



Jackson Parish Police Jury

Culvert Policy

Adopted by the Jackson Parish Police Jury effective July 13, 2020

PURPOSE: This policy is to define the parameters for the assessment, purchase, and installation of culverts throughout Jackson Parish. The primary purpose for the Police Jury installing culverts is to ensure proper drainage along parish roads, and all such installation work shall be confined to the road right-of-way.

SCOPE: This policy applies to all roads and drainage within the Jackson Parish Road System in unincorporated Jackson Parish.

POLICY STATEMENT: Under Louisiana Revised Statute 48:483 the Jackson Parish Police Jury has authority to drain the public roads of the parish by cutting ditches and canals where necessary through private property. The ditches and drains shall be of sufficient size to drain both the public road and the lands over which they are opened. They shall be located where least injurious to the owner of the property.

PROCEDURES

The Police Jury may install culverts in roadside ditches within parish rights-of-way under the following conditions:

A. Replacement Culverts:

The Police Jury may furnish labor, cover material (dirt/gravel/asphalt), and culvert(s) to replace existing culvert(s) when:

- The existing culvert(s) are improperly sized or installed and constitutes an impediment to drainage.
- The existing culvert(s) must be relocated for construction projects.
- The existing culvert(s) has deteriorated sufficiently, due to age, to result in restricted water carrying capacity, thus impeding drainage.
- The existing culvert(s) is too short causing vehicles to run off the end or turn into oncoming traffic.
- The existing culvert(s) are inadvertently damaged by Police Jury equipment.
- A dry ramp or other such appurtenance exists within the right-of-way, for the purpose of allowing access to adjacent property, and in the opinion of the Road Superintendent, the removal will enhance drainage.

1. The cost of installation, including the required culverts, cover material, labor, and equipment shall be borne by the Police Jury.
2. If the culvert is under a concrete driveway, the Police Jury will not replace the concrete but will cover with asphalt. If the property owner requests concrete to be put back, it will be their responsibility and at their own expense to hire a contractor. The Police Jury does not pour concrete.
3. It is at the discretion of the Road Superintendent, in coordination with the Parish Engineer if needed, to determine the drainage needs that ensure the best possible outcome for the Parish Road System, as a whole.

B. Installation of New Culverts:

The Police Jury will allow private contractors or property owners to install new driveway culverts in the parish right-of-way at the expense of the property owner and only after a permit has been issued by the Road Department and the proper sized culvert is used.



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1. Requests for culvert installations shall be made at least two (2) weeks prior to the date that the culvert is needed in order to schedule the work. The scheduled work date is subject to weather.
 - A Culvert Permit can be obtained from the Road Department at:
230 Fitzpatrick Road, Jonesboro, LA 71251
Phone: (318) 259-5661
Hours: Monday – Friday 7:30 AM – 3:30 PM
2. The Police Jury will not install culverts (even when furnished by the property owner) to fill in a ditch for landscaping or aesthetics. This will require a private contractor and permit.
3. The Police Jury will only install culverts for the purpose of ingress and egress.

C. Drainage Work When No Culvert is Installed:

1. The Police Jury is granted authority to perform the necessary work to drain the public roads of the parish by cutting ditches and installing culverts where necessary under LA R.S. 48:483.
2. If a property owner opts *not* to install a culvert, the Police Jury will perform drainage work as needed by cutting ditches along the right of way, and/or removing temporary ingress/egress access.

ADDITIONAL GUIDELINES:

The Jackson Parish Police Jury DOES NOT install, repair, or clean culverts on the side of State Highways in Jackson Parish.



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**Jackson Parish Police Jury
Driveway Culvert Permit Application**

320 Fitzpatrick Road, Jonesboro, LA 71251
Phone: (318) 259-5661 Fax: (318) 259-5663

Date of Application: _____

Property Owner's Name: _____

Mailing Address: _____

City, State, Zip: _____

Owner or Best Contact Information:

Mobile #: _____ Home #: _____ Work #: _____ Fax #: _____

LOCATION WHERE CULVERT IS TO BE INSTALLED

911 Address: _____

City, State, Zip: _____

Location Marked With: _____ Flags _____ Paint _____ Stakes _____ Other: _____

FOR PARISH USE ONLY

First Site Evaluation By: _____

Date: _____ Culvert Size: _____ X _____ Type: _____

Comments: _____

Expiration Date (90 Days): _____

Approved By: _____

Approval Date: _____

**APPLICANT MUST CALL JACKSON PARISH ROAD DEPARTMENT
FOR FINAL APPROVAL AND INSPECTION AFTER INSTALLATION
CALL: (318) 259-5661**