

# How to Apply for a West Jefferson Levee District Permit

For Permits, Letters of No Objection (LNOs), and Letters of No Impact (LNIs), forward a completed [SLFPA-W Application Form](#) with adequate drawings electronically to [Permits@slfpaw.org](mailto:Permits@slfpaw.org).

For questions and concerns regarding permits or the permit process, please contact the Southeast Louisiana Flood Protection Authority - West via email at [Permits@slfpaw.org](mailto:Permits@slfpaw.org) or via phone at (504) 340-0318 and select option (press) 2 for permits.

## **The Applicant Should Include the Following Drawings with the Request:**

1) If the permit request is for residential construction landward of the levee, the only drawings required are a boundary survey, a plot plan, and a foundation plan. If there is any excavation required, an excavation plan should accompany the request. Additional details may be requested depending on the proximity to the flood protection servitude.

## **Applications Other Than Residential Construction Shall Include the Following:**

2) A vicinity map showing the location of the project.

3) 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 foot intervals (example: 2820+00)

4) Drawings submitted with the permit request should be half size (11 x 17), or smaller.

5) 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).

6) Drawings showing specific details of the facilities, such as those for levee ramps, batture roads and parking areas, pipeline installations, slope pavement, etc.

7) 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.

## Permit Fees:

Please remit a check or money order payable to:

**West Jefferson Levee District**

And mail with a copy of the provided invoice to:

**West Jefferson Levee District**

**7001 River Road, Marrero, LA 70072**

Commercial Construction	\$200.00
Commercial Facility	\$200.00
Special Events	\$500.00 - \$1500.00 per day depending on the scope of work

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.

Permits are issued for a period of one (1) year & must be renewed annually should the facility/utility or levee crossing remain.

Prior to expiration of the permit, the applicant must request renewal by email to [Permits@slfpaw.org](mailto:Permits@slfpaw.org).