

LAFOURCHE PARISH PLANNING DEPARTMENT
P.O. Box 425 - 4876 Hwy. 1 Mathews, La 70375
985-537-7608 / 1-800-794-3160 Fax 985-493-6611

MOBILE HOME / RV PARK APPLICATION FORM

1. MOBILE HOME / RV PARK NAME: _____
2. Classification: _____ Mobile Home Park _____ Recreational Vehicle (RV) Park
_____ Industrial Mobile Home Park Type of Business: (If Industrial) _____
3. No. of Spaces: _____ Number of lease sites or lots (if Industrial M/H Park): _____ Total Acreage: _____
4. Approval Requested: _____ Sketch Plat _____ Final Plat _____ Issuance of Certificate of Occupancy
5. Owner(s) Name & Address _____
Phone No. _____ Email Address: _____
6. Agent's Name & Address: _____
Phone No. _____ Email Address: _____
7. Engineer/Surveyor Name & Address: _____
Phone No. _____ Email Address: _____
8. Property Location:
On the _____ side of _____ approximately _____ ft. _____ of _____
(N,S,E,W) (Street Hwy.) (N,S,E,W) (Street/Landmark)
9. Was this Mobile Home Park / RV Park ever before the Planning Commission? If so, when? _____
What approval(s) were given: _____
10. Have any changes been made since this plat was last before the Commission? If so, please describe: _____
11. Is a variance from the Mobile Home Park / RV Regulations being requested? (Y/N) _____
If so, please describe: _____
Enclose check or money order for (see fee schedule) made payable to Lafourche Parish Government if variance is requested.
12. Please provide the list of names and addresses or property owners(s) within 100 feet of your property division. (A list can be obtained from the Clerk of Court's Office or the Tax Assessor's Office and attach to this form):
13. **Application Checklist: (Sketch Approval)**
 - ____ 1. Application Fee (refer to fee schedule) plus **Current Certified Postage Fee for each surrounding property owner** Payable to Lafourche Parish Government.
 - ____ 2. Affidavit of Ownership (signed by all owners) and notarized.
 - ____ 3. Ten (10) copies of the Survey Plat with required information from the Mobile Home/RV Park Regulations.
 - ____ 4. Letters from agencies/utility companies confirming the availability of service in the area:
____ Gas Co. _____ Electric Co. _____ Cable Co. _____ 911 Addressing
____ Water District _____ Telephone Co. _____ Letter of "No Objection" from the Board of Health.

Date of Sketch Plat Application: _____ Date Approved: _____

14. Application Checklist: (Final Plat Approval)

- _____ 1. Eleven (11) copies of the final plat with required information from the Mobile Home/RV Park Regulations
- _____ 2. One (1) copy of "As Built" (if applicable)
- _____ 3. Final Fee based on number of lots/spaces
 - _____ 3-5 spaces (refer to fee schedule)
 - _____ 6-20 spaces (refer to fee schedule)
 - _____ over 20 spaces (refer to fee schedule)

- _____ 4. Inspection Fees:
 - _____ 1st Inspection (refer to fee schedule)
 - _____ Additional Inspections (refer to fee schedule)

- _____ 5. Written report from the Utility Companies confirming the installation of services (if applicable):
 - _____ Water District (water line, fire hydrant) Date: _____
 - _____ Electric Co. (lighting facilities) Date: _____
 - _____ Other Date: _____

- _____ 6. Certification from engineer that sewer system has been installed according to plans submitted to Board of Health
Date: _____

- _____ 7. Copies of signed and recorded plats from Clerk of Court's Office once completed.

Date of Final Plat Application: _____ Date Completed: _____

***MOBILE HOME / RV PARK
CERTIFICATE OF OCCUPANCY***

(RESPONSIBILITY OF THE DEVELOPER/SURVEYOR)

NAME OF MOBILE HOME / RV PARK: _____

1. _____ Written request for final inspection. The written request for final inspection must also contain a clause certifying that the construction was completed in conformity with the plans, as approved by the Planning Commission, under his seal and signature as a registered civil engineer in the State of Louisiana. Date: _____
2. _____ Submit affidavit confirming Mobile Home / RV Park being "Private" and relieving the Parish of any maintenance responsibilities Date: _____
3. _____ Mobile Homes Skirted (Applies only to Industrial Mobile Home Park) Date: _____
4. _____ Letter from Lafourche Parish Water District confirming the installation of fire hydrant(s) according to their specifications (if applicable) Date: _____
5. _____ Letter from the Permits Department confirming the Mobile Home/ RV Park has met all of the Building Code Requirements.
(Final Plats cannot be signed and recorded for the issuing of permits without this letter)
**** Request for this inspection once completed is handled through the Permit Department and is separate from the request made to the Planning Department as stated in #1 above.*

BE COMPLETED BY THE PLANNING DEPARTMENT:

Date File Completed: _____ Plat Filed and Recorded: _____ Entry # _____

The following will serve as an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Office of the Lafourche Parish Clerk of Court. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract sale was executed. IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

AFFIDAVIT OF OWNERSHIP

STATE OF LOUISIANA
PARISH OF LAFOURCHE

BEFORE ME, the undersigned authority, Notary Public, personally came and appeared

_____, who after being duly sworn did depose and
(Name of Owner(s))

declare, under oath, that he/she/they acquired ownership (use percentages of ownership of applicant(s).)

of land subdivided by virtue of the following act(s) of sale:

Dated and recorded _____, in COB _____, page _____,
under entry number _____ in the office of the Clerk of Court for the Parish of Lafourche.

I, _____, hereby depose and say that after reading of the whole,
all of the above statements and the statements contained in the papers submitted herewith are true

(Owner's Signatures)

Mailing Address _____

Subscribed and Sworn to before me this _____ day of _____,
20____.

NOTARY PUBLIC