

APPLICATION CHECKLIST

P# _____

DATE _____

The information indicated below is missing from the above referenced Coastal Use Permit Application Packet. This information is necessary to fully and accurately evaluate the proposed activity, therefore, we cannot continue processing this application until the requested information is provided.

This information is being requested pursuant to the Louisiana Administrative Code, Title 43, Part I, Chapter 7, § 723.c.7 and must be submitted within 30 days of the date of this notification. In accordance with the Rules and Procedures for Coastal Use Permits, Part III G(1), we will resume processing your application when the below information is received. Further information may be required based on your answers to the above questions or to questions which may arise during processing.

Note: If you are using a third party to obtain this Coastal Use Permit, a copy of this information request has been sent to that party.

Please make all necessary changes indicated below on the plats and/or application form or additional sheets. Do not write answers on this form and return it to us. This form is for guidance only and should not be considered as an inclusion with the application packet.

I. APPLICATION FORM:

- Complete and submit the Joint Application Form (Step #1)
- Applicant name and contact information (Step #1)
- Pursuant to CMD Special Public notice dated September 1, 2005, please provide a valid email address for the applicant. If the applicant does not have an email address, a letter stating so, signed by the applicant should be provided.
- Agent name and contact information (Step #2)
- Type of action being requested (Step #3)
- Information concerning prior contact or coordination (Step #4)
- Clear description of activity (Step #5a)
- Is this a request that involves a previous application? (Step #5b & c)
- Latitude/Longitude and/or Township, Section, and Range (Step #6)
- Adjacent property owners, lessees, rights-of-ways, etc. with address of owner/holder (Step #7)
- Project name and/or title (Step #8a)
- Is this activity for residential purposes, or public and/or commercial use? (Step #8b)
- Project justification (Step #8d)
- Identify any work completed (Step #9)
- Materials used and volumes of dredge and fill in cubic yards (Step #10)
(Dredging includes any temporary or permanent activities that disturb the surface of the ground or water bottom)
- Current landowner information (name, mailing address) (Step #12b)
- Include oyster lease holder information (Step #12b)
- Checkbox in step 12b of the application form stating "The applicant hereby attests that a copy..." must be checked (Step #12b)
- Application fee (\$20 for residential use, \$100 for all other uses, \$80.00 balance) (Step #14)

Comments:

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II. MAPS:

(Step #13)

Revisions to plats bundled as a single file require submission of a new, complete set of plats.

A. Plats in General:

- Need 8.5" x 11" drawing for public notice
- Old drawings must clearly indicate and differentiate between completed and proposed work
- Show cubic yards of dredge and/or fill material
- Plan view and cross-section must be consistent
- Drawings must be reproducible
- Coloring to show details is NOT acceptable
- Need distance to centerline or opposite bank of stream or waterway from existing bankline
- Please convert Latitude/Longitude coordinates into degrees-minutes-seconds format

Comments:

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B. Vicinity Map

- Clearly identify the exact location of the project site on a map (preferably a 7.5 minute USGS quad map)
- Please identify the access route to be used and the water depths along the route

Comments:

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C. Plan View:

- Mean high and mean low water levels
- Clearly define and label the maximum placement of dredge/fill material (temp. and perm. placement)
- Clearly define and label the maximum limits of dredging
- Need scale with graphic representation and/or dimensions (indicate correct scale if drawings have been reduced)

Comments:

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D. Cross- Section:

- Mean high and mean low water levels

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- Clearly define and label the maximum placement of dredge/fill material (temp. and perm. placement)
- Clearly define and label the maximum limits of dredging
- Needs scale with graphic representation and/or dimensions (indicate correct scale if drawings have been reduced)
- Need water depths and/or water levels

Comments:

III. GENERAL REQUIREMENTS:

- Consistency statement (included with step #14 of Joint Application Form)
- Information on the cover letter must be consistent with the Application Form
- Information on the plats must be consistent with the Application Form
- Application may be eligible for expedited review if you include these notes
(http://sonris-www.dnr.state.la.us/sundown/cart_prod/cart_crm_ndsi_notes) on the plats.
- Application may be eligible for expedited review if you include these LDWF oyster lease notes
(http://sonris-www.dnr.state.la.us/sundown/cart_prod/cart_crm_ldwf_notes) on the plats.
- Application may be eligible for expedited review if you include these LDWF oyster seed ground notes
(http://sonris-www.dnr.state.la.us/sundown/cart_prod/cart_crm_sgground_notes) on the plats.
(Notes may be added to an existing page or a separate page may be used and included with plats)
- Submit Letter of Clearance from LDWF (contact Venise Ortego at (225)763-3595)
- Please provide the drafts (fully loaded) of all vessels (tugs, barges, work boats, etc.) to be used
- Please provide on the plats the state plane coordinates based on NAD 27 datum for the well location
- Please provide on the plats the state plane coordinates based on NAD 83 datum for the well location
- While not required for your application to be considered complete, an alternative analysis along with a need justification will be required for this project
- Please submit permit processing fees in the amount shown below

Comments: