

PARISH OF ASCENSION  
OFFICE OF PLANNING AND DEVELOPMENT  
PLANNING DEPARTMENT



*Tommy Martinez*  
Parish President

## SERVITUDE REVOCATION PACKET - APPLICATION PROCESS

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If a property owner desires that an existing utility, drainage or all-purpose servitude be relocated, reduced in size or eliminated completely, an application shall be submitted to the Planning Commission for review and recommendation to the Parish Council.

1. At the time of filing the application with the Planning Commission, the applicant shall submit to the office of Planning and Development a plat showing the existing utility or drainage servitude and the proposed relocation or re-shaping, if necessary, together with a written request giving the reasons supporting such revocation, re-shaping or relocation.
2. The applicant shall pay to the Office of Planning and Development a fee to cover the cost of processing the application, together with all legal instruments, ordinances, etc., necessary to complete the revocation, re-shaping or relocation. All of the legal instruments, ordinances, etc., must be approved by the Parish Attorney, and the applicant shall supply such other information as may be deemed necessary by the Parish Attorney or the Office of Planning and Development.
3. The applicant shall include with the application to the office of Planning and Development, copies of the letter(s) of no objection to be included with the request to the Planning Commission and Parish Council. No application shall be accepted without completed application, fees, all letters of no objection, and map indicating servitude location and purpose.

The Office of Planning and Development shall review the application and the letter(s) of no objection and determine to which of the following categories the servitude revocation, re-shaping or relocation applies:

1. Unused Servitude

If the Planning and Development Department determines that the servitude has not been used or abandoned for a period of time equal to or greater than 15 years, then the request is automatically approved by the Planning Commission and shall be sent to the Parish Council for an introduction of an ordinance to revoke or relocate the servitude.

2. Unneeded Servitude

If the Planning and Development Department determines that the servitude is not needed, by receipt of letters of no objection from all of the interested parties, then the request is automatically approved by the Planning Commission, and shall be sent to the Parish Council for an introduction of an ordinance to revoke or relocate the servitude.

## SERVITUDE REVOCATION PACKET - APPLICATION PROCESS (CONTINUED)

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### 3. Reduction in size or revision to applicant request

If the Planning and Development Department determines that the servitude is still needed, may be reduced in size or otherwise different than what the applicant requested, by receipt of letters of no objection or letters of objection, then the request shall be submitted to the Planning Commission for review and recommendation to the Parish Council. **However, if the Director of the Drainage Department issues a letter of objection to the revocation, stating in the letter that a hold harmless agreement could be signed by the property owner, thereby allowing an existing encroachment to remain until any drainage improvements need to be made, then that agreement needs to be presented to the relevant Drainage Board for their approval. No further public hearings before the Planning Commission or Parish Council are necessary.**

In cases where the application falls into category 3 above, the Planning Commission shall review the application, the letters of objection and/or no objection and hold a public hearing. The Planning Commission shall make a recommendation to the Parish Council on the application.

## SERVITUDE REVOCATION PACKET - UTILITY COMPANY ADDRESSES

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Chairman of the Planning Commission, P.O. Box 1659, Gonzales, LA 70707-1659  
Location – 42077 Churchpoint Rd., Gonzales, LA 70737

Thomas Pierce, Director of Public Works, 42077 Churchpoint Rd., Gonzales, LA 70737

Bill Roux, Director of East Ascension Consolidated Gravity Drainage District, 42077 Churchpoint Rd., Gonzales, LA 70737

ROW Department, Entergy, 5755 Choctaw Dr., Baton Rouge, LA 70805

East Ascension Telephone Co., Attn: Clint King, P.O. Box 880, Gonzales, LA 70707-3479

Richard Butcher, Cox Communications, 7401 Florida Blvd., Baton Rouge, LA 70806

Dixie Electric Membership Corporation, P.O. Box 15659, Baton Rouge, LA 70896

Diversion Water Co., 16070 Bluff Rd., Prairieville, LA 70769

ATMOS Energy, 101 Apple Street, Norco, LA 70079

City of Donaldsonville Gas Dept., P.O. Box 470, Donaldsonville, LA 70346

People's Water Service, 309 Mississippi St., Donaldsonville, LA 70346

Ascension Water Company, Engineering Department, P.O. Box 96003, Baton Rouge, LA 70896-6003

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Parish President

SERVITUDE REVOCATION APPLICATION

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1. NAME OF APPLICANT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

2. NAME OF PROPERTY OWNER: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

3. LEGAL DESCRIPTION OF PROPERTY (SUBDIVISION OR TRACT NAME):

LOT: \_\_\_\_\_ BLOCK/SQUARE: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

*(IF PROPERTY IS NOT SUBDIVIDED, ATTACH A COMPLETE LEGAL DESCRIPTION. ADDITIONALLY, ATTACH A SURVEY MAP OF THE PROPERTY TO THIS APPLICATION IDENTIFYING THE SUBJECT PROPERTY INCLUDING BEARINGS AND DIMENSIONS ALONG WITH IDENTIFYING THE SERVITUDE.)*

4. PROPERTY STREET ADDRESS: \_\_\_\_\_

5. SPECIFIC PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. ACTION REQUESTED (WITH ATTACHED MAP INDICATING THE PROPOSED REVOCATION): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. JUSTIFICATION FOR ACTION REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. DATE SERVITUDE WAS ESTABLISHED: \_\_\_\_\_

9. LETTERS OF NO OBJECTION FROM SERVICED PROVIDERS (**BOLD ITEMS REQUIRED**):

**PLANNING COMMISSION CHAIRMAN**

DEPARTMENT OF PUBLIC WORKS

**EAST ASCENSION CONSOLIDATED DRAINAGE**

**ENTERGY**

**EAST ASCENSION TELEPHONE CO.**

**COX COMMUNICATIONS**

**DIXIE ELECTRIC MEMBERSHIP CORPORATION**





## **SAMPLE LETTER TEXT**

[Applicant Name]  
[Applicant Mailing Address]  
[Applicant City, State Zip]  
[Applicant Phone Number]

[Date of Letter]

[Name of Utility/Entity]  
[Address of Utility/Entity]  
[Utility City, State Zip]

RE: Revocation of [Servitude Type] – [Address/Legal Description of Property]

To whom it may concern:

I intend to apply with the Ascension Parish Office of Planning and Development to [revoke/resize/modify] the existing [servitude type and width] from my property that was established [add date servitude was established] due to [state reason for action]. Per instruction of the Parish, I am required to obtain a letter of no objection from your [company/department]. Please find attached to this letter the following:

1. A copy of the application for the servitude modification to the Parish.
2. A survey map of my property clearly defining the location of the servitude within my property.

Should you have any questions or need any additional information, please give me a call.  
Thank you for your attention to this matter,

[Applicant Name and Signature Above]