

**CADDO LEVEE DISTRICT
Permit Request**

Date: _____

Name of Applicant: _____

Mailing Address: _____

Email Address: _____

Main Phone #: _____ Alternate Phone #: _____
Fax Number: _____

Detailed Description of Construction

(must include plan and profile sheet describing the scope of work showing distances and depths)

Location of Construction

Address: _____

Parish: _____ Section: _____ Township: _____ Range: _____

GPS Coordinates *(must include topo map with GPS Coordinates)*: _____

Name of Levee: _____

Name of Professional Engineer/Architect: _____

Please attach check for: _____ \$100.00 Individuals
_____ \$500.00 All others (excluding Government)

Insurance Company Name, Address & Phone #

Note: PROOF OF PERFORMANCE BOND OR INSURANCE BINDER MUST BE SUBMITTED WITH THIS APPLICATION BEFORE PERMIT WILL BE GRANTED.

CERTIFICATE OF INSURANCE OR PERFORMANCE BOND (if requested by CLD) NAMING CLD AS AN ADDITIONAL NOTICEE FOR ALL PURPOSES. INSURANCE POLICY OF \$1,000,000 PROVIDED THAT THE INSURER WILL IMMEDIATELY NOTIFY CLD AND APPLICANT OF ANY CHANGES IN COVERAGE FOR ANY REASON*

***Applicant acknowledges and grants unto CLD the right to any information pursuant to this policy or bond and, with that right, the right to directly contact the insurer to determine any insured's status or any other right under the policy.**

CONTINUING GUARANTY

I hereby jointly and severally guarantee the full and prompt performance of any of the conditions included in the Permit Request issued to me, without any additional notice, together with any expenses and fees actually incurred by the Caddo Levee District in enforcing compliance or canceling the Permit Request. I also affirm that I have read the terms and conditions of "Exhibit B" and accept all of its terms and conditions.

By _____
[Applicant's Signature] [Print Name/Title]

Applicant acknowledges and grants unto CLD the right to any information pursuant to this policy or performance bond and, with that right, the right to directly contact the insurer to determine any insured's status or any other right under the policy or performance bond; provided that the insurer will immediately notify CLD and applicant of any changes in coverage for any reason.

NOTE: This permit is based upon engineering criteria, and no interpretation or comments regarding local laws, zoning, or ordinances concerning property rights, etc., have been made. Additionally, this Permit Request does not obviate the applicant's requirement to obtain federal, state, or local permits required by law.

Exhibit B**Terms & Conditions for Caddo Levee District (“CLD”) Permit Request**

- I. Unless expressly excluded in the Permit Request issued to Applicant, each Permit Request automatically includes, but is not limited to, the following conditions as if they were fully stated in the Permit Request issued to Applicant:
- A) A copy of the Permit Request must be in Applicant’s possession at all times, and available for viewing by the CLD, the U.S. Army Corps of Engineers, and Department of Transportation and Development, or their successors or designees.
 - B) The Permit Request is non-negotiable and non-transferable.
 - C) Applicant will maintain the servitude area clean and free of any debris resulting from Applicant’s activities; otherwise, CLD may demand that Applicant sign a “Hold Harmless” agreement accepting responsibility for all damages it occasions to CLD or others at its own expense and cost, or reimburse CLD for any clean-up costs.
 - D) Applicant will not place any fill materials on the batture or flood side of the levees that raise elevations above natural grade without the express approval of the CLD.
 - E) Should Applicant elect, or is required by the landowner or the CLD to cease operations at the work area, all structures and materials at the area shall be removed from the area and the area returned to its natural state before abandoning the area at Applicant’s costs with approval of the CLD.
 - F) Any damage to the levee, berm, or servitude, or the property of third parties is to be repaired at Applicant’s expense.
 - G) Applicant agrees to indemnify, defend (with counsel acceptable to Board) and hold CLD and the Board harmless from and against all actions or causes of action, claims, losses, and damages of every kind, including costs and attorneys’ fees, incident to or in any manner resulting in injury to persons (including employees, agents, representatives, invitees, and licensees of Applicant, or others engaged by Applicant) and damage to property, or other legal consequences arising out of Applicant’s work, and any and all operations or other work or service undertaken thereon by Applicant, its agents, representatives, or others engaged by Applicant to perform same, including, without limitation, all acts of commission or omission of Applicant, its said agents, representatives, invitees, employees and licensees.
 - H) Applicant acknowledges the CLD’s obligation to insure and protect the flood protection system, to maintain the levee system, and to exercise its law enforcement jurisdiction on or adjacent to the levees. Consequently, if an emergency occurs and the CLD determines that the performance of its above obligations are detrimentally affected because of the requested activities, construction, or structures, the CLD may immediately, without notice, revoke the “Letter of No Objection.” If no emergency exists, but the performance of the above obligations by the CLD are detrimentally affected because of the requested activities, construction, or structures, or if it is ordered by U.S. Army Corps of Engineers or the Louisiana Department of Transportation and Development, the CLD may revoke the Permit Request after thirty (30) days prior written notice and a hearing.
 - I) If it is necessary for CLD to file suit to enforce the conditions of the Permit Request, Applicant agrees to pay the CLD’s reasonable attorney’s fees and court costs. If the CLD shall, without its fault, be made a party to any claim or litigation commenced by or against Applicant, Applicant agrees to pay all costs and reasonable attorney’s fees incurred by CLD in connection therewith.
 - J) 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, in the public interest, the Applicant shall make such changes in the project concerned or in the arrangement thereof as may be necessary to satisfactorily meet the situation and shall bear the cost thereof.

- K) Permit Request issued may contain special conditions, in addition to the conditions stipulated above.
- L) Gates, keys, locks, usage of the premises are authorized for the CLD and/or its designees at all times and without prior approval of Applicant.
- M) Applicant shall hold CLD harmless of any damage to the property and/or to third persons occasioned by the fault of Applicant.
- N) CLD does not warrant title to the property.
- O) CLD through its superintendent or designee shall determine the reasonableness of the construction period provided and reserves the right to reject any request based on the length of time provided.
- P) All requirements related to provision and proof of the performance bond are due prior to approval and submission of this request to the Board of Commissioners for CLD.
- Q) The amount and/or sufficiency of the performance bond shall at all times be discretionary for CLD.
- R) All extensions of the time for construction are within the discretion of CLD; extensions for construction should be made within the period provided in "O."
- S) Failure to timely perform may forfeit the performance bond in favor of CLD and may result in the cancellation of the Permit Request.
- T) CLD shall be a noticee for mail purposes for all insurance and performance bonds.

Instructions

- I. A Levee Board Permit Request is required when any proposed activity will:
 - A) Include subsurface work on the batture or within 1,500' of the levee centerline, and 300' within a Federal or Non-Federal levee;
 - B) Take place on, over, or adjacent to any portion of the levee 100' statutory easement right-of-way;
 - C) Require piling to be driven or excavations made or wells drilled within 1,500' of the landside levee toe;
 - D) Produce heavy detonation (explosives) within two (2) miles of the landside levee toe;
 - E) Place any object or material which interferes with the safety, inspection, construction, or maintenance of a levee within 15' of the landside levee toe and 40' from the floodside of the levee toe;
 - F) Any activity including but not limited to any type of structure, electric or phone pole, water or gas lines within 300' of the landside levee toe.
 - G) Any seismic activity within 5,000' of the levee centerline.
- II. Permit Instructions:
 - A) Name, address, and telephone number of Applicant. If Applicant is an agent for the owner/operator, give full name, address, and telephone number of owner/operator.
 - B) A detailed description, purpose, plan, profile, elevations, topography, capacities, a site vicinity map indicating location of project, and a plan view drawing, drawn to scale of 1"=50', showing all existing and proposed facilities at the site;
 - C) State whether Applicant is an individual, sole proprietorship, corporation, or limited liability company. If Applicant is a corporation, a limited liability company, or a partnership, list principal shareholders, officers, directors, and partners, and their addresses. If Applicant is a sole proprietorship, provide owner's name and address;
 - D) Name of landowner at location;
 - E) Location of proposed activity Section, Township, Range, Latitude and Longitude coordinates, adjacent roadways, levee station(s), waterway(s);
 - F) Scaled, dimensioned drawings must be submitted with application showing all proposed construction work;

- G) Applicant must warrant that the information submitted in Permit Request is true and correct and will not change during processing period.

III. General Permit Request Information:

- A) Where to mail or email Permit Request:

Permit Request should be mailed or emailed to Caddo Levee District, the Louisiana Department of Transportation & Development and the U.S. Army Corps of Engineers for review/recommendation. The submittals to Caddo Levee District should include one (1) hard copy, an electronic copy (PDF) and the applicable fee.

Caddo Levee District
P.O. Box 78282
Shreveport, LA 71137-8282

Phone: (318) 221-2654
Facsimile: (318) 221-2634
Email: admin@caddolevee.org

Mr. Robert Tomasek
State of Louisiana
Dept. of Transportation & Development
P. O. Box 38
Shreveport, LA 71161

Phone: (318) 549-8417
Facsimile: (318) 548-8468
Email: Robert.tomasek@la.gov

Mr. James T. Harper
Department of the Army
Vicksburg District Corps of Engineers
4155 East Clay Street
Vicksburg, MS 39183-3435

Phone: (601) 631-5522
Email: james.t.harper@usace.army.mil

- B) Permit Request Fee:

Processing fees, payable by check or money order to the Caddo Levee District, are as follows:

Permit Request for Individuals	\$100.00
Permit Request for Non-Individuals, Commercial	\$500.00

Government bodies or agencies and non-profit charitable organizations are exempt from this fee, but must obtain Permit Request.

- C) Insurance Requirements:

For projects with an estimated cost in excess of \$500,000, Applicants or their contractors are required to carry public liability insurance with limits of no less than \$1,000,000.00 in a form and content acceptable to the CLD, provided that CLD is a named insured in the policy; surety bonds or their equivalents may be required for long-term facilities or activities; otherwise, CLD may demand that Applicant sign a "Hold Harmless Agreement" accepting responsibility for all damages it occasions to CLD or others at its own expense and cost, provided that the insurer will immediately notify CLD and Applicant of any changes in coverage for any reason.

- D) Processing Time:

The Applicant should be aware that adequate review of Permit Request takes time to review. Allow a minimum of 45-120 days to process, depending on the nature of the requests being reviewed at the time and possible delays for modifications to the original proposal. Therefore, providing complete and accurate information and clear drawings for the proposed project is important. In addition, some Permit Requests may require discussion and specific approval at the regular CLD Board meeting held monthly on the second Thursday of each month.