

# 2010 EAST JEFFERSON LEVEE DISTRICT CONSTRUCTION PERMIT APPLICATION/PROCEDURES

## I. An East Jefferson Levee District Construction Permit is required for:

- **All subsurface work within 300 feet of the levee CENTERLINE for both the Mississippi River & Tributaries (MR&T) and Federal Hurricane protection levees.** (Any and all subsurface work within 300' of the Mississippi River Levee, the Lake Pontchartrain Levee, West Return Floodwall or the East Return Floodwall).
- **All subsurface work within 1500 feet of the Mississippi River Levee & Tributaries.** Subsurface work including, but is not limited to, any and all excavations, swimming pools, drainage ditches, soil borings, shafts, pile driving, new construction, and all other substantial developments, etc.
- **Seismic surveys and demolition using explosives within 5000 feet of both the Mississippi River & Tributaries and Federal Hurricane Protection Levees.**

No pile driving and/or excavation of any kind may be performed when the Mississippi River attains or exceeds +11.0 ft. NGVD on the Carrollton Gage at New Orleans 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.

## II. Submit the following information to:

### A. East Jefferson Levee District (EJLD):

**Becky Kingston** E-Mail: [kingston@ejld.com](mailto:kingston@ejld.com)  
203 Plauche Court Phone #: (504) 733-0087 Ext. 2  
Harahan, LA 70123 Fax #: (504) 733-2255

1. Completed East Jefferson 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. **A Certificate of Liability Insurance** naming East Jefferson Levee District as additional insured.
7. **“Terms and Conditions”** for the East Jefferson Levee District Permit must be **signed by both the Applicant and the Owner of Property.**
8. If drainage is impacted show the means proposed for handling intercepted drainage.
9. Copies of any special geotechnical work or reports that were completed for this project.

**B. U.S. Army Corps of Engineers New Orleans District (CORPS):**

**Amy Powell**

7400 Leake Ave., Rm. 287  
New Orleans, LA 70118

E-Mail: [Amy.E.Powell@usace.army.mil](mailto:Amy.E.Powell@usace.army.mil)

Phone # (504) 862-2313 or 862-2241

Fax #: (504) 862-1104

1. Copy of EJLD permit application
2. Letter of request
3. Vicinity map
4. Survey of property
5. Plans/Drawings/Specs

**C. Department of Transportation & Development (DOTD):**

**Mike Celestine**

7252 Lakeshore Drive  
New Orleans, LA 70124

E-Mail: [mike.celestine@la.gov](mailto:mike.celestine@la.gov)

Phone #: (504) 816-7307

Fax #: ( 504) 816-7302

1. Copy of EJLD permit application
2. Letter of request
3. Vicinity map
4. Survey of property
5. Plans/Drawings/Specs

**III. General Permit Information:**

**Permit Fee:** Payable by check or money order to the East Jefferson Levee District. Residential Construction is \$150.00, Commercial Construction is \$300.00. Governmental bodies or agencies and non-profit charitable organizations may be exempt from this fee, but must obtain a permit.

**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.

## **2010 CONSTRUCTION PERMIT PROCEDURES**

## EAST JEFFERSON LEVEE DISTRICT 2010 CONSTRUCTION PERMIT APPLICATION

|  |               |   |                       |
|--|---------------|---|-----------------------|
| <b>A. NAME &amp; ADDRESS OF APPLICANT:</b><br><br>_____<br>_____<br>_____<br><br><b>E-MAIL ADDRESS :</b><br><br>_____  |               | <b>LOCATION OF PROJECT:</b><br><br>_____<br><br><b>NAME OF PROFESSIONAL ENGINEER:</b><br><br>_____  |                       |
| <b>B. PHONE # &amp; CELL #</b>   | <b>FAX #:</b> | <b>DATE:</b>  | <b>LEVEE SEGMENT:</b> |
| <b>C. PROPOSED PROJECT:</b><br><br>_____<br>_____<br>_____<br><br><b>COMPLETE ATTACHED "LETTER OF REQUEST" WITH DETAILED DESCRIPTION OF ACTIVITY</b>   |               |   |                       |
| <b>D. APPLICANT IS:</b><br><br><input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP<br><input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CO.<br><input type="checkbox"/> OTHER |               | <b>E. NAME, ADDRESS, PH# OF LANDOWNER:</b><br><br>_____<br>_____<br>_____   |                       |
| <b>F. CONSTRUCTION PERIOD:</b><br><br>FROM: ____/____/____<br>TO: ____/____/____   |               | <b>G. CHECK OR MONEY ORDER PAYABLE TO EAST JEFFERSON LEVEE DISTRICT:</b><br><br><input type="checkbox"/> \$150.00 Residential<br><input type="checkbox"/> \$300.00 Commercial Construction          |                       |
| <b>H. INSURANCE COMPANY NAME:</b><br><br>_____   |               | <b>I. INSURANCE CERTIFICATES:</b><br><br><input type="checkbox"/> Certificate of Insurance Naming EJLD as Additional Insured<br><input type="checkbox"/> Public Liability Insurance for \$1,000,000 |                       |

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## 2010 CONSTRUCTION PERMIT APPLICATION



# 2010 EAST JEFFERSON LEVEE DISTRICT 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 East Jefferson Levee District, the United States Army Corps of Engineers and the Department of Transportation and Development.
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 excavation of any kind may be performed when the Mississippi River attains or exceeds +11.0 ft. NGVD on the Carrollton Gage at New Orleans 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. 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.
5. 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.
6. Applicant/Owner agrees to hold harmless, indemnify, and defend the East Jefferson Levee District and staff against any and all damages, which arise from the activities of the Applicant/Owner, or Tenants/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. 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
10. Any encroachments onto the levee district right-of-way must be removed at the Applicant's/Owner's expense.

Applicant/Owner by signature below affirms that all information submitted 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:

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

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date