

Campsite/Surface Leasing Procedure

Procedures for obtaining a State surface lease.

1. Persons interested in leasing State Land for recreational purposes must complete a *Request for Advertisement of Surface Lease* and mail to the Office of State Lands (OSL). Please accompany the application with a check or money to cover advertisement fees. The advertisement fee is based on the Parish campsite area.
 - Iberia Parish: \$139.00
 - All other Parishes: \$75.00
2. The OSL will generate the publication and notify both the publisher and applicant. The advertisement will include dates of publication, minimum bid amount and bid due.
3. All bids must be submitted, sealed, prior to the date and time as noted in the advertisement. The word **BID** along with the **DATE** the bid is to be opened should be written on the outside of the envelope. Example:

<p>DIVISION OF ADMINISTRATION STATE LAND OFFICE Post Office Box 44124 Baton Rouge, Louisiana 70804-4124</p>	<p>Office of State Lands P.O. Box 44124 Baton Rouge, LA 70804</p>
<p>BID</p>	
<p>Opening Date: month/day</p>	

4. Bids are opened per the date/time noted in the advertisement. The highest bidder is awarded the lease. The winning bidder is responsible for paying the advertisement fees. Unsuccessful bids and advertisement fees are returned to applicants.

Check or money orders should be made payable to the *Office of State Lands*.

*Office of State Lands
P.O. Box 44124
Baton Rouge, LA 70804*

*Office of State Lands
1201 North 3rd Street
Suite G-223
Baton Rouge, LA 70802*

REQUEST FOR ADVERTISEMENT OF SURFACE LEASE

Completed forms should include a \$75.00 check or money order payable to the Office of State Lands to cover advertisement fees. Mail completed form and check to:

Applicant Information:

- Date: _____
- Name: _____
- Address: _____

- Phone: _____
- Email: _____

*Office of State Lands
P.O. Box 44124
Baton Rouge, LA 70804*

OR

*Office of State Lands
1201 North 3rd Street
Suite G-223
Baton Rouge, LA 70802*

Property Description:

- Campsite Area _____
- Lot number: _____
- Parish: _____

For office use only:

Bid#:
Advertised dates:
Bid opening:
Minimum bid:
Improvements:
Bid received (1)
Bid received (2)
Bid received (3)
New SL#

Check Remit No: _____

Remit Date: _____

Transmittal: _____

Approved by:

Land Manager _____

Date _____