the attached layouts provided all necessary information is shown.

TYPICAL LOT LAYOUT



CORNER LOT LAYOUT