

JACLYN HOTARD  
Parish President



# ST. JOHN

PLANNING & ZONING

## EXCAVATION PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT [WWW.MGOCONNECT.ORG/CP/PORTAL](http://WWW.MGOCONNECT.ORG/CP/PORTAL)

### OFFICE USE ONLY

Permit No: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Utility 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: \_\_\_\_\_

*Note: I hereby acknowledge that the Pictometry/GIS maps that are provided serve in lieu of physical markings. The maps are provided as a reference and are not survey grade material. St. John the Baptist Parish is not required nor responsible to physically mark the installation area. Any changes being made to the provided, approved plans will require a new permit application and reapproval from the Utility Board and Parish Council.*

*Note: I also hereby acknowledge that any excavation work must be performed within existing servitudes, unless given written permission by St. John the Baptist Parish Planning and Zoning Director.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**ST. JOHN**  
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**OFFICE USE ONLY**

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 (*plans must show installation locations and all parish infrastructure, including all sewer mains*).
- 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
3. Inspection Fee	\$50.00

*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 understands that all permit fees are non-refundable.*

*NOTE: This request MUST be approved by the Utility Board and Parish 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)