

## How to Apply for a West Jefferson Levee District Permit

Forward a simple letter of request with adequate drawings to:

Southeast Louisiana Flood Protection Authority - West  
West Jefferson Levee District  
7001 River Road  
Marrero, Louisiana 70072  
(504) 371-6853  
[Permits@slfpaw.org](mailto:Permits@slfpaw.org)

With a Copy to:

Billy Wall  
Coastal Protection & Restoration Authority  
P.O. Box 44027  
Baton Rouge, LA 70804-4027  
(225)-342-9423  
[CPRArequest@la.gov](mailto:CPRArequest@la.gov)

Ms. Amy Powell, Operations Manager  
Completed Works, Operations Division  
U. S. Army Corps of Engineers  
Post Office Box 60267  
New Orleans, Louisiana 70160-0267  
(504) 862-2344  
[MVNLeveePermits@usace.army.mil](mailto:MVNLeveePermits@usace.army.mil)

THE LETTER OF REQUEST MUST INCLUDE THE FOLLOWING:

1. Name of applicant
2. Current mailing address, phone and facsimile numbers
3. Name of project manager or responsible agent  
(Include current mailing address and phone number if different from applicant)
4. List all proposed facilities and projects
5. Location of proposed facility or projects
6. Scheduled date of start and completion of work

A fee is required for all West Jefferson Levee District permits and due upon time of request (see Fee Schedule below). Please make check or money order payable to West Jefferson Levee District, 7001 River Road, Marrero, Louisiana 70072.

The processing fee is non-refundable in the event the requested permit is denied.

Governmental entities, charitable, or non-profit organizations are exempt from the fee.

## Fee Schedule

	<b>Standard</b>	<b>Expedited</b>
<b>Permit Type:</b>		
Commercial/Operating	\$200.00	\$300.00
<b>Construction:</b>		
Residential	\$100.00	\$200.00
Commercial	\$200.00	\$300.00
Special Event	\$100-\$1500	\$250 - \$2250

THE APPLICANT SHOULD INCLUDE THE FOLLOWING DRAWINGS WITH THE REQUEST:

1. A vicinity map showing the location of the project.
2. A plan view drawing, drawn to a scale of 1 inch equals 50 feet, showing existing and proposed facilities at the site. This drawing should show levee access ramps, batture roads and parking areas, office trailers, utilities, distance from the facilities to the levee toe, etc., and the actual levee station at each end of the project. Levee stations are generally marked on wooden stakes on the levee crown at 1000 feet intervals (example: 2820+00)
- 3. Drawings submitted with the permit request should be half size (11 ½ x 17), or smaller.**
4. A cross section of the levee and adjacent area, drawn to a scale of 1 inch equals 20 feet both vertical and horizontal and plotted to 0.0 National Geodetic Vertical Datum (NGVD), with the facilities superimposed on this section. The cross section must be taken perpendicular to the centerline and extend to a point that will allow adequate technical review (50 feet beyond the project limit, if practical).
5. Drawings showing specific details of the facilities, such as those for levee ramps, batture roads and parking areas, pipeline installations, slope pavement, etc.
6. If the permit request is for construction of a residence or building landward of the levee, the only drawing required is a survey plat, plot plan, and foundation plan. If there is any excavation required, an excavation plan should accompany the request.

Adequate review of a permit request may take a few days or several months depending upon the nature of the request, volume of requests being reviewed, and possible delays for modifications to the original proposal.

***Providing complete and accurate information with clear drawings for the proposed project, providing copies to the Coastal Protection & Restoration Authority, and U. S. Army Corps of Engineers, and enclosing the processing fee will ensure processing the request in a timely manner.***

Permits are issued for a period of one (1) year & must be renewed annually should the facility/utility or levee crossing remain. No fee will be assessed for renewal. Prior to expiration of the permit, the applicant will receive a renewal form by U.S mail.

If additional information is required, please contact the West Jefferson Levee District (504) 340-0318.