

# 2023 ST MARY LEVEE DISTRICT OPERATION PERMIT APPLICATION PROCEDURES

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***An Operating Permit is required when any proposed activity will:***

- Take place on, over, or adjacent to any portion of the levee right-of-way.
- Take place on, under, or over the batture or shoreline between the levee and the water.
- Require pilings to be driven, excavations made, or wells drilled within 300' of the landside levee toe.
- Produce heavy detonation (explosives) within two miles of the landside levee toe.
- Place any object or material, which interferes with the safety, inspection, or maintenance of a levee within 6' of the landside levee toe.

***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 504-437-3130 and the Office of Coastal Protection and Restoration (OCPR) at 337-898-3877 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:***

I. Submit the following information to the St. Mary Levee District:

P.O. Box 2079

Phone # 985-380-5500

7327 Hwy 182 East

EMAIL: [shelly.scully@smlld.org](mailto:shelly.scully@smlld.org)

Morgan City, LA 70381

1. Complete St. Mary Levee District Permit Application
2. Letter of Request- Detailed description of project
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 applicant, who, if is not the Property Owner, certifies that applicant possesses the necessary authority to make the request.
7. Current Certificate of Liability Insurance (\$1,000,000) naming District 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

13. Approval from DOTD or OCPH 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 of Officers & Owners
17. Annual \$300 Permit Fee – Operating Permits Must Be Renewed Annually

II. Submit the following information to the CORPS Permit Section:

1. Copy of St. Mary Levee District Permit Application
2. Copy of Letter of Request
3. Copy of Vicinity Map
4. Survey of the property showing the levee right-of-way and servitudes.
5. Plans/Specs/Full Size construction drawings
6. Approval from CORPS-Regulatory
7. Approval from DOTD Highway Right-of-Way Section
8. Approval from the Parish/City in which you intend to operate

III. Submit the following information to the Office of Coastal Protection and Restoration (OCPH) Permit Section:

Rick Dugas	PHONE# (337) 482-0658
PO BOX 62027	EMAIL: <a href="mailto:CPRArequest@la.gov">CPRArequest@la.gov</a>
Lafayette, LA 70595	

1. Copy of St. Mary Levee District Permit Application
2. Copy of Letter of Request
3. Copy of Vicinity Map
4. Survey of the Property showing the levee right-of-way and servitudes.
5. Certified Plans/Specs/Full size construction drawings
6. Approval from CORPS-Regulatory
7. Approval from DOTD Highway Right-of-Way Section
8. Approval from the Parish/City in which you are operating

IV. General Permit Information:

1. Permit Fee: \$300 Payable by check or money order to the St. Mary Levee District
2. Insurance requirements: A Certificate of Liability Insurance naming St. Mary Levee District as additional insured. Surety bonds or their equivalent may be required for long-term facilities or activities.
3. Processing time: Two (2) to eight (8) weeks.

**\*NOTE: Incomplete applications or omitted material will delay the permitting process.**

# ST. MARY LEVEE DISTRICT 2022 OPERATION PERMIT APPLICATION

<b>A NAME &amp; ADDRESS OF APPLICANT:</b>  _____ _____ _____ E-MAIL ADDRESS: _____		<b>LOCATION/ADDRESS/COORDINATES OF OPERATIONS:</b>  _____ _____ _____	
<b>PHONE # &amp; CELL #</b> _____	<b>FAX#:</b> _____	<b>DATE:</b> _____	<b>MRL STATION #:</b> _____
<b>B DETAILED DESCRIPTION:</b>  _____ _____ _____ _____ _____			
<b>C APPLICANT IS:</b>  <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER		<b>D PROOF OF OWNERSHIP: ATTACH A COPY OF CURRENT LEASE, SUBLEASE OR ACT OF SALE</b>  NAME, ADDRESS, PH# OF LANDOWNER: _____ _____ _____	
<b>E ACTIVITY DATES:</b>  FROM: ____/____/____ TO: ____/____/____		<b>F PERMIT FEE: CHECK OR MONEY ORDER PAYABLE TO ST. MARY LEVEE DISTRICT</b>  _____ \$300 ANNUAL PERMIT FEE	
<b>G HURRICANE EMERGENCY PLAN:</b>  <input type="checkbox"/> COPY OF HURRICANE EMERGENCY OPERATION PLAN  PLANS SHOULD DETAIL ALL ACTIONS, PARTICULARLY THOSE ACTIONS PERTAINING TO VESSELS IN THE WATER.		<b>H INSURANCE CERTIFICATES:</b>  <input type="checkbox"/> CERTIFICATE OF INSURANCE NAMING SLMD AS ADDITIONAL INSURED  <input type="checkbox"/> PUBLIC LIABILITY INSURANCE FOR \$1,000,000	

**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY LAW.**

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner Print Name

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

By signing this application, Applicant also certifies that it has the requisite authority to make this application

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

## ST MARY LEVEE DISTRICT 2022 LETTER OF REQUEST

DATE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RE: DETAILED DESCRIPTION OF PROPOSED ACTIVITY

I am requesting an Operating Permit from the St. Mary Levee District to:

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone #

## 2021 ST. MARY LEVEE DISTRICT “TERMS & 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 and available for viewing.
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 or Owner’s expense.
3. Applicant and 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.mnv.usace.army.mil](http://www.mnv.usace.army.mil) or by calling (504) 862-2461.
4. Applicant and Owner acknowledge 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 and/or 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 and Owner agrees to hold harmless, indemnify, and defend the St. Mary Levee District and staff against any 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 water, 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 Crossing over Levee" Plan M-702-02, prepared by the Department of Transportation and Development Division of Public Works and Flood Control and to the satisfaction of the St. Mary 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 the batture. The applicant/owner must employ and maintain at the project site suitable erosion protection measure to the satisfaction of the St. Mary 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 St. Mary Levee District.
  
12. Stockpiles are maintained in accordance with the Limits of Permissible Stockpile on River Banks, H-18-24850, prepared by the U.S. Army Corps of Engineers.
  
13. This permit is issued subject to the St. Mary 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. Applicant/Owner shall submit Hurricane Emergency Plans Annually.
  
15. This permit is not transferable even by operation of law without the expressed written consent of the St. Mary Levee District and must be renewed annually.

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