

## LOUISIANA STATE LAND OFFICE

### APPLYING FOR PERMITS AND/OR LEASES

- Step 1:** **Parish Approval:** No permit application will be processed unless accompanied by a letter of No Objection from the parish in which the project is located.
- Step 2:** **Coastal Management:** If your project is located within the coastal zone, application should be made to the Department of Natural Resources, Coastal Management Division. Maps are available from the Coastal Management Division in order to determine whether or not your project is in the coastal zone. You may contact Coastal Management by writing to Dept. of Natural Resources, Coastal Management Division, Post Office Box 44487, Baton Rouge, Louisiana, 70804-4487, or by phone at (225) 342-7591 or 1-800-267-4019.
- Step 3:** **Corp of Engineers:** Apply to the U. S. Corps of Engineers for the appropriate federal permits.
- Step 4:** **The Permit Application Form:** The State Land Office Application Form is easy to complete. These forms may be obtained by contacting the State Land Office at (225) 342-4578. You can also write to us at P.O. Box 44124, Baton Rouge, LA 70804-4124.
- Step 5:** **Permit Number:** Leave this blank. A permit number will be assigned by the State Land Office.
- Step 6:** **Parish:** Complete this blank with the name of the parish in which your proposed project is located.
- Step 7:** **Between:** Complete this blank with the name of the agent, individual, or individuals whose name should appear on the permit.
- Step 8:** **Body of Water:** Complete this blank with the name of the water bottom impacted by your proposed project.
- Step 9:** **Dates:** It is not necessary that the applicant complete any blank on the permit application requiring a date, this information will be completed by the State Land Office.
- Step 10:** **Name:** Complete this blank with the full name as it appears on the document submit as evidence of ownership to the private lands contiguous to the state owned water bottoms impacted by your proposed project. If a business name is used, make certain the name is completed as it should appear on all legal documents associated with the property. In the case where an agent is acquiring the permit on his client's behalf, complete this blank with the agent's name, or business name.
- Step 11:** **Address:** This should be the mailing address utilized when the fully executed document is forwarded, and also for any written correspondence concerning your permit application.
- Step 12:** **Project Description:** Leave blank, this information will be completed by the State Land Office.

**Step 13:** **Thus Executed and Signed :** A Notary Public should complete the top portion of this page with the appropriate information.

**Step 14:** **Witnesses:** Every permit must be signed by two witnesses.

**Step 15:** **Permittee:** The individual obtaining the permit for himself, or on behalf of the private owner should sign in this blank. If more than one **Permittee** is named, simply have the additional person sign beneath the name of the first.

**Step 16:** **Notary:** After the witnesses, and permittee have signed the form the Notary completes the application with his signature and stamp.

All Permits must be accompanied by three plats, a plan view, vicinity map, and cross section. Preparation of these plats may be done by an individual other than a licensed surveyor or engineer, but is a difficult task unless one has some knowledge of surveying terms and maps. Only in the case of a **Class A Permit**, is it required that all plats submitted be prepared by a qualified professional. Refer to the appropriate list of application requirements in The Rules and Regulations for Water Bottoms Management for the information needed to process your individual permit application. The information presented on these plats allow the State Land Office to accurately identify the location, extent, and description of the proposed project as it relates to public and private property. Accuracy of information received to process your permit application gravely affects the amount of time before your permit may be issued. Please pay special attention to the details of your plan view, vicinity map, cross section and inclusion of referenced surveys.