

2017 EAST JEFFERSON LEVEE DISTRICT OPERATING PERMIT APPLICATION PROCEDURES

An Operating Permit is required for any operations that takes place between the levee and the shoreline or any stockpiling operations within 300' of the levee

NOTE: First the applicant must contact the (CORPS) U.S. Army Corps of Engineers-Regulatory - Mike Farabee at (504)862-2292 for Corps' specific permit requirements. For any ramps and/or driveways in plans, contact DOTD Highway Right-of-Way Section at 437-3130 for their permit requirements. Also, contact the Parish or City Code Enforcement Building Permit Section in which you are intending to operate in for their permit & occupational license requirements. Once these permits have been obtained then:

Applicant is required to submit the following information to the **East Jefferson Levee District, the U.S. Army Corps of Engineers & the Office of Coastal Protection & Restoration:**

1. **Completed East Jefferson Levee District Permit Application**
2. **Letter of Request** – Detailed description of activities/project with Latitude & Longitude
3. **Survey of property** showing the levee right of way line and any and all servitudes.
4. **Plans/Specs/Full size construction drawings** certified by a professional engineer registered in the State of Louisiana. Drawings are to be to scale.
5. **Vicinity map** showing the project location and its relationship to the levee, with distances to the levee crown centerline or levee toe and a levee station number nearest to the project. Additional information such as, river mile, street names, subdivision and lot number are important.
6. **Terms and Conditions” Signed** by both the Applicant and Property Owner
7. **Current Certificate of Liability Insurance** (\$1,000,000) naming East Jefferson Levee District (EJLD) and Southeast Louisiana Flood Protection Authority-East (SLFPA-E) as additional insured
8. **Copy of Current Occupational License**
9. **Copy Lease/Sub-Lease or Act of Sale**
10. **If drainage is impacted** show the means proposed for **handling intercepted drainage**
11. Copies of **special geotechnical work or reports** that were completed for this project
12. **Approval from CORPS-Regulatory – Joint Use Permit**
13. **Approval from DOTD Highway Right-of-Way Section**
14. **Approval from the Parish or City** in which you are operating
15. **Copy of Hurricane Emergency Plans & Emergency Contact Names & Phone #'s**
16. **List of Officers & Directors or Officers & Owners**
17. **Annual \$300 Permit Fee – Operating Permits Must Be Renewed Annually**

Submit electronically to:

East Jefferson Levee District (EJLD)
203 Plaque Court
Harahan, LA 70123
Ph: (504) 733-0087 Ext 2
permits@ejld.com

U.S. Army Corps of Engineers (CORPS)
7400 Leake Ave., Rm. 287
New Orleans, LA 70118
Ph: (504) 862-2313 or 862-2311 or 862-2060
MVNLeveePermits@usace.army.mil

Coastal Protection & Restoration Authority/Operations Division (CPRA)

Physical Address:

150 Terrace Avenue, Baton Rouge, LA 70802

Mailing Address:

P.O. Box 44027, Baton Rouge, LA 70804

Ph: (225)342-9423

CPRArequest@la.gov

General Permit Information:

Permit Fee: \$300 Payable by check or money order to the East Jefferson Levee District.

Insurance requirements: A Certificate of Liability Insurance naming East Jefferson Levee District as additional insured. Surety bonds or their equivalent may be required for long-term facilities or activities.

Processing time: Two (2) to eight (8) weeks

Incomplete applications or omitted material will delay the permitting process.

2017 EAST JEFFERSON LEVEE DISTRICT OPERATING PERMIT APPLICATION

A. NAME & ADDRESS OF APPLICANT: _____ _____ _____ EMAIL: _____		ADDRESS OF OPERATIONS: _____ _____	
PH # : FAX #:	CELL#:	DATE:	MRL STATION #:
B. DETAILED DESCRIPTION OF ACTIVITY: _____ _____ _____ _____			
C. PROOF OF OWNERSHIP: ____ ATTACH A COPY OF CURRENT LEASE, SUBLEASE OR ACT OF SALE		NAME, ADDRESS, PH# OF LANDOWNER: _____ _____ _____	
D. OPERATING PERIOD FROM: ____/____/____ TO: ____/____/____		E. PERMIT FEE: ____ \$300.00 ANNUAL PERMIT FEE - CHECK OR MONEY ORDER PAYABLE TO EAST JEFFERSON LEVEE DISTRICT	
F. HURRICANE EMERGENCY PLAN: ____ COPY OF HURRICANE EMERGENCY OPERATIONS PLAN Plans should detail all actions, particularly those actions pertaining to vessels in the water.		G. INSURANCE CERTIFICATES: ____ CERTIFICATE OF INSURANCE NAMING EJLD AS ADDITIONAL INSURED ____ PUBLIC LIABILITY INSURANCE FOR \$1,000,000	

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY LAW.

Applicant Name (print)

Signature

Title

Owner Name (print)

Signature

Title

ALL OPERATING PERMITS WILL EXPIRE ON DECEMBER 31 AND MUST BE RENEWED ANNUALLY

**2017 EAST JEFFERSON LEVEE DISTRICT OPERATING PERMIT
“TERMS AND CONDITIONS”**

Unless expressly excluded in the permit issued to the Applicant, each permit automatically includes, but is not limited to the following conditions as if they were fully stated in the permit issued to the Applicant:

1. A copy of the Operating Permit must be posted on site at all times.
2. The area from the toe of the levee on the land side to a point forty (40) feet from the toe of the levee on the water side must be kept clean and free of any trash. Any damage in this area resulting from the Applicant's or Owner's activities must be repaired at the Applicant's and Owner's expense.
3. Applicant/Owner acknowledge that no pile driving and/or excavations may be performed when the Mississippi River attains or exceeds +11.0 ft. NGVD on the Carrollton Gage at New Orleans without prior documented approval from the U.S. Army Corps of Engineers-New Orleans District. Information concerning current river stages may be obtained at www.mvn.usace.army.mil or by calling (504) 862-2461.
4. Applicant/Owner acknowledges that this Operating Permit does not allow any clearing or filling on the batture or flood side of the levee unless specified in the application. A separate Construction Permit is required for these activities.
5. Should Applicant/Owner for whatever reason cease to maintain operations, the applicant must obtain a modification of permit which may require that any or all structures and materials in the area of operation be removed at Applicant's expense.
6. Applicant/Owner agree to hold harmless, indemnify, and defend the East Jefferson Levee District, the Southeast Louisiana Flood Protection Authority-East and staff against any and all damages, which arise from the activities of the Owner, Applicant or Tenants or Lessees.
7. Should changes in the location or the section of the existing levee and/or waterway, or in the generally prevailing conditions in the vicinity, be required in the future, Applicant/Owner shall make any and all necessary changes to the permitted operation, including the removal of all structures and the cessation of all operations, as may be necessary to satisfactorily meet the situation and Applicant/Owner shall bear the cost thereof.
8. If Applicant/Owner is an entity the signatory has full authority to bind the entity.
9. Permitted new or existing levee crossings/ramps are constructed and maintained by Applicant/Owner in accordance with the "Standard Road Crossings Over Levee" Plan M-720-2 and/or U.S. Army Corps of Engineers "Surface Crossings typical for River Levees" Ramp Specs File #H-8-29027 and to the satisfaction of the East Jefferson Levee District.
10. The proposed work must not restrict the Levee District's maintenance operations, or any potential flood fight activities at the levee, nor shall it obstruct or impede drainage, or create areas of standing water on the levee or batture. The Applicant/Owner must employ and maintain at the project site suitable erosion protection measure to the satisfaction of the East Jefferson Levee District.
11. As part of the proposed work, the ground surface must be swaled or contoured to properly drain to subsurface drainage inlets and away from the levee to the satisfaction of the East Jefferson Levee District.
12. Stockpiles are maintained in accordance with the Limits of Permissible Stockpile on River Banks, H-8-45756, prepared by the U.S. Army Corps of Engineers.
13. This permit is issued subject to the East Jefferson Levee District's rights and authority granted by Louisiana law, particularly Louisiana Civil Code Article 665 and Louisiana Revised Statute 38:225 and Code of Federal Regulations, Title 33. Section 208.10
14. This permit is not transferable even by operation of law without the expressed written consent of the East Jefferson Levee District and must be renewed annually.
15. Applicant/Owner must adhere to the provisions in all correspondence from the Dept. of Army/U.S. Army Corps of Engineers, the DOTD, the CPRA and the East Jefferson Levee District Terms and Conditions.
16. This permit does not obviate the Applicant/Owner's requirement to obtain local, federal, state or any other permits required by law. The applicant must follow all parish, municipal & state ordinances/laws.
17. Applicant/Owner must submit Hurricane Emergency Plan.

Applicant/Owner by signature below affirms that all information in the Permit Application is true and correct and hereby acknowledges that he/she has read and accepts the Terms and Conditions of the application.

Signature of Applicant

Print Name

Date

Signature of Owner

Print Name

Date