MEMORANDUM

TO: District Administrators
ADA Engineering
District Permit Specialists
Road Design Administrator
ITS Administrator

FROM: Richard Savoie, P.E.
DOTD Chief Engineer

Rhett Desselle, P.E.
Assistant Secretary, Office of Operations

Subject: Right-of-Way Permit Approval Process – Fiber Optic (Interstate) and Wireless

DOTD is committed to improving the permit approval process for customers requesting to occupy DOTD right-of-way. The process to approve permits for fiber optic lines within Interstate right-of-way and wireless equipment has been reviewed, modified, and documented. The attached flow chart captures the process and offers a visual aid to the Districts and clients.

The role of the DOTD Right-of-Way Permit Engineer is to assist Districts with permit issues and to have final approval on specific types of permits having greater risk. The fiber optic (Interstate) and wireless permits are to be approved by the Permit Engineer due to the potential for exchange of resources, high fees associated with the permit, and/or occupying Interstate right-of-way.

In an effort to unify the process and maintain consistency between the main office and the District offices, we are hereby requesting your compliance with the permit process for fiber optic lines within Interstate right-of-way and wireless equipment. This process will be implemented beginning December 1, 2011.

Should you require additional information, please contact Beyong Lim at 225-379-1927 or Dawnyale Young at 225-379-1510.

SA Attachments
Fiber Optic (Interstate), Wireless Permits

Customer submits request/inquiry for Permit

If resource exchange or Wireless

YES → Preliminary meeting with ITS and customer

NO → Customer submits application w/check and/or documentation to District Permit Office

Approved by District

YES → District Permit Office returns unapproved application w/check and/or documentation to HQ Permit Office

NO → HQ Permit Office sends permit w/check and documentation to HQ Permit Office

District Permit Office sends permit w/check and documentation to HQ Permit Office

HQ Permit Office stamps and enters permit in tracking database

HQ Permit Office sends permit w/documentation to ITS for approval

ITS sends approval letter & permit w/documentation to HQ Permit Office

Final approval by HQ Permits Engineer

Final approval by HQ Permits Engineer

concurrent → HQ Permit Engineer/ Customer sends comments/corrections to Customer/HQ Permit Engineer

Final approval by HQ Permits Engineer

Final approval by HQ Permits Engineer

If check received

YES → HQ Permit Office forwards check* to Financial Services & files final permit

NO → HQ Permit Office files documentation with final permit

District Permit Office returns unapproved application, check and/or documentation to District Permit Office

*Wireless Permits may require an invoice per calendar year

Revision Date: 01/05/2012