

**CITY OF MONROE**  
**DEPARTMENT OF ENGINEERING**  
**CIVIL ENGINEERING DIVISION**  
802 N 31st Street  
Monroe, LA 71201  
318-329-2210  
civil.engineering@ci.monroe.la.us

**APPLICATION FOR PUBLIC RIGHT-OF-WAY PERMIT**

ALL APPLICANTS MUST COMPLETE ITEMS 1 THRU 26:

|  |  |  |
|--|--|--|
| <b>Application Information<br/>(Office Use Only)</b>         | Permit No. _____   | Application Date _____                           |
| <b>Applicant Information</b>                                 | 1. Individual or Company Full Legal Name (if applicable) _____ |  |
|  | 2. Name of Representative (First, Middle Initial, Last) _____  | 3. Title of Representative _____                 |
|  | 4. Telephone No. _____   | 5. Cellular Phone No. _____<br>6. Fax. No. _____ |
|  | 7. Address _____   | 8. City, State, Zip Code _____                   |
|  | 9. Email Address _____   |  |
| <b>Owner of Real Property Served by Work (if applicable)</b> | 10. Name _____   | 11. Telephone No. _____                          |
|  | 12. Property Address _____                                     | 13. City, State, Zip Code _____                  |

15. **Street Name & Address (Exact location of proposed Work or Activity):** \_\_\_\_\_

16. **Nearest Cross Streets:** Between \_\_\_\_\_ and \_\_\_\_\_

17. **Purpose of Work or Activity:**

Construction                       Demolition                       Excavation                       Other \_\_\_\_\_

18. **Description of facility: (Check all applicable)**

Culvert                       Fiber Optic                       Test Hole                       Other \_\_\_\_\_

Curb & Gutter                       Emergency Work                       Tree Planting/Landscaping

Driveway                       Overhead Wire                       Utility Pole Relocation

Driveway & Culvert                       Sidewalk                       Street Sign

19. **Full Description of Work, Activity or Use of Public Right-of-Way ("Work") and Purpose of the Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. **Number of Calendar Days Needed to Complete Work after Permit Issuance Date:** \_\_\_\_\_

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I hereby certify that: I have the full authority to make the foregoing Application as, or on behalf of, the Applicant; the information in this Application and the required submittals are complete and correct; the Work and facilities to be installed shall comply with all laws of the State of Louisiana, and all ordinances, rules, regulations, policies, and special conditions of the City of Monroe, Louisiana.

21. **Signature of Applicant:** \_\_\_\_\_ 22. **Date:** \_\_\_\_\_

23. **Print Name:** \_\_\_\_\_ 24. **Telephone No.:** \_\_\_\_\_

25. **Company Full Legal Name (if applicable):** \_\_\_\_\_ 26. **Title of Representative:** \_\_\_\_\_

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**Required Coordination, Notifications and/or Scheduling after permit issuance and before commencing ANY Excavation, Demolition, Construction and/or Work:**

**72-hour Notification Prior to Digging in ROW**

- Call the Department of Engineering at 318-329-2210.

**24-hour Notification for Scheduling ROW Inspections**

- Call the Department of Engineering at 318-329-2210.

|                             |
|-----------------------------|
| FOR OFFICE USE ONLY         |
| APPROVED _____ DENIED _____ |
| COMMENTS: _____             |
| _____                       |