

# **Instructions: Application for Levee Safety Permit**

For assistance with the application, please call 504-286-3100 and ask for the Permitting Department

**Blocks 1 through 3 - This is to be completed by the Southeast Louisiana Flood Protection Authority.**

**Block 4. Applicant Information** - Enter the name, full address, phone number and the E-mail address of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Block 4.

**Block 5. Authorized Agent's Information (to be completed, if you choose to have an agent)** - Indicate name of individual or agency, designated by you, to represent you in this process. An agent can be an attorney, builder, contractor, engineer, or any other person or organization. Note: An agent is not required. Please provide the complete mailing address of the agent, along with the telephone number where he / she can be reached during normal business hours.

**Block 6. Statement of Authorization** - To be completed by applicant, if an agent is to be employed.

**Block 7. Project Name or Title** - Please provide name identifying the proposed project.

**Block 8. Name of Levee System (If Known)** - Please provide the name of Levee System potentially impacted by this activity.

**Block 9. Parish** - Please provide the name of the Parish this activity is located.

**Block 10. Location of Project** - Enter the latitude and longitude for this project in a decimal degrees format. Identify the closest Levee Station number. In feet, indicate the offset distance from the levee. Mark the box to distinguish whether this activity is on the flood side, protected side, or both.

**Block 11. Other Location Descriptions (If Known)** – Give the activity site's physical address if available. For the Street Intersection, state the nearest intersecting roads. Provide the Section, Township, and Range of the site.

**Block 12. Nature of Activity (Project description, include all features)** - Describe the overall activity or project. Give the appropriate dimensions of structures such as wing walls, dikes (identify the materials to be used in construction, as well as the methods by which the work is to be done), or excavations (length, width, and height). Indicate whether discharge of dredged or fill material is involved. Also, identify any structure to be constructed on a fill, piles, or float-supported platforms.

The written descriptions and illustrations are an important part of the application. Please describe, in detail, what you wish to do. If more space is needed, attach an extra sheet of paper marked Block 12.

**Block 13. Project Purpose** - Describe the purpose and need for the proposed project. Also, include a brief description of any related activities to be developed as the result of this proposed project. Give the approximate dates you plan to both begin and complete all work. **Note: Certain projects may require that a full construction project schedule be submitted.**

**Block 14. Is Any Portion of the Work Already Complete?** - If yes, provide any background on any part of the proposed project already completed. Describe the area already developed, structures completed, any dredged or fill material already discharged, the type of material, volume in cubic yards, acres filled, if a wetland or other waterbody (in acres or square feet).

**Block 15. Is this a renewal or extension of a previous permit?** - If yes, identify the permit number and date of issuance or submit a copy of the actual permit marked Block 14.

**Block 16. Applicant Type** - Indicate if you are a residential, commercial/industrial, government or Non-profit applicant.

**Block 17. Insurance and surety bond requirements met when applicable** – See guidelines on the following pages xx.

**Block 18. List all attachments** – All information not on the application must be attached to the application and listed in this block.

**Block 19. Signature of Applicant and/or Agent** - The application must be signed by the owner or other authorized party (agent). This signature shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.).