

ST. MARY LEVEE DISTRICT SPECIAL PERMIT APPLICATION

I. ***A St. Mary Levee District Special Permit is required for any proposed activity, whether business or personal which:***

1. Takes place on any portion of the levee, the levee right-of-way, the shoreline or the batture.
2. Requires any objects/materials to be place on, over or within 300' of the levee.

II. ***Submit the following information to the St. Mary Levee District:***

7327 Hwy 182 East
PO Box 2079
Morgan City, LA 70381

Phone: (985) 380-5500
Email: shelly.scully@smlid.org

1. **Completed Permit Application** with signatures of the applicant and the landowner
2. **Letter of Request**- Detailed description of activity
3. **Vicinity Map**- Showing the location of activity and its relationship to the levee
4. **A Certificate of Liability Insurance** naming St. Mary Levee District as additional insured. The St. Mary Levee District may require increased insurance coverage depending upon the amount of you coverage, the scale and type of activity.
5. **"Terms and Conditions"** with signatures of the applicant and the landowner
6. **Permit Fee** payable by check or money order to the St. Mary Levee District. Governmental bodies or agencies and non-profit charitable organizations are exempt from this fee, but must obtain permits.
7. Applicant is additionally required to separately submit above information to both the **U.S. Army Corps of Engineers (USACOE) & Coastal Protection and Restoration Authority (CPRA)** for their review and letters of no objection.

NOTE: **Processing Time:** 2-8 weeks – Incomplete applications or omitted material will delay the permitting process.

ST. MARY LEVEE DISTRICT SPECIAL PERMIT APPLICATION

A. NAME & ADDRESS OF APPLICANT: _____ _____ _____ E-MAIL ADDRESS: _____		LOCATION/ADDRESS/COORDINATES OF PROJECT: _____ _____ _____	
PHONE #	Date:	Latitude	Longitude
B. NAME & ADDRESS OF AGENT: _____ _____ _____ E-MAIL ADDRESS: _____ PHONE #: _____		C. CONSTRUCTION PERIOD: FROM: _____ TO: _____ Must notify all parties once project is complete by email or written letter.	
D. PROPOSED PROJECT: _____ _____ _____ _____ COMPLETE ATTACHED "LETTER OF REQUEST" WITH DETAILED DESCRIPTION OF ACTIVITY			
E. LANDOWNER NAME, ADDRESS AND PHONE NUMBER (IF REQUESTED)		F. PERMIT FEE: CHECK OR MONEY ORDER PAYABLE TO ST. MARY LEVEE DISTRICT _____ \$100 RESIDENTAL _____ \$100 - \$1000 Commercial _____ CONSTRUCTION	
G. INSURANCE COMPANY NAME: _____		H. INSURANCE CERTIFICATES: _____ Certificate of Liability Insurance in the amount of \$1,000,000 naming SMLD as the additional insured	

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY LAW.

Applicant Print Name

Applicant Signature Date

Landowner Print Name

Landowner Signature Date

**ST MARY LEVEE DISTRICT
LETTER OF REQUEST**

DATE: _____

SITE ADDRESS: _____

RE: DETAILED DESCRIPTION OF PROPOSED ACTIVITY

I am requesting a Special Permit from the St. Mary Levee District to:

Applicant's Signature

Print Name

Phone #

ST. MARY LEVEE DISTRICT SPECIAL PERMIT “TERMS & CONDITIONS”

The following terms & conditions for a Special Permit must be adhered to:

1. A copy of the permit must be posted on site at all times and available for viewing by the St. Mary Levee District.
2. Unless specifically authorized within the permit, no motorized vehicles are allowed on the levee. No glass of any type is allowed on the levee. No bonfires or campfires are allowed on the levee. All trash must be picked up and disposed of properly.
3. If applicant is an entity the signatory has full authority to bind the entity.
4. The applicant/owner must restore the area to its original condition or better. Any damages to the area as a result of these activities shall be repaired at the Applicant’s expense.
5. The applicant and owner agree to hold harmless, indemnify, and defend the St. Mary Levee District and staff against any and all damages which arise from the applicant’s activities.
6. **This permit is issued subject to the St. Mary Levee District’s rights and authority granted by state and federal law, including Title 38 of the Louisiana Revised Statutes and Title 33, Section 208.10 of the Code of Federal Regulations.**

Applicant and owner by signature below affirm 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 this application.

ACCEPTED BY:

Applicant Signature

Date

*Landowner Signature

Date