

# Section 408 Request to Alter USACE Civil Works Project

See instructions on page 2 of this form

NAME OF CIVIL WORKS PROJECT

NAME OF LOCAL SPONSOR FOR THE CIVIL WORKS PROJECT

## REQUESTER INFORMATION:

Name of Entity/Organization requesting Alteration

Address

Point of Contact for the requested Alteration (name and title)

City, State, Zip

Email

Phone

## ALTERATION DESCRIPTION:

(Describe in the space above a summary of the proposed Alteration in relation to the existing USACE Civil Works Project. The summary must use the existing stationing as per the As-Builts. Description must also include GPS coordinates of the impacted area for the USACE Civil Works Project. Additional plans, specs, etc...are to be included with this submittal for evaluation.)

### Provided That:

- Upon termination or expiration of this permission (whether by voluntary relinquishment by the requester, by revocation by the local sponsor or otherwise) the requester shall remove all structures, improvements, or appurtenances which may have been erected or constructed under this permission, and shall repair or replace any portion of the Levee System or right-of-way which may have been damaged by his/her operations (including grading and seeding, or sodding, if necessary), to the satisfaction of the local sponsor.
- The structure or operation for which this permission is issued shall be maintained by the requester in such manner as shall not injure or damage the Levee System, or interfere with its operation and maintenance in accordance with regulations of the Secretary of the Army.
- The structure or operation covered by this permission may be damaged, removed or destroyed by the local sponsor in time of flood emergency if such action is determined by the local sponsor to be necessary in order to preserve life or property or prevent damage or impairment to the use or safety of the Levee System, and the local sponsor shall not be liable to the requester for such damage or destruction.
- Unless otherwise specifically provided herein, this permission may be cancelled at any time by the local sponsor upon 10 days written notice mailed to the address shown above. During such 10-day period, (or such other period as may be provided herein), the requester will be permitted to remove any property or improvements installed under this permission, and to repair or replace any damage to the Levee System right-of-way or structures resulting from his/her use or operations. At the end of such period, the local sponsor shall have the right to possess and dispose of any such property or improvements remaining upon its right-of-way, and may proceed to repair or replace any such damage, and the requester herein shall be liable to the local sponsor for the full cost of such repairs or replacements.
- The construction, installation and maintenance of the structure or structures covered by this permission shall be subject to inspection by representatives of the local sponsor and the U.S. Army Corps of Engineers (USACE) at all reasonable times. In the event the work covered by this permission consists of or includes major construction, the cost of inspection thereof by the local sponsor and/or the USACE may be required to be paid by the requester.
- Requester agrees that it will not use the area or facilities covered by this permission for any purpose other than is specifically covered by this permission.

THIS ALTERATION PERMISSION SHALL NOT BE VALID UNTIL APPROVED BY THE LOUISVILLE DISTRICT LEVEE SAFETY OFFICER (LSO), U.S. ARMY CORPS OF ENGINEERS. **THE REQUESTER IS RESPONSIBLE FOR OBTAINING SECTION 10/404/103 PERMISSIONS THROUGH LOUISVILLE DISTRICT'S REGULATORY DIVISION, AS NECESSARY.**

## LOCAL SPONSOR AND REQUESTER SIGNATURES:

Authorized Representative of Local Sponsor  
[please print or type name and title]

Signature of Local Sponsor

Title

Date

Terms of this Alteration permission are hereby accepted.

Authorized Representative of Requester  
[please print or type name and title]

Signature of Requester responsible for O&M  
of Alteration

Title

Date

## USACE APPROVAL:

John R. Bock, P.E.  
Chief, Engineering Division and  
Levee Safety Officer

U.S. Army Corps of Engineers  
600 Dr. Martin Luther King Jr. Place  
Louisville, Kentucky 40202

Date

# Instructions

for

Form LRL-803, Section 408 Request to alter USACE Civil Works Projects

**NAME OF CIVIL WORKS PROJECT** – Provide the name of the Civil Works Project (i.e., levee/floodwall system, dam system, hydropower facilities, channel or navigation facilities) to be altered by this request.

**NAME OF THE LOCAL SPONSOR FOR THE CIVIL WORKS PROJECT** – Provide the name of the Local Sponsor who must be in agreement with this alteration request prior to forwarding to USACE for technical review. The Local Sponsor is the non-federal government organization responsible for operating and maintaining the USACE Civil Works Project and must authorize the alteration. For Civil Works Projects that are owned and operated by the USACE, a Local Sponsor would not exist.

**REQUESTER INFORMATION** - Provide the name of the entity, organization or company requesting the alteration to the USACE Civil Works Project. Information must also include the address, email, name, title, and phone number of a point of contact (POC) for the requested alteration. A request for Section 408 permission can originate from a Local Sponsor or an independent requester. The engineering design firm or consultant preparing the plans and specifications for the alteration shall **NOT** be the Requester.

**ALTERATION DESCRIPTION** – Provide a brief description of the proposed Alteration to include the work which will be accomplished in relation to the existing USACE Civil Works Project. The description must include the existing stationing of the project as per the As-Builts and must include GPS coordinates of the general area of the proposed Alteration. Plans, specifications, calculations, project schedule, sequence of construction, real estate levee requirements/encroachments, levee impacts, and other documents will be required for the USACE evaluation of the alteration and must be included with the submittal. Missing or incorrect information on the application will cause delays.

## **LOCAL SPONSOR AND REQUESTER SIGNATURES** –

**Authorized Representative of the Local Sponsor** - Provide the name, title, and signature/date of the Local Sponsor or an authorized representative. This is commonly signed by a Levee Commissioner, City Engineer, Public Works Director, or Mayor. Signature from the Local Sponsor indicates their approval and support for the proposed alteration.

**Authorized Representative of the Requester** – Provide the name, title, and signature/date of the individual or authorized representative of the entity, organization, or company who will be responsible for the proposed alteration and all associated communication. The engineering design firm or consultant preparing the plans and specifications for the alteration shall **NOT** be the Requester.

**USACE APPROVAL** – Form LRL-803 must be properly filled out prior to USACE technical review and must include the submittals necessary for the USACE to perform an evaluation of the proposed alteration. The Louisville District Levee Safety Officer (LSO) will approve once the technical evaluation has been completed and all issues have been resolved. Any unauthorized revisions to the alteration submittal package after approval by the LSO voids the approval of the Alteration.



Feel free to contact the Louisville District Levee Safety Section or the Section 408 Coordinator if you have any questions regarding these requirements at email: [LRL.Sec408@usace.army.mil](mailto:LRL.Sec408@usace.army.mil)