

PROJECT AGREEMENT NUMBER _____

CONTROL _____ SECTION _____

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Highway Modification Project Request

Rev 10/24

Whereas _____,
(Print or type name of applicant)

Hereinafter termed applicant, requests a modification and occupancy of the right-of-way of State Highway Route No. _____

in _____ Parish, located as follows:

from: _____ Lat: _____ Long: _____

to: _____ Lat: _____ Long: _____
(in Decimal Degrees, e.g. Lat:-30.459, Long: -91.178)

For the installation, operation, and maintenance of the following described project (use additional sheets as necessary):

By signing this request, applicant hereby acknowledges to follow the general conditions and standards, and the Standards for Installation of Facilities on State Highways, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

DOTD USE ONLY:

Highway Modification Project is subject to the following conditions (use additional sheets as necessary):

DOTD:

Applicant:

District Administrator or Designee / Date

(Agency Representative Signature (Date))

Print Name

(Name of Person Signing Permit) (Printed or Typed)

(Title)

District Assigned Construction Coordinator

(Street or P.O. Box)

Applicant must notify District Construction Coordinator for authorization to begin work.

(City or Town) (State) (Zip Code)

Phone number: _____

(Telephone Number)

Final inspection and approval by:

(E-mail Address)

Process for the Modification of State Highways

Project Initiation

1. Applicant contacts the appropriate district and fills out Highway Modification Project Request.

Cooperative Endeavor Agreement

1. DOTD will complete the project specific fields within the CEA template which is then sent to the applicant for review and signatures. (If modifications to the template are required, HQ Permits will facilitate coordination with DOTD Legal for appropriate review before Applicant signs CEA).
2. The Applicant sends an authorizing Resolution from Entity verifying signing authority to DOTD.
3. 2 original CEA hardcopies signed by the Applicant are sent to DOTD for routing to the Secretary.
4. DOTD will send a copy of the signed CEA to the Applicant.

Project Review

1. DOTD review shall be conducted based on the appropriate existing processes for the type of project. (final only, prelim/final, or multiple stages)

Plan Certification

1. When the review is complete and all comments have been addressed, the Certification for Modification of State Highways form is filled out by DOTD and sent to the applicant for signatures.
2. The DOTD Designee signs the Certification form signifying all reviews are complete and satisfactory.
3. DOTD will route the Certification form and final plans to the Chief Engineer for signature.

Notification & Authorization to Proceed

1. The applicant is notified by DOTD that the plans have been certified and they must request an Authorization to Proceed from the district assigned Construction Coordinator.

Construction & Inspection

1. The district assigned Construction Coordinator shall ensure adherence to the CEA and construction plans.
2. A copy of the project documentation should be available at the project site at all times.
3. The district assigned Construction Coordinator shall coordinate a final inspection of the project and coordinate to correct any deficiencies.

Final Acceptance & Documentation

1. Once roadway improvements are found to comply with DOTD requirements, the district assigned Construction Coordinator shall send notice to DOTD Headquarters Construction Section recommending approval of Final Acceptance to the Chief Engineer.
2. DOTD Chief Engineer shall issue Final Acceptance.
3. Within 60 days of final acceptance the district assigned Construction Coordinator collects all documents in the Final Estimate Package, including the As-built plans, Audit of Testing & Material, and Field Records.
4. As determined within the CEA either DOTD or the Developer shall be responsible for the future maintenance.
5. The donation of any and all improvements and ROW acquired by the Developer to DOTD shall be verified.