

# A Homeowner's Guide to Living Shoreline Permits in Coastal Louisiana

A Louisiana Sea Grant Publication  
by Niki Pace, David Stormont and Sarah Morgan



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## Background

A living shoreline is a form of coastline restoration and protection project that incorporates natural materials, such as oyster shells, rocks, and native marsh grasses. These types of projects can reduce erosion and protect property by stabilizing the shoreline and dissipating wave energy. They also provide beneficial habitat for local wildlife, improve water quality, and resist storm damage better than hardened shoreline structures like bulkheads or seawalls.

Living shorelines can combine plantings with structural elements. Many living shoreline projects in Louisiana involve stacking bags of recycled oyster shell in a row, parallel with the shore to reduce wave energy. Another method uses cement domes with holes cut into the sides, which act as breakwaters and habitat for wildlife. Oysters will sometimes attach to both structure types, creating habitats that resemble naturally occurring oyster reefs.

## Legal Requirements

Living shoreline projects are usually placed on waterbottoms called tidelands. These areas are below water at high tide and owned by the state, so landowners with adjacent property will need permission from federal, state, and local government agencies before building their own project. The permit application described in this guide has a place to mark whether your project is already underway, so if you have begun a living shoreline project without a permit, you should pause your work and resume once you have obtained the necessary permits. You may be required to undo some of your work or pay fines for work done without permits.

The two main permits required for a living shoreline on state-owned tidelands are the **Coastal Use Permit (CUP)** from the Louisiana Office of Coastal Management (OCM) and a **Programmatic General Permit (PGP)** or an **Individual Permit** from the U.S. Army Corps of Engineers (USACE). Together, these agencies have created the Joint Permit Application for Work Within the Louisiana Coastal Zone (JPA), which allows applicants to apply for both permits simultaneously.

Once the Joint Permit Application is submitted, the USACE and OCM will begin processing and reviewing the application. The USACE cannot issue a permit in the Coastal Zone without first receiving OCM approval. Therefore, the JPA is the only way to get a USACE permit within the Coastal Zone.

### ***Coastal Use Permit (CUP) - Louisiana Office of Coastal Management***

The permit required by the Office of Coastal Management is the Coastal Use Permit. A CUP is issued as part of the Louisiana Coastal Resources Program, which aims to regulate activities within the Coastal Zone for the protection and restoration of Louisiana's coast. Any activity that may impact coastal waters or damage protected environmental areas within the Coastal Zone requires a CUP. The CUP is mainly concerned with regulating activities that may increase the loss of wetlands and aquatic resources, as well as reducing conflicts between coastal resource users.

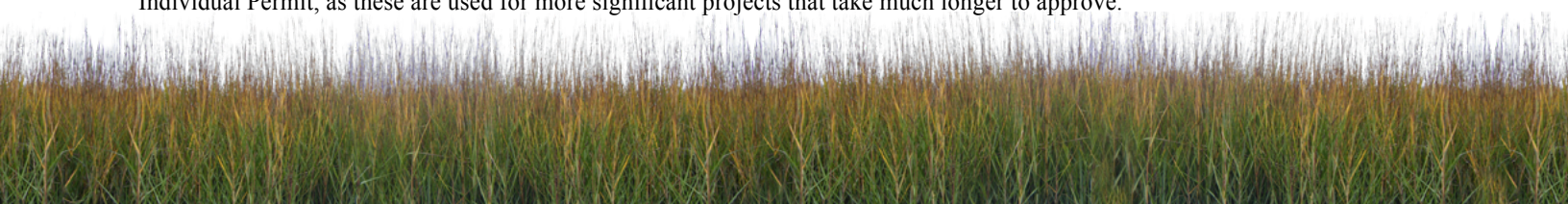
### ***Programmatic General Permit (PGP) - U.S. Army Corps of Engineers***

The U.S. Army Corps of Engineers issues the Programmatic General Permit for certain activities within the Louisiana Coastal Zone that cause only minor impacts to special aquatic sites, including vegetated wetlands. If your project is eligible for a PGP, the USACE will determine so within 10 days of receiving the application.

Ninety-seven percent of the U.S. Army Corps' permit authorizations are in the form of general permits. They are issued to landowners whose actions are similar in nature and likely to have only minor effects on jurisdictional waters and wetlands, such as living shoreline projects on single-household properties. The Army Corps allows state agencies to do the primary inspections of these projects, so USACE will not accept your Joint Permit Application until the OCM approves it first.

### ***Individual Permit***

If an Individual Permit is necessary, the USACE will review the application for all secondary requirements such as water quality and potential to affect endangered species. A landowner planning a project on their own land is unlikely to need an Individual Permit, as these are used for more significant projects that take much longer to approve.





## The Joint Permit Application

The Joint Permit Application was created to replace older forms which were considered overly complicated. It serves as an application for both a CUP and PGP, allowing both agencies to review your application simultaneously. This makes the permitting process quicker and easier for homeowners who want to build living shorelines or other projects on state waters.

The JPA is specifically designed for projects on state waters within the Coastal Zone. You can find information about the Louisiana Coastal Zone and a map of it on the Louisiana Department of Natural Resources website, and if you are unsure whether your project lies within it, you can submit a Solicitation of Views (SOV) using the same JPA form. Less information is needed for a SOV than a CUP, but the Office of Coastal Management needs enough to determine the location of your project and whether it will have direct and significant impacts to coastal waters. Proposed projects not in the Coastal Zone will need a CUP and USACE permit if the project might have an impact on coastal lands, water, or resources.

The JPA process may appear daunting, but it is very straightforward. You may already have most of the information you need. The OCM's goal is to ensure that your project follows all the applicable laws, and it does so by issuing permits like the CUP. If you are a homeowner in the Louisiana Coastal Zone and are considering installing a living shoreline on tidelands near your property, this guide will help you navigate the permitting process.

You can complete and submit the permit application electronically at the Louisiana Department of Natural Resources website. You can also print the form and submit it by mail. If you are accessing this guide electronically, hyperlinks to both can be found at the end. If you cannot access an application form online, you can obtain one by contacting OCM at 1-800-267-4019, or by writing them at P.O. Box 44487, Baton Rouge, LA 70804-4487.

OCM advises potential applicants to call and schedule a Pre-Application Meeting by calling 1-800-267-4019. OCM staff are available to discuss proposed projects before the application process begins.

Within 10 days of submitting the JPA, applications are published in the official journal of the state and parish on the Department of Natural Resource's website. The public can then view and comment on applications for 25 days, after which OCM and USACE will review the comments.

## How to Submit a Joint Permit Application Online

The following steps describe the JPA application process. Text fields highlighted in red are required for submission. To add text, click the red edit button in the top right corner of each step.

### Step 1: Applicant Information

Fill out your contact information or the contact information of the person or company responsible for the project. For living shoreline projects, this will usually be the landowner whose property is immediately inland of the project site.

**Step 1. Complete the following information about the applicant:** ?

✎

Applicant Name: John Doe  
Individual Person or Corporation/Company

Applicant Type: [Applicant Type]

Mailing Address: 1234 Main Street  
Street address or PO BOX

Unit/Apt #

Any Town [State] [Zip Code]  
City State Zip Code

Contact Information: [Contact first name (not the agent)] [Contact last name] [Contact email address]

Daytime Phone

Fax Number

## Step 2: Authorized Agent Information

If you have an agent for your project, such as a contractor, their information goes here. An agent can be an attorney, builder, contractor, engineer, or any other person or organization. If you do not have an agent, you can go to the next step.

**Step 2. Complete the following information about the agent (if using an agent):** ?

Company Name:   
Corporation/Company/Person

Mailing Address:   
Street address or PO BOX

Unit/Apt #

[Select State]   
City State Zip Code

Contact Information:     
Contact first name Contact last name Contact email address

Daytime Phone

Fax Number

## Step 3: Type of Permit/Action Requested

Select “Coastal Use Permit” if you know your proposed project is within the Louisiana Coastal Zone. If you are unsure, you can request a Solicitation of Views (SOV). If you know you are in the Coastal Zone but think your project may be exempt from permitting requirements, you can file a Request for Determination (RFD).

**Step 3. Indicate the type of permit you wish to apply for:** ?

Coastal Use Permit (CUP) - Clean Water Act Permit (Section 404) - Rivers and Harbors Act (Section 10)

The purpose of the CUP is to ensure that any activity affecting the Coastal Zone is completed in a manner that is consistent with the Louisiana Coastal Resource Program. The purpose of the Department of the Army permit program under Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act is to review and to evaluate proposals for dredging, filling, and/or placement of structures in waterways and wetlands in order to determine whether a permit should be granted or denied based on expected impacts to the overall public interest.

Solicitation of Views (SOV)

If you wish to find out if your project is in the Coastal Zone or if you wish to determine if there are special features in the area that may impact your project design, you may request a SOV. No application fee is assessed for SOV requests. The following Steps must be completed to obtain an informal determination.

- Step 1, Step 2, Step 3, Step 5, Step 6, Step 8, Step 10; and
- Step 13 - (Vicinity plat showing project location and extent is required; cross section and plan views are useful, if available.)

Request for Determination (RFD)

If you wish to obtain a formal determination as to whether or not a CUP would be required for a particular activity, you may submit a RFD. The appropriate application fee will be assessed for RFD requests. The following Steps must be completed to obtain a RFD.

- Step 1, Step 2, Step 3, Step 5, Step 6, Step 8, Step 10; and
- Step 13 - (Vicinity plat showing project location and extent is required; cross section and plan views are useful, if available.)
- If you think that no permit is required, you must provide a statement explaining why you think a permit is not required.

### Step 4: Pre-Application/Geological Review Meeting/Wetland Determination Information

State whether you have participated in a Pre-Application or Geological Review Meeting, or have had a wetland determination from the U.S. Army Corps of Engineers. If the project you are applying for is a mitigation plan in connection with another Coastal Use Permit, you should list that permit's number.

**Step 4. Have you participated in a Pre-Application or Geological Review Meeting for the proposed project?**

**a. Have you participated in a Pre-Application or Geological Review Meeting for the proposed project?**

NO (proceed to Step 4)  
 YES (complete the following information)

Date meeting was held:   
(mm/dd/yyyy)

Attendees:     
Individual or Company Representative      OCM Representative      COE Representative

If you would like to schedule a pre-application meeting, please call 1-800-267-4019.

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**b. Have you obtained an official wetland determination from the COE for the project site?**

NO (proceed to Step 4c)  
 YES (include a copy with this application)

JD number:

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**c. Is this application a mitigation plan for another CUP?**

NO (proceed to Step 5)  
 YES (identify the permit number of the project requiring mitigation)

OCM Permit Number:

### Step 5: Permits/Certifications Previously Requested

Describe the project in your own words and list any permits you may already have in relation to it. Try to describe the project in as much detail as possible. Explain your need for a living shoreline, the type of living shoreline (plantings, breakwater, etc.) and how you plan to construct it. You will have a chance to describe mitigation efforts in detail in Step 11.

**Step 5. Describe the project.**

**a. Describe the project.**

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**b. Is this application a change to an existing permit?**

NO (proceed to Step 5c)  
 YES (identify the existing permit number)

OCM Permit Number:

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**c. Have you previously applied for a permit or emergency authorization for all or any part of the proposed project?**

NO (proceed to Step 6)  
 YES (complete the following information for the proposed project)

Contact Name	Permit Number	Decision Status	Decision Date
OCM <input type="text"/>	<input type="text"/>	[Decision] <input type="text"/>	<input type="text"/>
COE <input type="text"/>	<input type="text"/>	[Decision] <input type="text"/>	<input type="text"/>
Other <input type="text"/>	<input type="text"/>	[Decision] <input type="text"/>	<input type="text"/>

**Plantings and Slope Adjustment:**

I plan to install native marsh grasses along 200 feet of the shoreline on my property in \_\_\_\_\_, Louisiana. Because this property has been experiencing erosion over the past several years, I will use clean sand to create a gradual slope on the tidelands and plant rows of smooth cord grass (*Spartina alterniflora*) from a local nursery. I will plant five rows of grass on two-foot centers waterward of the mean high water line. Planting will occur at low tide over the course of three to four days. The plants will be monitored for survival, and any that die in the first three months will be replaced with new plants from the same nursery.

**Oyster Sill:**

I plan to install an oyster sill in front of my property in \_\_\_\_\_, Louisiana, to prevent further erosion of the 200-foot shoreline. I will obtain heavy-duty plastic mesh bags full of recycled oyster shells from [Business] and install them on tidelands no more than 10 feet waterward of the mean high water line. The bags will be stacked in alternating orientations up to two feet, a height suitable for live oyster attachment and growth. Bags will be installed at low tide over the course of two to three weeks and will be secured using rebar sunk into the ground.

**Oyster Sill and Planting:**

I plan to install an oyster sill in front of my property in \_\_\_\_\_, Louisiana, to protect my 200-foot shoreline from further erosion. I will obtain heavy-duty mesh bags full of recycled oyster shells from a local business or entity and install them on tidelands no more than 10 feet waterward of the mean high water line. The bags will be stacked in alternative orientations up to two feet, a height suitable for live oyster attachment and growth. Bags will be installed at low tide over the course of two to three weeks and will be secured using rebar sunk into the ground. After the oyster sill is completely installed, I will plant five rows of smooth cord grass (*Spartina alterniflora*) from a local nursery on two-foot centers between the mean high water line and the oyster sill. Planting will occur at low tide over the course of three to four days. The plants will be monitored for survival and any that die in the first three months will be replaced with new plants.





### Step 6: Proposed Project Location

Identify the exact location of the project. Note that some sections in this step say, “if known” or “if available,” but the latitude and longitude must be included and in the correct format (degrees, minutes, seconds).

**Step 6. Complete the following information to identify the exact location of the proposed project**

**a. Physical Location**

Parish: [Dropdown] City: [Text] Zip: [Text]

Street Address (if known): [Text]

Water Body (if known): [Text]

**b. Latitude and Longitude: (Must be included in all applications)**

Latitude: [Text] [Text] [Text] Valid Values: 28-32 0-59 0-59.99

Longitude: [Text] [Text] [Text] Valid Values: -94--88 0-59 0-59.99

**c. Section, Township, Range (if available)**

Section #: [Text] Township #: (Specify North or South) [Text] Range #: (Specify East or West) [Text]

Section #: [Text] Township #: (Specify North or South) [Text] Range #: (Specify East or West) [Text]

**d. Lot #, Tract #, Parcel #, or Subdivision Name: (if known)**

Lot #: [Text] Parcel #: [Text]

Tract #: [Text] Subdivision Name: [Text]

**e. Site Directions:** Directions to the proposed project site must be identified in order to process the application.  
 Example: START - I-10 toward Baton Rouge. Exit #153 toward Port Allen. US-190 west/LA-1 North ramp. RIGHT onto LA-987 1/Bridge Side Road. RIGHT onto LA-986/North River Road to Poplar Grove Plantation directly behind guest parking lot in rear. - END

[Text Area for Site Directions]

### Step 7: Adjacent Landowners

List the contact information of all landowners whose property is adjacent to the proposed site. Adjacent landowner information is usually available through the office of the tax assessor in the parish where the project is to be developed.

**Step 7. Complete the following information about adjacent landowners:**

Adjacent Landowners

[Text Area for Landowner Information]



## Step 8: Proposed Project Purpose

Give your project a name that describes its nature and purpose and select either residential or non-residential. The application's definition of "residential" includes water bodies that are adjacent to single-family, duplex or triplex residences or camps. Indicate the source of funding for your project and check the box(es) in 8d that correspond to your project. Most living shoreline projects will include "Riprap/Erosion Control" and/or "Vegetative Plantings." Then explain why the project is needed.

**⚠ Step 8. Complete the following information to identify the purpose and need for the proposed project.**
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✍

**a. Project Name and/or Title:**

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**b. Project Type:** (select the appropriate option)

Non-Residential  
 Residential

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**c. Jurisdiction** (see "?" for assistance)

Local Concern  
 State Concern

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**d. Source of funding**

▾

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**e. Check the appropriate box(es) to identify what will be done for the project:**

<input type="checkbox"/> Bridge/Road	<input type="checkbox"/> Fill	<input type="checkbox"/> Pipeline/Flow line	<input type="checkbox"/> Site clearance
<input type="checkbox"/> Bulkhead/Backfill	<input type="checkbox"/> Home site/Driveway	<input type="checkbox"/> Plug/Abandon	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Drainage improvements	<input type="checkbox"/> Levee construction	<input type="checkbox"/> Production barge/Structure	<input type="checkbox"/> Vegetative plantings
<input type="checkbox"/> Dredging	<input type="checkbox"/> Major Industrial/Commercial	<input type="checkbox"/> Prop washing	<input type="checkbox"/> Wharf/Pier/Boathouse
<input type="checkbox"/> Drill barge/Structure	<input type="checkbox"/> Marina	<input type="checkbox"/> Remove structures	
<input type="checkbox"/> Drill Site	<input type="checkbox"/> Pilings	<input type="checkbox"/> Rip rap/Erosion control	
<input type="checkbox"/> Other (Please specify)	<input style="width: 100%;" type="text"/>		

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**f. Why is the proposed project needed?**

### Step 8f Sample Text: Why is the Proposed Project Needed?

The shoreline on my property has been eroding over the course of several years due to wave energy and occasional wakes caused by boats. All shoreline vegetation has disappeared, so the proposed project will help prevent further land loss by reducing wave energy.





### Step 9: Status of Proposed Project

Enter the proposed start and completion dates of your project and describe any work on the project that is in progress or completed. The maps and drawings required for Step 13 should identify any ongoing or completed work mentioned in this step.

**Step 9. Complete the following information to indicate the start/end dates and the current status of the proposed project.** ?

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**a. Proposed project dates:** ✎

Start date  (mm/dd/yyyy)      End date  (mm/dd/yyyy)

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**b. Is any of the project work in progress?**

NO (proceed to Step 9c)  
 YES (show and identify the work in progress and/or proposed work on the Plan View and Cross Section Drawings)

Please explain.

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**c. Is any of the project work complete?**

NO (proceed to Step 10)  
 YES (show and identify the completed work/ work in progress/ and/or proposed work on the Plan View and Cross Section Drawings)

Please explain.

### Step 10: Proposed Project Descriptions

Calculate the volume of any excavation or fill to be done on your project using the formula provided to convert from feet to cubic yards. Then indicate which fill materials and/or equipment will be used.

**Step 10. Complete the following information to describe structures, materials and methods for the proposed project.** ?

Cubic yards are determined by this formula. *(Length (ft.) X Width (ft.) X Depth (ft.) divided by 27 = Cubic Yards)*  
**Example:** 25 ft. X 25 ft. X 5 ft. divided by 27 = 115.7 Cubic Yards

Acres are determined by using this formula. *(Length (ft.) X Width (ft.) divided by 43,560 = Acres)*  
**Example:** 250 ft. X 250 ft. divided by 43,560 = 1.43 Acres

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**a. Excavations:**

Cubic Yards       Acres

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**b. Fill Areas:**

Cubic Yards       Acres

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**c. What fill materials will be used for the proposed project?**

<input type="checkbox"/> Concrete	<input type="text"/> Cubic Yards	<input type="checkbox"/> Rock (rip/rap)	<input type="text"/> Cubic Yards
<input type="checkbox"/> Crushed stone or gravel	<input type="text"/> Cubic Yards	<input type="checkbox"/> Sand	<input type="text"/> Cubic Yards
<input type="checkbox"/> Excavated and placed onsite	<input type="text"/> Cubic Yards	<input type="checkbox"/> Hauled in topsoil/dirt	<input type="text"/> Cubic Yards
<input type="checkbox"/> Excavated and hauled offsite	<input type="text"/> Cubic Yards		
<input type="checkbox"/> Other (Please specify)	<input type="text"/> Cubic Yards		<input type="text"/> Cubic Yards

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**d. What equipment will be used for the proposed project? (check the appropriate box(es), at least one.)**

<input type="checkbox"/> Airboat	<input type="checkbox"/> Bulldozer/Grader	<input type="checkbox"/> Marsh buggy
<input type="checkbox"/> Backhoe	<input type="checkbox"/> Dragline/Excavator	<input type="checkbox"/> Other tracked or wheeled vehicles
<input type="checkbox"/> Barge mounted bucket dredge	<input type="checkbox"/> Handjet	<input type="checkbox"/> Self propelled pipe laying barge
<input type="checkbox"/> Barge mounted drill rig	<input type="checkbox"/> Land based drill rig	<input type="checkbox"/> Tugboat
<input type="checkbox"/> Other (Please specify)	<input type="text"/>	

## Step 11: Proposed Project Impacts

Note that the total acres of wetlands and/or waterbottoms in this step are not calculated the same way as in the previous step. In 11a, indicate the total surface area (length x width) of your project. The remaining questions in this step relate to the decisions and methods used in your project.

**Step 11. What impact will the proposed project have?**

a. Total acres of wetlands and/or waterbottoms filled and/or excavated.

[Redacted]

Acres

b. What alternative locations, methods and access routes were considered to avoid impact to wetlands and/or waterbottoms?

[Redacted]

c. What efforts were made to minimize impact to wetlands and/or waterbottoms?

[Redacted]

d. How are unavoidable impacts to vegetated wetlands to be mitigated? (Please note that a willingness to perform mitigation does not relieve the applicant from adequately addressing justification for (step 9e) and alternatives to (step 11b) the proposed activity.) (see "?" for landowner rights)

[Redacted]

### Step 11b Sample Text: What Alternative Locations, Methods and Access Routes Were Considered to Avoid Impact to Wetlands and/or Waterbottoms?

No other location was considered because the project is intended to reduce erosion in this specific location. Reef balls were considered, but I chose to use bags of oyster shells because I have access to locally recycled oysters. I also considered planting smooth cord grass without the oyster sill, but that would be less effective in reducing wave energy and would not provide as much habitat for marine life.

### Step 11c Sample Text: What Efforts Were Made to Minimize Impact to Wetlands and/or Waterbottoms?

There is currently no vegetation or animal habitat on the site, but to minimize impact, work will only be done at low tide and will stop when the site is underwater at high tide. No vehicles or heavy machinery will be used.

### Step 11d Sample Text: How are Unavoidable Impacts to Vegetated Wetlands to be Mitigated?

I will build the oyster sill first and then plant the cord grass during low tide to minimize the water's impact on the newly planted grass. The grass will only be planted during low tide, with space between each plug of grass. The dirt around each plug will be packed tightly enough to withstand wave energy, but not so tight as to restrict growth of the grass.



## Step 12: Landowner/Oyster Lease Holder Notification

You are required to notify the landowner of your project. You may want to notify any other landowner who could be affected by your project. To notify a landowner or oyster lease holder, mail them a copy of your application and drawings when you apply. Also consider writing them a letter explaining the need for the project. To discover if there is an oyster lease near your project and the mailing address of the potential leaseholder, access the Louisiana Department of Wildlife and Fisheries' (LDWF) interactive oyster lease map on the LDWF website. The map can be found on the "Oyster Leases" page of the website. If you are accessing this guide electronically, a hyperlink to the map can be found at the end. Oyster leases will be outlined in blue, with the lease number appearing in the center. On the map toolbar, you will see a blue button with the letter "i." This is the identify tool. Click this button, then click on the oyster lease, and you will see the mailing address of the leaseholder.

⚠ **Step 12. What are the requirements for notification of landowners and oyster lease holders of the proposed project site?**

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✍

**a. Are you applying for a Coastal Use Permit?**

YES (read the following information)  
 NO (proceed to Step 13)

**Requirements for Notification of Landowners:**  
 It is the responsibility of the applicant to notify the Landowner(s) of the property and/or oyster lease holder(s) about this proposed project. Notification must include providing each impacted landowner/oyster lease holder with a copy of the permit application (form and plats) at the time the application is submitted to the Office of Coastal Management.

**Requirements for Notification of Oyster Lease Holders:**  
 It is the responsibility of the applicant to notify all affected oyster lease holders about this proposed project. Notification must include providing each affected oyster lease holder with a copy of the permit application (form and plats) at the time the application is submitted to the Office of Coastal Management. The location of leases, and the name and contact information of the lessee can be obtained by contacting the LDWF Oyster Lease Survey Section at 504-284-5279 or <https://www.wlf.louisiana.gov/page/oyster-leases>. You can also use the OCM GIS interactive map on our website <http://sonris-www.dnr.state.la.us/gis/agsweb/EJSViewer/index.html?TemplateID=181>. Please note that copies of the lease holder notification letters must be included with your application packet at the time of submittal (for more information regarding notification requirements please contact the Oyster Lease Survey Section or visit our website at <http://www.dnr.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=96>).

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**b. Are you the sole owner of the property on which the proposed activity is to occur?**

YES (proceed to Step 12c)  
 NO (follow the instructions below)

Check the appropriate box(es) and complete the landowner/oyster lease holder information to attest to OCM that a copy of the application has been sent to all landowners/oyster lease holders whose property will be impacted by the project.

The applicant is an owner of the property on which the proposed described activity is to occur.  
 The applicant has made every reasonable effort to determine the identity and current address of the owner(s) of the land on which the proposed described activity is to occur, which included, if necessary, a search of the public records of the parish in which the proposed activity is to occur  
 The applicant hereby attests that a copy of the application has been distributed to the following landowners/oyster lease holders.

If entering Landowner/Oyster Lease Holder Name, complete mailing address is required.

Landowners / Oyster Lease Holders

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**c. Does the project involve drilling, production, and/or storage of oil and gas?**

NO (proceed to Step 13)  
 YES (review and complete the certification below)

I, [Name of Officer] hereby certify that I am the [Name of Office] of [Full legal name of applicant], hereinafter referred to as the Applicant and that I have authority to act on behalf of and bind that legal entity, and by my submission of this application I certify that the information in the application is true and correct to the best of my knowledge, that Applicant has provided a complete list of the requirements for protection of health, safety and the environment, and that Applicant is in full compliance with all applicable safety and environmental regulations, specifically including when applicable, LAC 43:XIX.111 Diverter Systems and Blowout Preventers.



### Step 13: Maps and Drawings (Examples of maps and drawings start on page 13)

This step describes the maps you are required to submit. Take note of the requirements and save copies of these drawings in case adjustments need to be made or additional permits require them. Click the “add file” button to upload the documents. You can find more information about the maps and drawings below.

**⚠ Step 13. Provide Project Maps and Drawings:**
?

**Quality Maps and Drawings are required to process the Joint Permit Application and for Public Notice. They must visually reflect what will be done in the proposed project and are key to the overall evaluation.**

The following Maps and Drawings must be submitted with the Joint Permit Application and must show both existing and proposed conditions. ([Samples](#))

- **Vicinity Map** - Illustrates access to and the location of the proposed project relative to surrounding areas;
- **Plan View Drawing** - Illustrates an overhead view of the proposed project; and
- **Cross Section Drawing** - Illustrates a side view of the proposed project.

In general, all Maps and Drawings should be:

**⚠**

- Legible and clearly labeled on single sided 8.5 x 11 size paper; (large drawings that are reduced in size to fit the 8.5 x 11 format are not acceptable if the scale is no longer accurate and if the dimensions and details are not clear and easy to read after reproduction in the Public Notice);
- Drawn to scale and **MUST** include a graphic scale representation, for example: a bar scale; (if you cannot provide Maps and Drawings to scale, you may submit the dimensions of the proposed and existing features of the work area displayed);
- Accurate and reproducible;
- Consistent with placement of the north arrow, title, legend and scale bar; and
- Consistent with information provided in Steps 1 through 12.

Inadequate or poor Maps and Drawings are the primary reason for delays in the permitting process. **DO NOT** remove documents that are not being updated as they should remain with the application record.

Documents uploaded through this site are part of the public record.

Add File

All maps and drawings should be made in black and white on 8.5 x 11-inch paper, drawn to scale with the scale listed and an arrow pointing north. Your drawings should be as accurate as possible and contain all the information required; inadequate drawings are the main cause of delays in the permitting process. If you are accessing this guide electronically, the hyperlink at the end will provide sample plats with listed requirements of each map and drawing.

#### Vicinity Map

Clearly identify the exact location of your project site on a map with visible landmark features. The map can be a screenshot from websites like Mapquest or Google Maps (advertisements should be removed), but the OCM prefers a 7.5-minute quadrangle map from the U.S. Geological Survey. (<https://www.usgs.gov/faqs/how-do-i-get-a-full-scale-plot-a-124000-scale-75-minute-topographic-map>) If available, identify access routes from the nearest shoreline and navigation channel, with water depth. Latitude and longitude coordinates should be listed in degrees (°), minutes (′) and seconds (″) format, and you should name all major water bodies and roads in the project’s vicinity. You should clearly define and label the maximum possible dimensions of all proposed structures and dredge areas.

#### Plan View Drawing

This drawing represents a closer view of what your project site looks like from above. The scale should be close enough to show some details, but far enough to indicate adjacent property. Include the mean high and mean low water levels. These elevations can usually be obtained by land surveyors, local engineers, or the USACE, however, an educated estimate based on personal experience is sufficient. Also include the distance to the centerline of a river or opposite bank of all waterbodies and the distance of the proposed structures to property lines. You should clearly define and label the maximum possible dimensions of all proposed structures and dredge areas.

#### Cross Section Drawing

This drawing shows the side view of your project. It can be a different scale than the plan view drawing, if necessary, but the requirements to be included in the drawing are the same.

### **Additional Steps: Submitting the JPA**

At this point, you will have provided all the necessary information to submit the JPA. If you are submitting electronically, you will be directed to a new page regarding fee payments. At the time of this publication, fees are:

- 1) for residential projects, a \$20 processing fee and \$.04 per cubic yard of dredge or fill, and
- 2) for non-residential projects, a \$100 processing fee and \$.05 per cubic yard of dredge or fill.

If you are applying with a printable PDF document, your signature, method of payment and submission options will appear in Steps 14 – 16. The fee rates are the same as filing online and may be made by check or money order payable to the Office of Coastal Management, or by credit card, electronic transfer or escrow account by calling OCM at 1-800-267-4019.

Almost all projects in coastal Louisiana will take place in the U.S. Army Corps' New Orleans District, but a very small portion of Cameron Parish, between Sabine Lake and Calcasieu Lake, is in the Galveston District. Printed JPAs for projects in that district should be submitted directly to the Galveston address on the last page of the application. Likewise, a very small portion of St. Tammany Parish near the Pearl River is in the Vicksburg District, and applicants within that district should send their JPA to the Vicksburg District headquarters.

### **Louisiana Office of State Lands Permit**

Within the State of Louisiana, all beds and bottoms of navigable waterways, running water, and the sea and seashore up to the mean high water line are owned by the state and managed by multiple agencies. Therefore, you should check with the Louisiana Office of State Lands (State Lands) to see if your project requires additional permits. You may be required to obtain a permit from State Lands to construct your living shoreline. While there are several types of permits available, a typical living shoreline may qualify for the Class B Permit, titled "Permit to Construct Bulkheads or Flood Protection Structures." However, depending on the design and location of your living shoreline, State Lands may direct you to apply for a different permit. You should contact the agency to inquire about your specific project and permitting needs.

The permit form may be found on the State Lands' website, and submitting the form requires a \$10 processing fee. Each project design is different, and the design of your project will determine which permits are required. For example, larger projects and projects involving multiple landowners may require a Cooperative Endeavor Agreement or a Grant of Particular Use Agreement. You can contact the office by calling 225-342-4578.

### **Conclusion**

You now know how to obtain the permits necessary to build a living shoreline. Remember, tidelands are owned by the state of Louisiana, and it is generally best to consult OCM or USACE before doing anything that could affect these waterbottoms. Accurately completing the Joint Permit Application will ensure it is processed and approved as quickly as possible. It's important to remember that while you are submitting one joint permit application, you will still require separate approval from both agencies. You may also need a permit from Louisiana Office of State Lands. Be sure to check with your parish government for any additional permits it might require.



Figure 1. Example of plan view of plantings only.

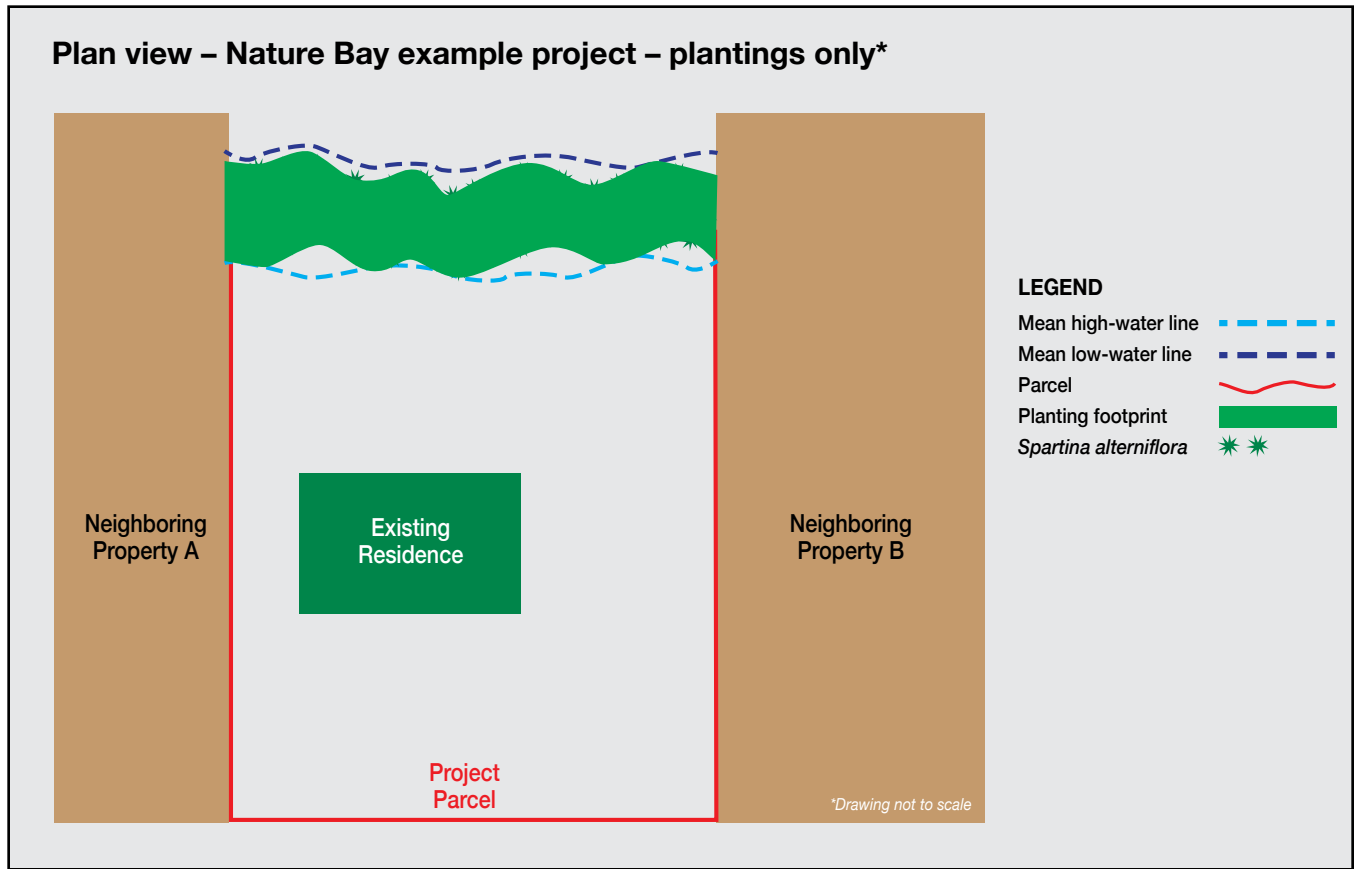


Figure 2. Example of cross section of the property in Figure 1.

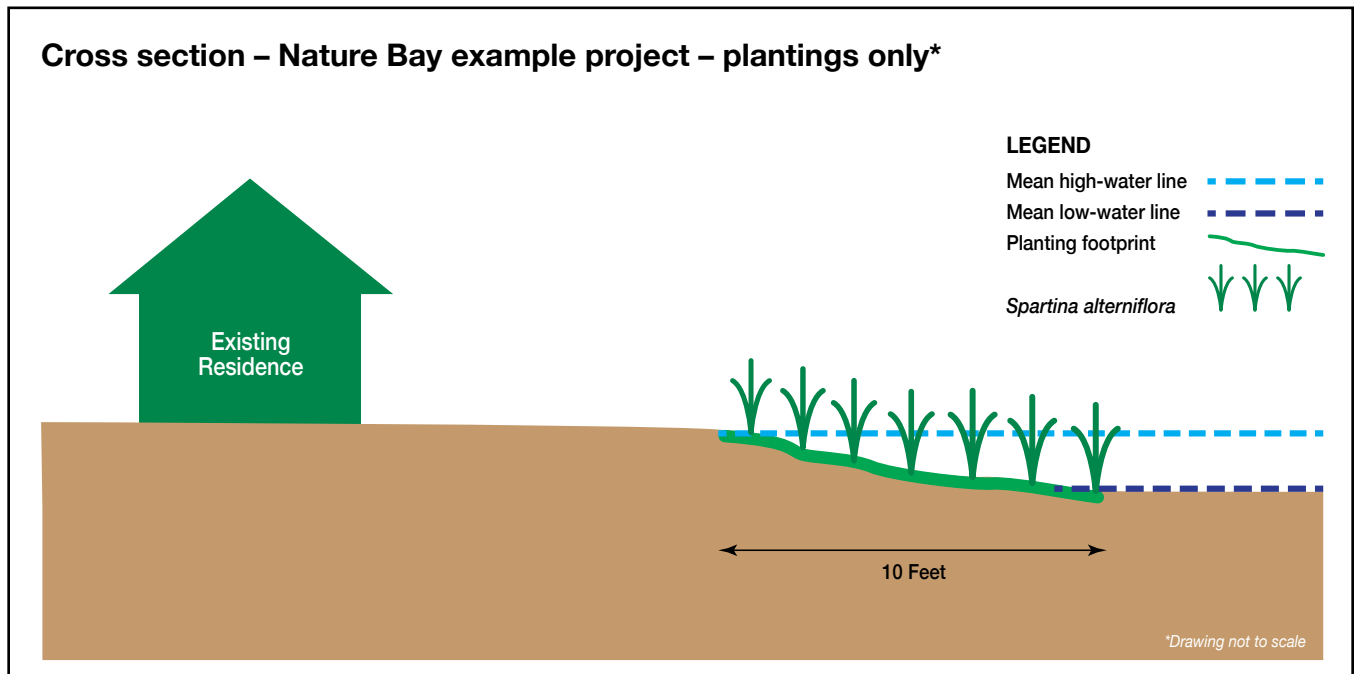




Figure 3. Example of breakwater using oyster shell bags view.

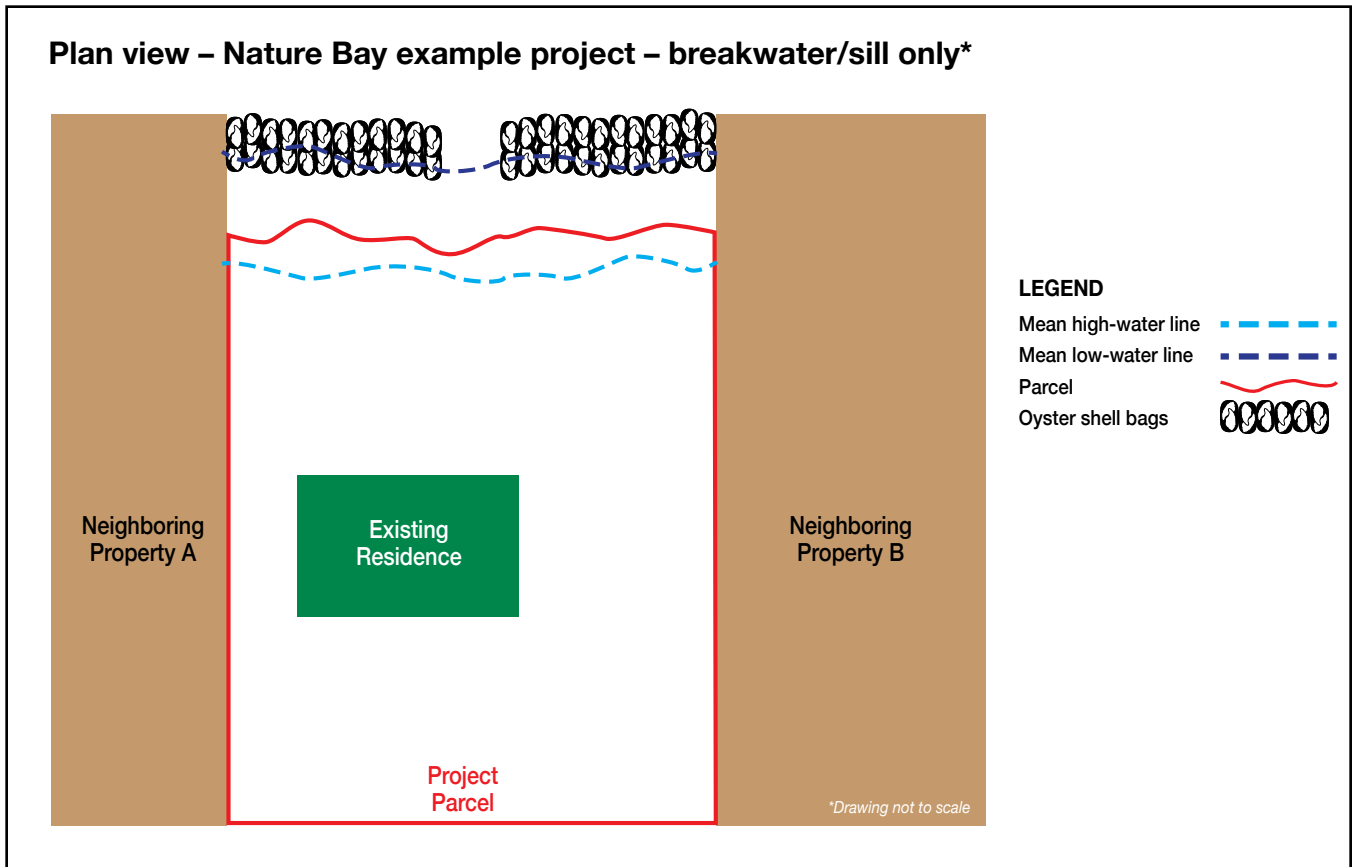


Figure 4. Example of cross section of Figure 3.

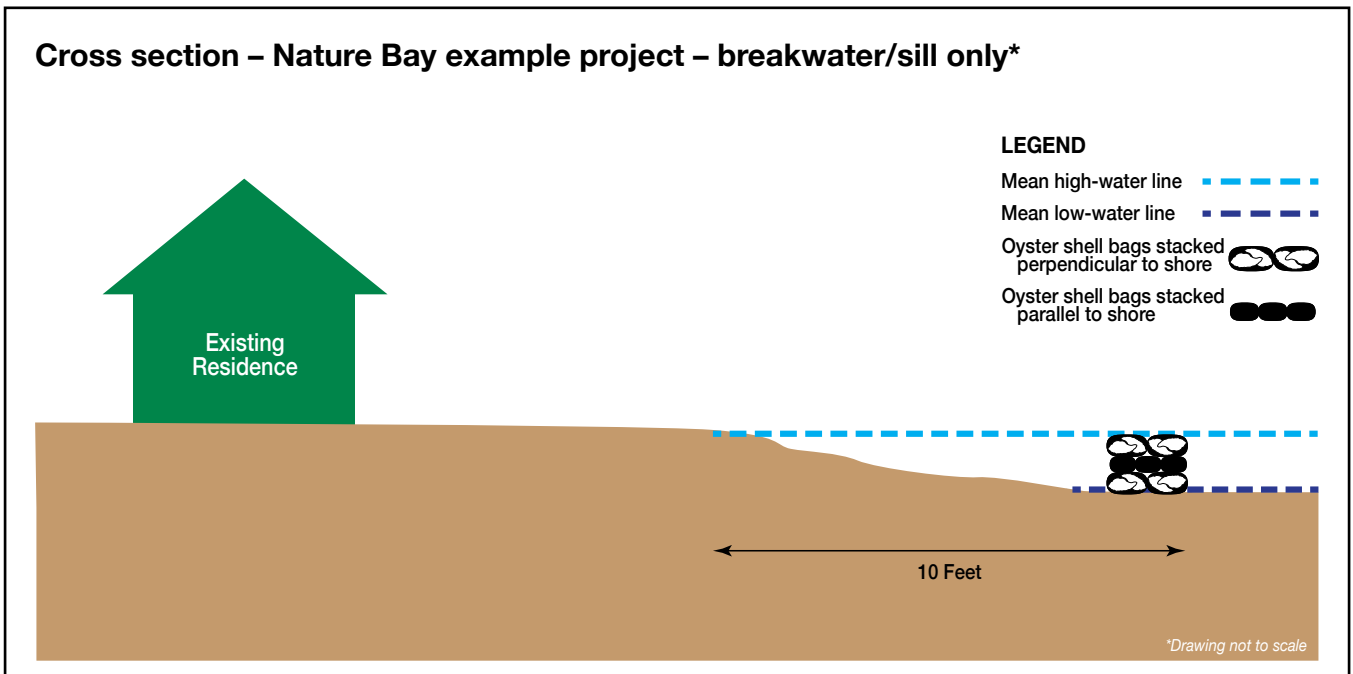


Figure 5. Example of plan with plantings and concrete dome locations.

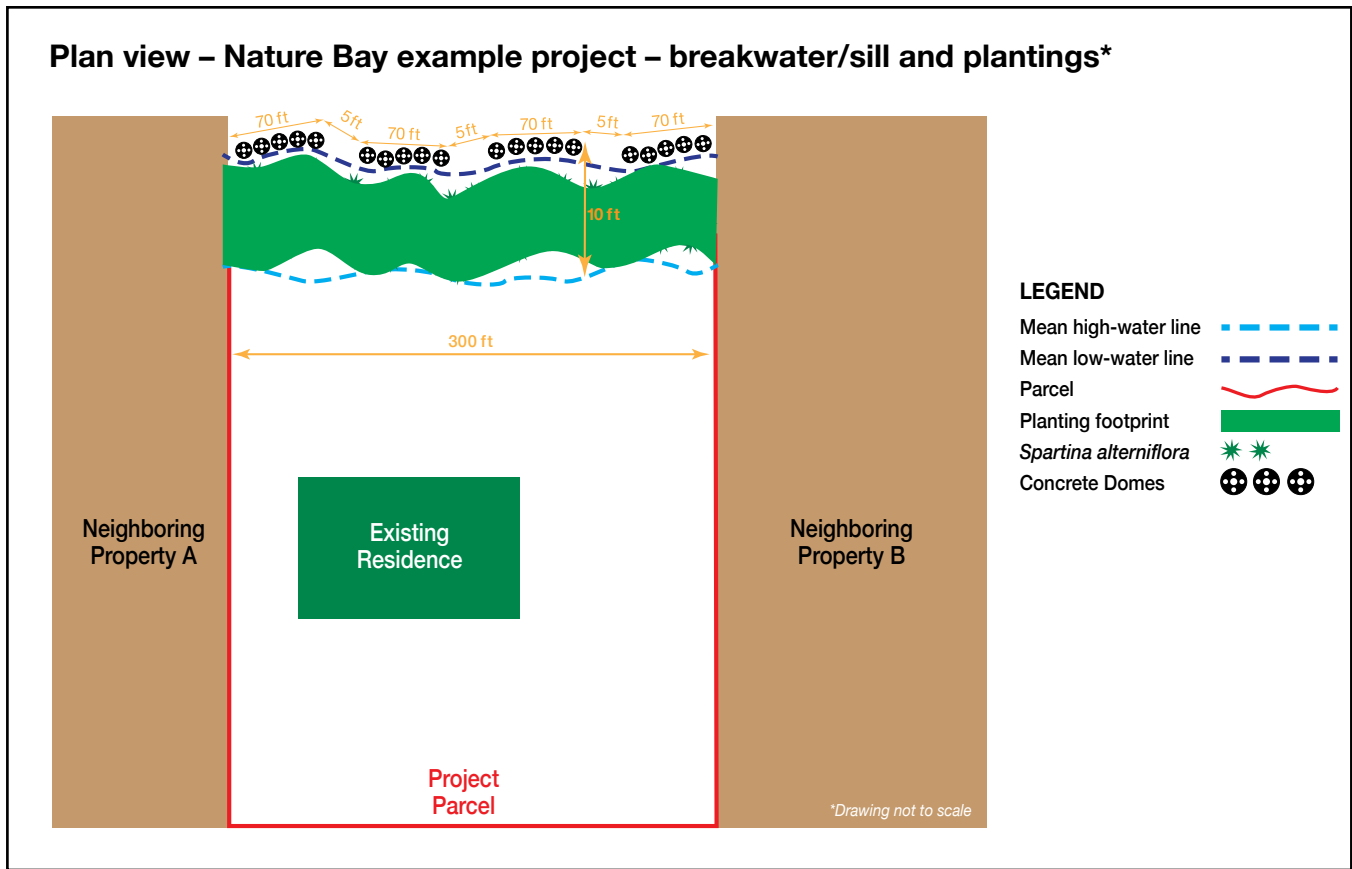


Figure 6. Example of cross section of the property in Figure 5.

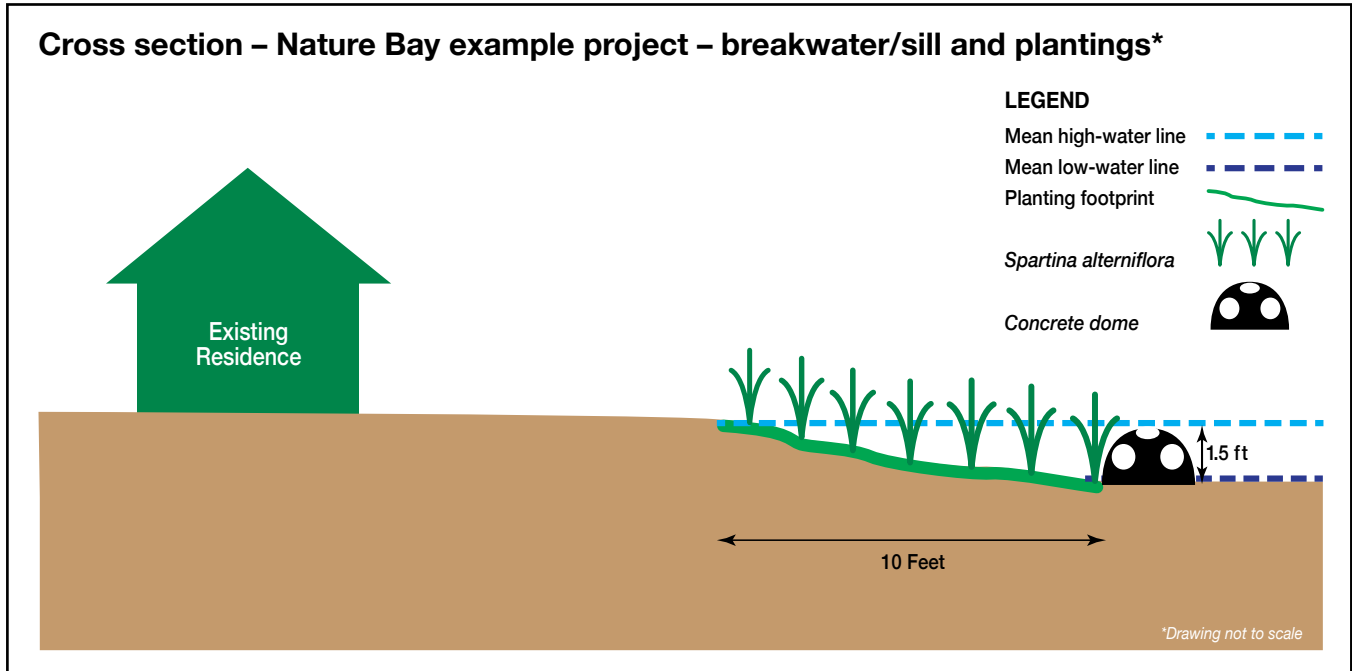


Figure 7. Example of present condition of property.

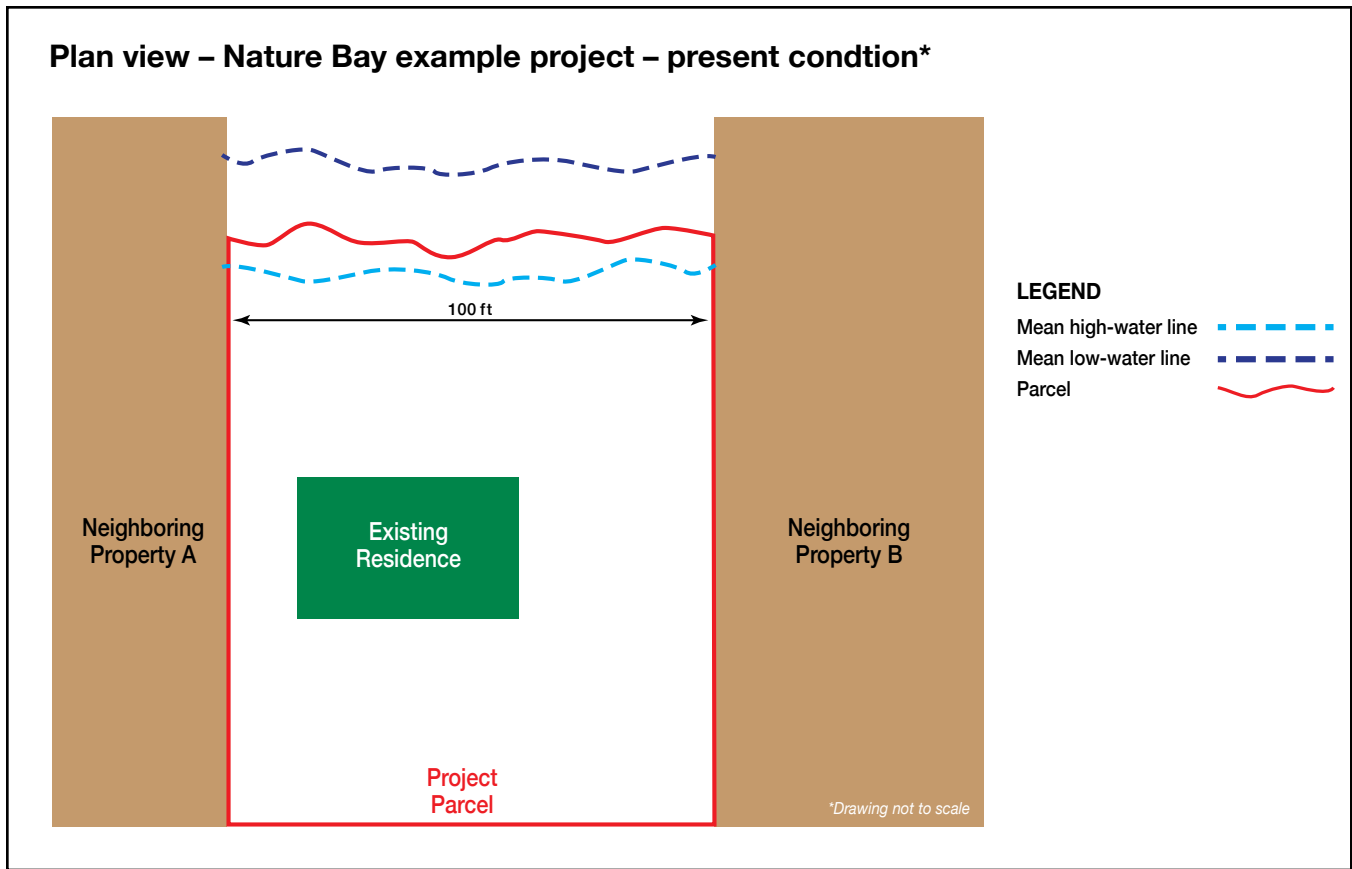


Figure 8. Example of cross section of Figure 7.

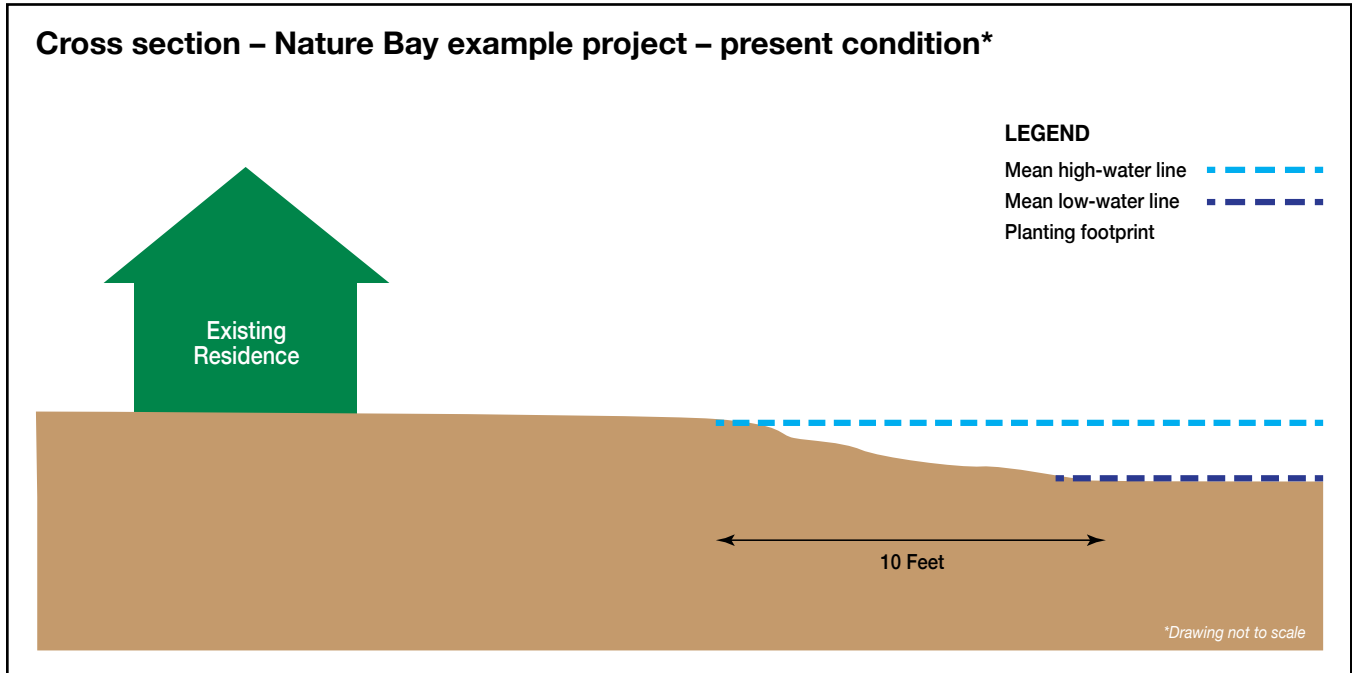
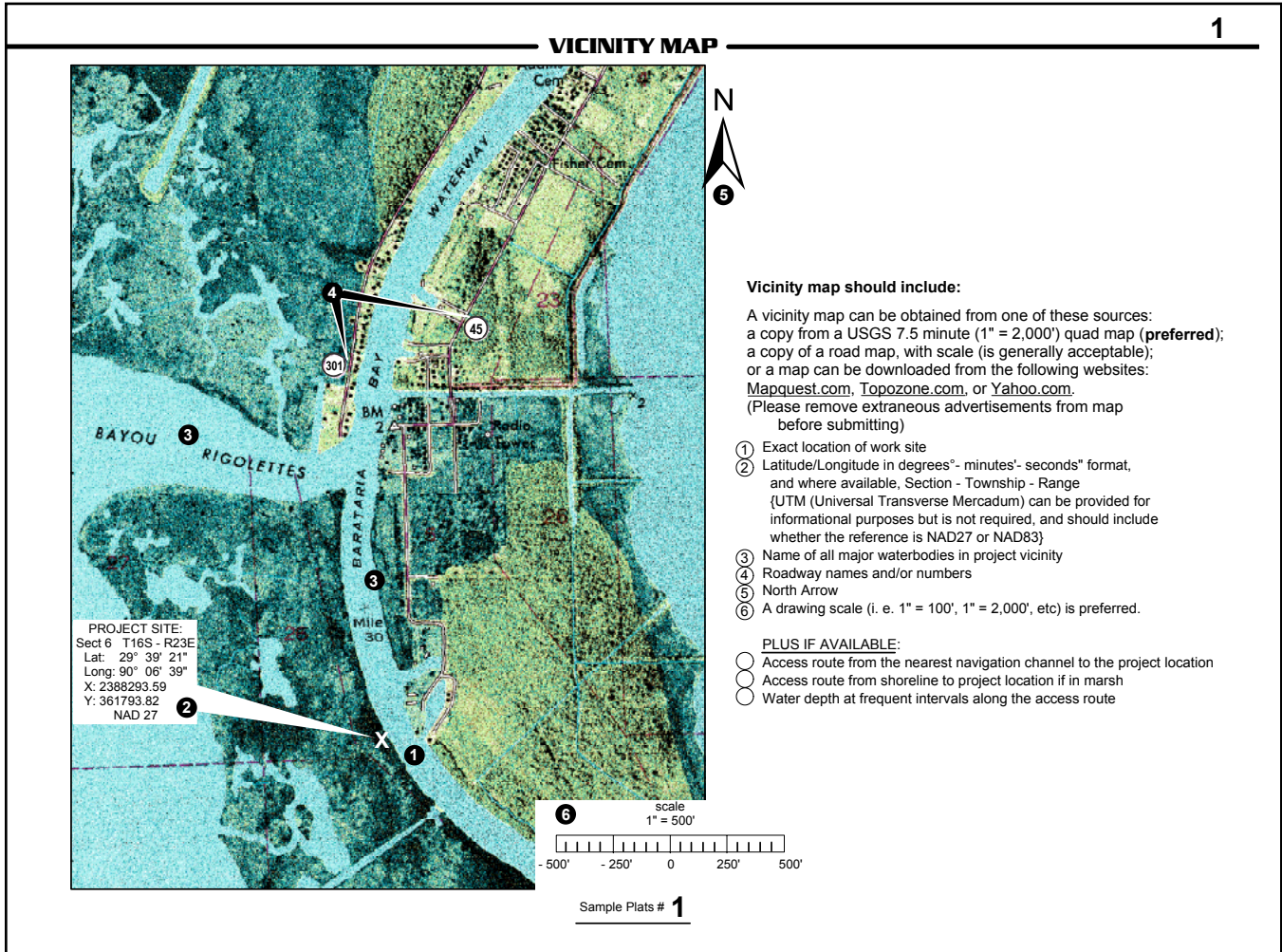




Figure 9. Example of a vicinity map with information that should be included.

This is from <https://www.dnr.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=94>



## Helpful Resources and Websites

Online Joint Permit Application – Scroll down and click “Joint Permit Application Online”

<https://www.dnr.louisiana.gov/index.cfm/page/93>

Printable .pdf of the Joint Permit Application from the Louisiana Office of Coastal Management:

<http://www.dnr.louisiana.gov/assets/OCM/permits/JPA2010Fillable.pdf>

Oyster Lease Map from Louisiana Department of Wildlife and Fisheries:

<http://gis.wlf.la.gov/oystermap/map.html>

GPS Coordinate Finder:

<https://www.latlong.net/>

USGS 7.5 Minute Quadrangle Maps:

<https://www.usgs.gov/programs/national-geospatial-program/topographic-maps>

Sample plats and drawings from the Louisiana Office of Coastal Management:

<https://www.dnr.louisiana.gov/index.cfm/page/94>

New Orleans District, U.S. Army Corps of Engineers website:

<https://www.mvn.usace.army.mil/>

Louisiana Department of Natural Resources website:

<https://www.dnr.louisiana.gov/>

Louisiana Office of Coastal Management website:

<https://www.dnr.louisiana.gov/index.cfm/directory/category/4>

Louisiana Office of State Lands Class B Permit form:

[https://www.doa.la.gov/media/fzynvvlx/permit\\_form\\_b.pdf](https://www.doa.la.gov/media/fzynvvlx/permit_form_b.pdf)





## **A Homeowner's Guide to Living Shoreline Permits in Coastal Louisiana**

A Louisiana Sea Grant Publication by

Niki Pace, research attorney at Louisiana Sea Grant Law & Policy Program,  
David Storment, legal intern at Louisiana Sea Grant Law & Policy Program and 2023 LSU Law graduate and Sarah  
Morgan, legal intern at Louisiana Sea Grant Law & Policy Program and 2022 Loyola Law graduate.

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