

2011 EAST JEFFERSON LEVEE DISTRICT SPECIAL PERMIT APPLICATION/PROCEDURES

I. ***An East Jefferson Levee District Special Permit is required for any proposed activity, whether business or personal which:***

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

II. ***Submit the following information to the East Jefferson Levee District:***

203 Plaque Court Phone: (504)733-0087
Harahan, LA 70123 Fax: (504)733-2255

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 East Jefferson Levee District as additional insured. The East Jefferson Levee District may require increased insurance coverage depending upon the amount of your 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 East Jefferson Levee District. *Governmental bodies or agencies and non-profit charitable organizations are exempt from this fee, but must obtain permits.*
7. Applicant may be required to submit above information to the **CORPS & DOTD** for review and letters of no objection.

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

EAST JEFFERSON LEVEE DISTRICT 2011 SPECIAL PERMIT APPLICATION

A. NAME & ADDRESS OF APPLICANT: _____ _____ _____ E-MAIL ADDRESS: _____		LOCATION/ADDRESS OF ACTIVITY: _____ _____ _____ NUMBER OF PEOPLE INVOLVED: _____	
PHONE # & CELL #	FAX #:	DATE:	LEVEE SEGMENT:
B. DETAILED DESCRIPTION: _____ _____ _____ _____ <i>POLICE DETAIL MAY BE REQUIRED: PLEASE CONTACT MARK FOS AT (504) 467-1368.</i>			
C. APPLICANT IS: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CO. <input type="checkbox"/> OTHER		D. NAME, ADDRESS, PH# OF LANDOWNER: _____ _____ _____ <i>*Landowner Signature is required on both the Application and the Terms & Conditions</i>	
E. ACTIVITY DATES: FROM: _____/_____/_____ TO: _____/_____/_____		F. PERMIT FEE: CHECK OR MONEY ORDER PAYABLE TO EAST JEFFERSON LEVEE DISTRICT <input type="checkbox"/> \$300 SPECIAL ACCESS <input type="checkbox"/> \$100 SPECIAL COMMERCIAL EVENT <input type="checkbox"/> \$ 50 SPECIAL RESIDENTIAL EVENT	
G. INSURANCE COMPANY NAME: _____		H. INSURANCE CERTIFICATES: _____ Certificate of Liability Insurance in the amount of \$1,000,000 naming EJLD as the Additional Insured	

Applicant Print Name

Applicant Signature

Date

Landowner Print Name

* Landowner Signature

Date

2011 SPECIAL PERMIT APPLICATION

**EAST JEFFERSON LEVEE DISTRICT
2011 LETTER OF REQUEST**

DATE: _____

SITE ADDRESS: _____

RE: DETAILED DESCRIPTION OF PROPOSED ACTIVITY

I am requesting a Special Permit from the East Jefferson Levee District to:

Applicant's Signature

Print Name

Phone #

**TERMS & CONDITIONS
FOR
EAST JEFFERSON LEVEE DISTRICT
SPECIAL PERMIT**

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 East Jefferson Levee District.
2. 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 East Jefferson Levee District and staff against any and all damages which arise from the applicant's activities.
6. **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.**

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