



EXCAVATION PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MGOCONNECT.ORG/CP/PORTAL

OFFICE USE ONLY

Permit No: _____ Date Requested: _____
Drainage Board Approval Date: _____
Council Approval Date: _____

APPLICANT INFORMATION

Name: _____
Mailing Address: _____
Phone: _____ Email: _____

CONTRACTOR INFORMATION

Business: _____ Name: _____
Mailing Address: _____ License #: _____
Phone: _____ Email: _____

LOCATION OF WORK

Address: _____
Floor / Bay / Suite No.: _____
Subdivision: _____ Block: _____ Lot #: _____
Parcel #(Required): _____
Describe project in detail: _____

Applicant's Signature

Date



EXCAVATION PERMIT APPLICATION

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Permit No: _____

SUBMITTAL REQUIREMENTS

- ☐ Completed and signed application.
- ☐ Parish GIS Utility Maps (*email the GIS coordinator @ r.hymel@stjohn-la.gov*).
- ☐ A complete set of plans for the installation.
- ☐ A map of the installation locations.
- ☐ Pre-installation and Post-Installation pictures of all sewer and drain main lines and service laterals along the fiber optic cable installation route or a \$1,000,000 surety bond
- ☐ Copy of contractor's license.
- ☐ Payment of fees; payable by credit card, check or money order to: "St. John Parish Council".

FEE SUMMARY

- | | |
|-------------------|----------|
| 1. Permit fee | \$150.00 |
| 2. Technology Fee | \$10.00 |

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

NOTE: This request MUST be approved by Council.

NOTE: All fees will be doubled for all after-the-fact permits and when information provided on an application is falsified. All fees are non-refundable.

Applicant's Signature

Date



EXCAVATION PERMIT APPLICATION

Sec. 36-11 - Excavation on Parish property or within Parish Rights-of-Way Permitting Process.

A permit shall be required for the installation, removal, or any other activity involving excavation related to private utility lines, wires, cables, conduits, pipes, water pipelines, fiber-optic cables, directional boring, or any similar infrastructure on Parish property or within Parish rights-of-way. This includes, but is not limited to, all activities that involve digging, trenching, or any other form of excavation that may affect public land or infrastructure.

Application for permit. To obtain a permit, the applicant shall first file an application in writing on a form furnished by the department of Planning and Zoning for that purpose. Such application shall:

- 1). Provide a set of plans for the installation or removal process.
- 2). Provide a map of the installation or removal locations.
- 3). Provide one of the following options to ensure the restoration of any public property:
 - i. Pre-installation or pre-removal pictures and of all sewer and drain main lines and service laterals along the proposed utility line, wire, cable, conduit, pipe, fiber-optic cable, directional boring, or any similar infrastructure installation or removal route. Post-installation or post-removal pictures and videos of all sewer and drain main lines and service laterals along the proposed utility line, wire, cable, conduit, pipe, fiber-optic cable, directional boring, or any similar infrastructure installation or removal route. Post pictures and videos shall be reviewed and approved by Utilities and/or Public Works.; or
 - ii. Provide a \$1,000,000 surety bond to guarantee the restoration of any damaged public property and cover costs incurred due to negligence, recklessness, or non-compliance with permit conditions. The surety bond must remain in full force and effect for the duration of the project and for 12 months after project completion. Parish acceptance of the surety bond is required before the issuance of a permit.
- 4). Indicate which one of the above options will be provided to guarantee the restoration of any public property and/or cover costs incurred due to negligence, recklessness, or non-compliance with permit conditions.

Fees. All applicants shall pay a \$150 fee plus a \$10 technology fee.

Approval of installation/removal. Utilities and/or Public Works shall review the proposed installation or removal permit application to determine if Parish Utilities may be affected which would require the applicant to submit the application to the Parishwide Water, Sewer, and Drainage Board for approval prior to submission to the Parish Council. All applications shall be submitted to the Parish Council for final approval.

Permit issuance. If the Parish Council approves the application, the Planning and Zoning Department shall issue the permit.

Hydro excavation may be required in some locations.

(Ord. No. 23-32, Exh., 7-25-2023; Ord. No. 25-17, 5-14-2025)

Sec. 14-36. Streets, sidewalks and other public places.

The fees and charges required by or referenced in chapter 36 of this Code are as follows:

- (6) Excavation on Parish property or within Parish Rights-of-Way. A permit fee of \$150.00 plus a \$10 technology fee shall be submitted for each application received.

(Code 1988, §§ 24:170, 26:23, 26:156; Ord. of 1-25-1982; Ord. No. 83-31, 9-8-1983; Ord. No. 84-31, 2-9-1984; Ord. No. 84-19, 3-22-1984; Ord. No. 97-67, 7-8-1997; Ord. No. 03-43, 6-24-2003; Ord. No. 08-43, 8-12-2008; Ord. No. 09-37, 11-10-2009; Ord. No. 18-09, § 1, 4-10-2018; Ord. No. 23-03, 1-24-2023; Ord. No. 25-17, 5-14-2025)