BOSSIER LEVEE DISTRICT
PERMIT REQUEST

APPLICANT _____ **DATE** _____

Represented by: _____

ADDRESS _____

PHONE NUMBER _____ **FAX NUMBER** _____

E-MAIL ADDRESS _____

LOCATION OF PROPOSED WORK: _____

COUNTY/PARISH _____

SECTION _____ **TOWNSHIP** _____ **RANGE** _____

LEVEE _____ **CHANNEL** _____

LEVEE STATION / MILE _____
CHANNEL STATION / MILE_____

GPS COORDINATES OF WORK: N _____ W_____

REQUEST FOR: _____

NOTE: ALL PERMIT REQUESTS <u>MUST</u> INCLUDE A TOPO MAP WITH GPS COORINDATES AT THE PROPOSED WORK SITE. PERMIT SHALL ALSO INCLUDE A PLAN AND PROFILE SHEET DESCRIBING THE SCOPE OF THE WORK SHOWING DISTANCES AND DEPTHS.

FORWARD COMPLETED INFORMATION TO:
BOSSIER LEVEE DISTRICT (APPROVING AGENCY)
ATTN: PRESIDENT, TIMOTHY LARKIN
P.O. BOX 8279
BOSSIER, CITY LOUISIANA 71113

SEND COPIES TO:
USACE, VICKSBURG DISTRICT
4155 CLAY STREET
VICKSBURG, MS 39183-3435
ATTN: LUKE BENJAMIN

_____
LA. DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
ATTENTION: MR. ROBERT C. TOMASEK
P.O. BOX 38
SHREVEPORT, LOUISIANA 71161

Bossier Levee District

Permit Instructions

The permit request should include the following information:

1) **Letter of Request**
   The Letter of Request should be addressed to the Board of Commissioners of the Bossier Levee District along with all other additional information listed below; copies should be sent to LA DOTD and to the USACE when applicable.

   Board of Commissioners of the Bossier Levee District
   P.O. Box 8279 Bossier City, Louisiana 71113
   Attention: Timothy Larkin, President (original)

   La. Department of Transportation & Development
   Attention: Mr. Robert C. Tomasek, Water Resource Engineer
   P.O. Box 38, Shreveport, Louisiana 71161 (copy)

   U.S. Army Corps of Engineers,
   Attention: Mr. Luke Benjamin
   4155 E. Clay Street
   Vicksburg Mississippi 39183
   (copy to USACE only for work near a levee or for work near Red River, or Loggy Bayou)

   The letter of request should provide the applicants name, date, applicant's representative, applicant's address, phone number, fax number, email address, location of proposed work (section, township, and range; GPS Coordinates), and a detailed description of items requested.

2) **Vicinity Map**
   The vicinity map should show the nearest intersecting street, (Section, Township, Range), and GPS Coordinates for permit location.
3) **Site Plan**
   The Site Plan should provide detailed information for the proposed work and should include TOPO, contour lines, grading details and elevations, FEMA Floodway for permits near drainage channels, channel high bank line, and levee board easement. For work near channels cross sections of the channel slope may be required.
4) **Property Description**
   Legal description of property should be furnished for encroachment permits.
5) **No Adverse Impact**
   For work in or near a floodway a letter from the Flood Plain Manager approving the proposed work will be required prior to obtaining a permit from the levee district; the Flood Plain Manager inside Bossier City Limits is city engineer Mark Hudson (318) 741-8568, and outside the city limits is parish engineer Butch Ford (318)-965-2328. In addition a No Rise Study may be required; contact the Flood Plain Manager to determine if a No Rise Study is needed.

It is recommended that an informal discussion be held with the Bossier Levee District's Operations Coordinator Mark Long and with DOTD Engineer Robert Tomasek prior to placing a matter on the agenda, in order that any preliminary problems can be resolved; Mr. Long can be reached at (318)746-7151 and Mr. Tomasek at (318)549-8417.

Contact Mary Jane Easterly at the levee board office to place the request on the agenda. (318)746-7151.
No item will be placed on the agenda without Letters of No Objection from the DOTD, Flood Plain Manager, and Corps when applicable. The board meets one time each month on the second Wednesday of the month at 10:00 am at the levee board office located at 3404 Industrial Drive, Bossier City.

Permit requests must be submitted a minimum of two (2) and preferably three (3) weeks prior the regular scheduled board meeting to allow time for review by the DOTD, Flood Plain Manager, and Corps when applicable.

Note: For permits which require submittal to the USACE an additional Permit Request Form is required; contact either Mark Long (blevee2@bellsouth.net) or Mary Jane Easterly (blevee@bellsouth.net) to obtain the form, or at (318)746-7151.