

# ST. MARY LEVEE DISTRICT

## CONSTRUCTION PERMIT APPLICATION/PROCEDURES

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The St. Mary Levee District (SMLD) maintains the levees approximately 126 miles of levees within St. Mary Parish which requires a clear access for the levee inspections and the maintenance of these levees. The system contains the Atchafalaya River, the Wax Lake Outlet, and the Charenton Canal. To insure stability of the system, SMLD monitors and permits all construction work involving changes in the subsurface within 1,500 feet of the Atchafalaya Levees and all construction involving changes in the subsurface within 300 feet of the Hurricane Protection levees.

- I. **A St. Mary Levee District Construction Permit is Required for:**
  - a. Subsurface work within 300 feet of any hurricane protection levee
  - b. Subsurface work within 1,500 feet of the Atchafalaya River Levee such as Pile driving or pre-drilling, soil borings, water, oil or gas well drillings, directional drilling, any underground tank removal, in-ground swimming pools, residential or commercial new construction, shafts or well, etc.
  - c. Seismic surveys within 5,000 feet of any levee
  - d. Demolition work using explosives within 5,000 feet of any levee
  - e. Any stockpiling of material
  - f. All crossings over the levee including but not limited to aerial crossings, crossings under the levee, over the levee & ramp crossings:
    - i. **For Levee Crossings:** Any levee crossing that penetrates the levee, including but not limited to pipelines, utility crossings, waterways, and or drainage crossings – ***Applicant must submit*** “as built” drawings certified by a professional engineer registered in Louisiana to this office within thirty days of the completion of the project. The drawings must show the actual location and profile of the pipelines, cables, or conduits, etc. and the cross section of the levee or canal. Certification by a professional engineer that the installation does not exceed the limits shown on the approved plans must also be furnished.
    - ii. **For Aerial Crossings:** The vertical clearance of any non-utility aerial crossing of the levee crown or floodwall is not less than 15 feet under all temperature condition, and that any utility aerial crossing of the levee crown or floodwall is not less than 18 feet under all temperature conditions if the voltage is 0.0 K.V. – 75.0 K.V.; not less than 20 feet under all temperature conditions if the voltage is 0.76 K.V. – 15.0 K.V.; not less than 22 feet if the voltage is 15.1 K.V.; for voltage exceeding 50.0 K.V. the clearance shall be increased at a rate of 0.4 inches for each 1.0 K.V. of excess.

- II. Applicant must submit the following information to the St. Mary Levee District, the U.S. Army Corps of Engineers (CORPS) & the Office of Coastal Protection and Restoration (OCPD):

ST. Mary Levee District (SMLD)  
Shelly Scully (985) 380-5500  
7327 Hwy 182 East  
PO BOX 2079  
Morgan City, LA 70381  
E-Mail: [shelly.scully@smlld.org](mailto:shelly.scully@smlld.org)

U.S. Army Corps of Engineers (CORPS)  
Karen Clements – (504) 862-2313 or  
Albert Terry – (504) 862-2311  
7400 Leake Ave, Rm. 287  
New Orleans, LA 70118  
E-Mail: [MVNLeveePermits@usace.army.mil](mailto:MVNLeveePermits@usace.army.mil)  
Fax: (504) 862-1104

Coastal Protection and Restoration Authority (CPRA)  
Rick Dugas – (337) 482-0658  
PO Box 62027  
Lafayette, LA 70596-2027  
E-Mail: [CPRArequest@la.gov](mailto:CPRArequest@la.gov)

- a. Completed St. Mary Levee District Permit Application
- b. Letter of Request- Detailed description of project
- c. Survey of property showing the levee right of way line and any and all servitudes.
- d. Plans/Specs/Full size construction drawings certified by a professional engineer registered in the State of Louisiana as required. Drawings are to be to scale.
- e. Vicinity map showing the project location and its relationship to the levee, with distances to the levee crown centerline or and a levee station number nearest to the project. Additional information such as, river mile, street names, subdivision and lot number are required.
- f. A Certificate of Liability Insurance naming St. Mary Levee District as additional insured. (Submit to SMLD only)
- g. "Terms and Conditions" for the St. Mary Levee District permit must be signed by both the Applicant, who, if is not the Owner of Property certifies that applicant possesses the necessary authority to make the request. (Submit to SMLD only)
- h. Permit Fee (Submit to SMLD only)
- i. If drainage is impacted show the means proposed for handling intercepted drainage. Drainage onto the levee system is prohibited.
- j. Copies of any special geotechnical work or reports that were completed for this project as required.

- III. General Permit Information:

- a. **Permit Fee**: Payable by check or money order to the St. Mary Levee District - \$100.00/Residential; \$100.00 to \$1,000.00 /Commercial Construction (Contact SMLD office for details).

- b. **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.
- c. **Processing time:** Up to eight (8) weeks- Incomplete applications or omitted material will delay the permitting process.

No pile driving and/or excavations of any kind may be performed when the Atchafalaya River attains or exceeds +5 ft. NGVD on the USACE gauge at Morgan City without prior written documented approval from the U.S. Army Corps of Engineers. Information concerning current river stages may be obtained at [www.mvn.usace.army.mil](http://www.mvn.usace.army.mil) or by calling (504) 862-2461. Note: A St. Mary Levee District access letter is required for any access on or over any levee.

# ST. MARY LEVEE DISTRICT

## CONSTRUCTION PERMIT APPLICATION

<b>A. NAME &amp; ADDRESS OF APPLICANT:</b>      <b>E-MAIL ADDRESS:</b> _____		<b>LOCATION/ADDRESS/COORDINATES OF PROJECT:</b>      <b>NUMBER OF PEOPLE INVOLVED:</b> _____	
<b>PHONE # &amp; CELL #</b>	<b>FAX#:</b>	<b>DATE:</b>	<b>LEVEE SEGMENT:</b>
<b>B. PROPOSED PROJECT:</b>       <b>COMPLETE ATTACHED "LETTER OF REQUEST" WITH DETAILED DESCRIPTION OF ACTIVITY</b>			
<b>C. APPLICANT IS:</b>  <div style="display: flex; justify-content: space-between;"> <div>           _____ INDIVIDUAL            _____ CORPORATION            _____ OTHER         </div> <div>           _____ PARTNERSHIP            _____ LIMITED LIABILITY CO.         </div> </div>		<b>D. NAME, ADDRESS, PH# OF LANDOWNER:</b>    	
<b>E. CONSTRUCTION PERIOD:</b>  FROM: ____/____/____ TO: ____/____/____		<b>F. PERMIT FEE: CHECK OR MONEY ORDER PAYABLE TO ST. MARY LEVEE DISTRICT</b>   <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>\$100 RESIDENTAL</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>\$100 - \$1000 Commercial</div> </div> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>CONSTRUCTION</div> </div>	
<b>G. INSURANCE COMPANY NAME:</b>   		<b>H. INSURANCE CERTIFICATES:</b>   <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>Certificate of Liability Insurance in the amount of \$1,000,000 naming SMLD as the additional insured</div> </div>	

**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 is has the requisite authority to make this application.

**ST MARY LEVEE DISTRICT  
LETTER OF REQUEST**

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

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

**RE: DETAILED DESCRIPTION OF PROPOSED ACTIVITY**

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

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

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

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

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

## **ST. MARY LEVEE DISTRICT CONSTRUCTION PERMIT “TERMS & CONDITIONS”**

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

1. A copy of the permit must be posted on site at all times and available for viewing by the St. Mary Levee District, the United States Army Corps of Engineers and the Office of Coastal Protection and Restoration.
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 /Owner's activities must be repaired at the Applicant's/Owner's expense.
3. No pile driving and/or excavations of any kind may be performed when the Atchafalaya River attains or exceeds +5 ft. NGVD on the USACE gauge at Morgan City without prior written documented approval from the U.S. Army Corps of Engineers. Information concerning current river stages may be obtained at [www.mvn.usace.army.mil](http://www.mvn.usace.army.mil) or by calling (504) 862-2461.
4. That no excavation of the levee or berm is undertaken during hurricane season unless the applicant submits plans found acceptable by the Levee District.
5. Applicant/Owner acknowledges that this Permit does not include any clearing or filling on the batture or flood side of the levee unless specified in the application. If clearing or filling is not specified in the application a separate Construction Permit is required for these activities.
6. Should Applicant/Owner for whatever reason cease to maintain operations, the Applicant/Owner must obtain a modification of this Permit which may require that any or all structures and materials in the area of operation be removed at the Applicant's/Owner's expense.
7. Applicant/Owner agrees to hold harmless, indemnify, and defend the St. Mary Levee District and staff against any and all damages which arise from the activities of the Applicant/Owner, or Tenants/Lessees.
8. 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.
9. If Applicant/Owner is an entity the signatory has full authority to bind the entity.

10. 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.

11. Any encroachments onto the levee district right-of-way must be removed at the Applicant's/Owner's expense.

Applicant/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