

CYPRESS BLACK BAYOU

RECREATION & WATER CONSERVATION DISTRICT

135 Cypress Park Drive

Benton, Louisiana 71006

(318) 965-2289

PERMIT APPLICATION QUICK REFERENCE CHECKLIST

Use this checklist to prepare your permit application. Not all items apply to every project. Contact the District if you're unsure what documentation is required for your specific project.

BEFORE YOU START

- Determine if your project is on Cypress Lake or Black Bayou
- Verify project location relative to contour line and flowage easement
- Determine project type: new construction, repair, seawall, dredge, etc.
- Contact District early if project involves dig-in, variance request, or tight cove
- Check if HOA approval required (if applicable)

SURVEYS (When Required)

- Survey typically required for:
 - New boathouse or dock where none exists
 - New seawall (replacements generally do not need survey)
 - Floating dock (if no existing structure to measure from)
 - All dig-in projects
 - Projects near projected property line extensions

- Projects in tight coves (case-by-case)

- Survey must show:
 - Property boundaries
 - Contour line (pool stage elevation)
 - Fee line on Cypress Lake (District property boundary)
 - Elevations referenced to NGVD 1929
 - Physical markers established and verifiable in field
 - Location of flowage easement if dirt fill will be deposited on property

CONSTRUCTION PLANS (When Required)

- Engineered/stamped plans required for:
 - New boathouses or covered structures
 - All floating docks (including restraint systems)
 - All seawalls (new and replacement)
 - Dig-in projects
 - Converting uncovered dock to covered
 - Full structural rebuilds

- Plans must show:
 - Overall dimensions (length, width)
 - Elevations (NGVD 1929)
 - Structural details and member sizing
 - Materials specifications (marine-suitable)
 - Piling depth and type

- Roof details (if covered)
- Distance from contour line
- Prepared by licensed engineer or architect
- Stamped and sealed

Note: Repairs in kind (roof replacement, deck boards, isolated structural members) typically do not need engineered plans. Simple sketches acceptable for riprap-only erosion repair.

CONTRACTOR DOCUMENTATION

- Louisiana contractor license (required if project exceeds \$7,500)
- Current certificate of insurance
- Licensed electrician information (if electrical work involved)
- Contractor acknowledges Bossier Parish does not inspect boathouses/seawalls

NEIGHBOR APPROVALS (When Applicable)

- May be required for:
 - Tying into neighbor's seawall
 - Construction in narrow/tight coves
 - Structures near projected property line extensions

Format: Signed document or email confirmation acceptable

Note: Lack of neighbor approval does not automatically prevent approval. Project may go to Board for review.

OTHER AGENCY COORDINATION

- USACE coordination (if applicable) - most projects qualify under Nationwide Permits

- Bossier Parish permit NOT required for boathouses or seawalls
- HOA approval (if in subdivision with architectural controls)

SPECIAL PROJECT TYPES

Dig-In Projects (Additional Requirements):

- Legal description of land to be dedicated to CBB
- Land dedication documents prepared
- Board approval at public meeting

Variance Requests (Length Exceptions):

- Written justification for variance
- Presentation to Board at public meeting
- Documentation of shallow depths or prior structure location

Dredging Projects:

- Plan for dredged material disposal (above easement or haul offsite)
- Simple drawings or sketches of dredge area

PERMIT APPLICATION SUBMISSION

- Complete CBB permit application form
- Property owner signature
- Contractor signature
- All required attachments included
- Submit to CBB office during business hours

Important: Do not pay permit fee until you receive signed approval and fee notification. The 6-month permit timeline begins when payment is received, not when application is submitted. Coordinate payment timing with contractor readiness.

DURING CONSTRUCTION

- Provide 3 days advance notice for inspections
- Keep approved plans onsite whenever contractor working
- Establish location markers before demolishing existing structures
- Schedule inspections before key milestones (pile driving, framing, backfill, final)
- Communicate any plan changes before implementation
- Complete work within 6 months of permit payment

PROJECT COMPLETION

- Schedule final inspection
- Ensure site properly restored
- Remove all construction debris
- Pay any additional inspection fees (if applicable)
- Obtain permit closeout confirmation

COMMON MISTAKES TO AVOID

- X Starting construction before permit approved
- X Paying permit fee before contractor ready to start
- X Assuming contractor sketches sufficient (engineered plans often required)
- X Thinking replacement structures don't need permits
- X Proceeding past inspection milestones without notifying District
- X Placing fill within flowage easement without approval
- X Cutting pilings instead of pulling them during demolition
- X Submitting incomplete application

PERMIT FEES (2025 BUNDLED STRUCTURE)

- Boathouse: \$900 (includes 5 anticipated inspections)
- Seawall: \$550 (includes 3 anticipated inspections)
- General Construction: \$450 (includes 3 anticipated inspections)
- Swimming Pool/House Pad: \$600 (includes 3 anticipated inspections)
- Maintenance/Repair: \$350 (includes 2 inspections)

Note: Additional inspections beyond those included will be billed at \$100 each. Fees are non-refundable once application is processed.

KEY ELEVATION REFERENCES (NGVD 1929)

Cypress Lake:

- • Pool Stage / Contour Line: 179.6 ft MSL
- • Flowage Easement: 187.5 ft MSL
- • Fee Line: Variable (District ownership boundary)

Black Bayou:

- • Pool Stage / Contour Line: 185.0 ft MSL
- • Flowage Easement: 190.3 ft MSL

QUESTIONS OR NEED ASSISTANCE?

Contact the District early in your planning process:

Cypress Black Bayou Recreation & Water Conservation District

135 Cypress Park Drive, Benton, Louisiana 71006

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