

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:

Application Information (Office Use Only)	Permit No. _____	Application Date _____
Applicant Information	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. _____ 6. Fax No. _____
	7. Address _____	8. City, State, Zip Code _____
	9. Email Address _____	
Owner of Real Property Served by Work (if applicable)	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: _____
