

**Levee District  
Special Event Permit  
Application**

**I. Purpose:**

Levee Districts are required to construct, maintain and protect the levees, rights-of way and waterways which are essential to protect lives and property in Louisiana from riverine and tidal flooding. The purpose of requiring and issuing Levee District Permits is to effectively and efficiently implement and exercise the responsibilities and authority assigned to Levee Districts by the Louisiana Constitution and Statutes.

Levees and rights-of-way are essential to public health and safety. The purpose of the permit program shall be to ban from the established levee rights-of-way and certain adjacent areas, those actions or activities which would or reasonably might, threaten the use, operation, maintenance, protection or integrity of the rights-of-way, levees, or its components, and establish controls which would allow or permit other legitimate non-threatening activities on or adjacent to the levees, rights-of-way and waterways, in the most effective way to accomplish this assigned mission.

The Special Event permit system shall adhere as closely as possible to its primary purpose. It shall not be so rigidly construed as to prohibit such periphery concerns as law enforcement and recreation, which by statute, have been assigned as legitimate concerns for levee districts.

**II. Special Event Permits:**

Special Event permits are issued to provide control of proposed activities, which involve either temporary or no construction actions at all, and which involve only short periods of time. Examples of such events are: fireworks displays, races (all types), picnics, movie production, charity events, etc. The purpose of such permits is to ensure public safety, prevent conflicting scheduling and prevent the creation of nuisances, such as litter.

The area of Levee District permitting jurisdiction is defined as the levees, rights-of-way, waterways and those land and water areas adjacent to the levee rights-of-way, whereon actions or activities may or have a reasonable potential for adverse affect on the liability of the Levee District. District procedures require permits for actions and activities which take place within or on the area of general and specific jurisdiction.

**III. Transfer of Special Event Permit:**

The Levee District Special Event Permits are non-transferable. Should a permittee elect to cease to conduct activities for the event, any person or entity desiring to conduct the same or some other activity at the site, must apply to the Levee District for a new Special Event Permit.

**IV. To Apply for a Special Event Permit** for any activity on the levees, rights-of-way and those land and water areas adjacent to the levee rights-of-way shall submit the special event application to the Tensas Basin Levee District furnishing the following information:

- A. Name, address, and telephone number of the Applicant.
- B. Description of the proposed activity.
- C. State if Applicant is an individual, partnership, corporation or limited liability company.
- D. State request for the Special Event Permit.
- E. Commencement and termination dates of the proposed activity.
- F. Submit insurance information and attach binder.
- G. Affirmation that the information is correct and agree to compliance with the terms and conditions of the permit.

**V. Processing Time:**

The applicant should be aware that adequate review of permit request may take no less than 30 days depending on the nature of the request being reviewed at the time, and possible delays for modifications to the original proposal. Therefore, providing complete and detailed information for the special event is important.

**Continuing Guaranty:**

(Applicant / guarantor(s)) \_\_\_\_\_ hereby jointly and severally guarantees the full and prompt performance of any of the conditions issued to (Applicant) \_\_\_\_\_, without any additional notice, in enforcing compliance or canceling the permit. I also affirm that I have read the terms and conditions and accept all of its terms and conditions.

(Applicant/ Print) \_\_\_\_\_ Date \_\_\_\_\_ (Signature) \_\_\_\_\_

**Levee District  
Special Event Permit  
Terms & Conditions**

Unless expressly excluded in the permit issued to Applicant, each permit automatically included, but is not limited to, the following conditions as if they were fully stated in the permit issued to Applicant:

- A. A copy of the permit must be in Applicant's possession at all times.
- B. The permit is non-negotiable and non-transferable.
- C. No motorized vehicles of any description 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. No fireworks are allowed on the levee. The Applicant will maintain the servitude area clean and free of any debris resulting from Applicant's activities.
- D. Should Applicant elect, or is required by the landowner or the Levee District, to cease operations at the permitted 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.
- E. Any damage to the levee, berm, servitude or the property of third parties is to be repaired at the Applicant's expense.
- F. The Applicant agrees to hold harmless, indemnify and defend the Levee District against any and all damages, including damages to the levee, berm and servitude; and all claims, actions or liabilities, which might arise from Applicant's use of the permit or the result of Applicant's activities.
- G. The Applicant acknowledges the Levee District's obligation to insure and protect the flood protection system, to maintain the levee system, and to exercise its law enforcement jurisdiction. Consequently, if an emergency occurs and the Levee District determines that the performance of its above obligation by the Levee District is detrimentally affected because of the permitted activities, the Levee District may revoke the permit.
- H. If it is necessary for the Levee District to file suit to enforce the conditions of the permit, the Applicant agrees to pay the Levee District's reasonable attorney's fees and court costs. If the Levee District shall without its fault be made a party to any claim or litigation commenced by or against the Applicant, the Applicant agrees to pay all the costs and reasonable attorney's fees incurred by the Levee District in connection therewith.
- I. Should changes in the location or in the general 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.
- J. Permit issued may contain special conditions, in addition to the conditions stipulated above.
- K. If over 20 people will be in attendance- Please contact the Levee District Police @ (318) 323-7446 regarding police detail.

