Application for Authority to Execute Work or Erect Structures in or on the Levees or Canals of the Sauvie Island Drainage Improvement Company

The purpose of this letter is to furnish information for the assistance of parties or members applying for authority to execute placing any structure, performing any revisions, or conducting any work within the established limits of the Sauvie Island Drainage Improvement Company's right-of-way.

The Congress of the United States has recognized the problem of flood control as a Federal responsibility since 1936. Local interest are required to operate and maintain completed flood control projects constructed pursuant to Section3 of the Act of Congress approved June 22, 1936, as amended and supplemented. Certain regulations pertaining to maintenance and operation of flood control works were promulgated in Title 33 Code of Federal Regulations, Chapter 2, Part 208, Section 208.10.

Section 208.10(5) prohibits any improvement, excavation, construction, or alteration within the limits of project right-of-way without prior determination by the District Engineer of the Army Corp of Engineers that such improvements, excavation, construction, or alteration will not adversely affect the functioning of the protective facilities.

Therefore, any person, member or agency desiring to execute work or erect structures in or on the levees or canals of the Sauvie Island Drainage Improvement Company right-of-way improved under the 1936 Flood Control Act, will observe and conform strictly to the following procedure:

1. Application will be made in writing to the Sauvie Island Drainage Improvement Company for a letter of permission. The application will set forth in adequate detail the nature and purpose of the proposed work and will be accompanied by five sets of plans of the contemplated work. It is necessary in important cases that the plans be drawn and certified by a registered professional engineer. The plans submitted shall include a cross-sectional view through the structure showing the levee or canal at the site of the proposed work and extending from low water on the outside to not less than 100 feet inside of the interior right-of-way line, or the extremity of the work, whichever is farther. The plans shall indicate elevations of low water, top of levee, and pertinent elevations of the proposed work based on NAVG29 datums. The proposed work shown on the plans shall be located from and referenced to well-established points or levee survey lines and stationing shown on Corps of Engineers maps of the SIDIC district so that exact locations may be determined.

2. The proposed structures as indicated by the plans and letter of application will be reviewed by the Sauvie Island Drainage Improvement District for approval. Any alterations or revisions considered necessary in the plan should also be submitted prior to any approval being considered.

3. Upon approval of the plan by the Sauvie Island Drainage Improvement Company, SIDIC will then forward the plan to the local office of the District Engineer of the Army Corps of Engineers, for their review and approval. The plans will then be examined by the District Engineer in order to determine that the proposed structures are adequate, desirable, and permissible in order the

integrity of the levee shall not be endangered or the levee section encroached upon to the extent that it will result in an inherently dangerous flood hazard. If the plans submitted do not conform to theses requirements, they will be returned to the applicant through the Sauvie Island Drainage Improvement Company in order that the necessary revisions may be made, after which the plans may be resubmitted.

4. Upon the approval by the District Engineer of the Army Corps of Engineers and the Sauvie Island Drainage Improvement Company, the plans will be marked and signed. Three copies of the approved plan will be retained in the District Office of the Army Corps of Engineers. The Sauvie Island Drainage Improvement Company will retain one copy of the approved plans and return one set to the applicant with a letter of approval permitting execution of the work in the manner indicated.

It is expected that any work performed by any person or agency under a letter of permission will conform rigidly to standard engineering practices and to specifications of the Army Corps of Engineers, if so indicated, particularly in the replacement of levee material or revetments disturbed during the course of the work. The letter of permission may in this regard require the presence of and supervision by a Government inspector to be provided by the Army Corps of Engineers.

The person or agency performing the work will be required to clean up the site of the work, redress the levee section, and seed the areas of new work to conform as nearly as possible to the conditions existing at the site prior to initiation of the work.

Sauvie Island Drainage Improvement Company
Board of Directors

Construction Procedure -- Sauvie Island Drainage District

You have expressed interest in constructing certain structures within an easement right-of-way possessed by the Sauvie Island Drainage District. We take this opportunity to explain the restrictions which have been imposed by the District, the procedure which must be followed before any construction can start, and the nature of the permit that may be granted.

Restrictions. District regulations provide that any structure must be constructed not less than five feet from the original toe of any District levee. This restriction applies even though fill material is used adjacent to the levee, structures must still be situated not less than five feet from the original toe as it existed prior to filling. Similarly, if property is excavated, the slope of the dike is extended and the original toe is determined to be that point where the extended line intersects with the excavated grade. No structure is permitted within five feet of that extended point. Toe drains are also required.

Procedure. Persons wishing to construct within District rights-of-way must submit five copies of drawings, as required by the Corps of Engineers, showing the location of the proposed construction, septic tanks, drain fields, wells, toe drains, and such other information as may be required by the District prior to making any excavation or commencing construction. The plans will be considered by the Board of Supervisors and, if approved, sent by the Assistant Secretary to the Corps of Engineers with the District's endorsement.

The Corps of Engineers makes a further review of the application and may impose additional requirements as indicated on the attached checklist copy.

Permit. The submitted drawings, the requirements imposed in writing by the District and the Corps of Engineers constitute the permit for construction. Such permit usually requires the installation of toe drains to Corps of Engineer's specifications, and a statement to the effect that the applicant will remove or relocate the permitted structure at his own expense and without any claim for damage or loss of use against either the District or Corps of Engineers if future operations of the District or the Corps of Engineers necessitate such removal or relocation.

After the permit is issued, no concrete will be poured until at least two Supervisors of the District have inspected the site. Applicant must give the Supervisors reasonable notice requesting the inspection.

Application Procedure for Membership Projects
Sauvie Island Drainage Improvement Company

All membership projects within the SIDICs right-of-ways, easements, on or near levee, or on or near any drainage canal, must first be approved by the SIDIC Board of Directors. Depending on the location of the work to be preformed the project may also require approval of the US Army Corp of Engineers.

Steps to project application submittal

- Member contacts SIDIC about potential project.
- SIDIC sends application package to member.
- Member returns completed application package to SIDIC manger.
- Member and/or SIDIC manager present project to SIDIC Board of Directors at next scheduled board meeting.
- SIDIC board gives initial approval or denial of the member's project.
- If denied by the board, SIDIC manager sends letter to member with board's denial.
- If approved by the board, SIDIC manager sends project package on to the USACE for comment. The USACE has 90 days in which to comment on the project.
- The USACEs comments are taken back to the SIDIC board at the next scheduled meeting for further review.
- The SIDIC board may at this point approve the project as submitted or request additional changes to the projected based on the USACEs comments.
- Approval letter is sent to member by SIDIC manger.
- A permanent record of all notes, letters and plans will be kept of file by the SIDIC.

Application Checklist

Vicinity Map. Identify the map or chart from which the vicinity map was taken and show the following:

- ☐ Location of the activity site including latitude and longitude and river mile, if know.
- ☐ Name of waterway.
- ☐ All applicable political (county, borough, town, city, etc.) boundary lines.
- ☐ Name of and distance to local town, community, or other identifying location.
- ☐ Names of all roads in the vicinity of the site.
- ☐ Graphic scale.
- ☐ North arrow.

Plan View. The plan view of the proposed activity should show the following:

- ☐ Existing shorelines.
- ☐ Ebb and flood in tidal waters and direction of flow in rivers.
- ☐ North arrow.
- ☐ Graphic or numerical scale.
- ☐ Mean higher high water and mean lower low water lines if the proposed activity is located in tidal areas on the Pacific coast.
- ☐ Ordinary high water line and ordinary low water line if the proposed activity is on a lake or ordinary high water if on a stream.
- ☐ Water depths around the project.
- ☐ Principal dimensions of the structure or work and extent of encroachment beyond the applicable high water line.
- ☐ Waterward dimension from an existing permanent fixed structure or object.
- ☐ Distances to nearby federal projects, if applicable.

- ☐ Number of cubic yards, type of material, method of handling, and location of fill or spoil disposal area if applicable. If spoil material is to be placed in approved dumping grounds, a separate map showing the location of the dumping grounds should be attached. The drawing must indicate proposed retention levees, weirs, and/or other devices for retaining hydraulically placed materials.

- ☐ Distance between proposed activity and navigation channel, where applicable.

- ☐ Federal harbor lines, if established and if known.

- ☐ Location of structures, if any, in navigable waters immediately adjacent to the proposed activity, including permit numbers, if known. Identify purpose of all structures.

- ☐ Location of any wetlands, swamps, marshes, etc. Identify.

Elevation and/or Section View. The elevation and/or section view of the proposed project should show the following:

- ☐ Same water elevations as in the plan view.

- ☐ Depth at waterward face of proposed work, or if dredging is proposed, show dredging grade.

- ☐ Dimensions from applicable high water line for proposed fill, float, or pile supported platform. Identify any structures to be erected thereon.

- ☐ Graphic or numerical scale.

- ☐ Cross-section of excavation or fill, including approximate side slopes.

- ☐ Elevation of spoil areas.

Notes on Drawings.

- ☐ List names of adjacent property owners whose property also adjoins the water and are not shown on plan view.

- ☐ State purpose (private use, commercial, etc.) of proposed activity.

- ☐ State datum used in plan and elevation views. Use mean low water, mean lower low water, National Ocean Survey Datum or National Geodetic Vertical Datum of 1929.