

LAFOURCHE PARISH GOVERNMENT  
PLANNING DEPARTMENT  
1618 Hwy. 182 / P.O. Box 1661  
Raceland, LA 70394  
985-537-7603/1-800-794-3160/Fax 985-537-5173

MOBILE HOME / RV PARK APPLICATION FORM

1. MOBILE HOME / RV PARK NAME: \_\_\_\_\_
  2. Classification: \_\_\_\_\_ Mobile Home Park  
\_\_\_\_\_ Industrial Mobile Home Park Type of Business: (If Industrial) \_\_\_\_\_  
\_\_\_\_\_ Recreational Vehicle (RV) Park
  3. Approval Requested: \_\_\_\_\_ Sketch Plat \_\_\_\_\_ Final Plat
  4. No. of Spaces: \_\_\_\_\_ Number of lease sites or lots (if Industrial M/H Park): \_\_\_\_\_ Total Acreage: \_\_\_\_\_
  5. Owner(s) Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_
  6. Agent's Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_
  7. Engineer/Surveyor Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_
  8. Property Location:  
On the \_\_\_\_\_ side of \_\_\_\_\_  
(N, S, E, W) (Street Hwy.)  
and \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_  
(Distance) (N.S, E or W) (Street, Landmark)
  9. Was this Mobile Home Park / RV Park ever before the Planning Commission? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when? \_\_\_\_\_ What approval(s) were given: \_\_\_\_\_
  10. Have any changes been made since this plat was last before the Commission? (Y/N) \_\_\_\_\_  
If so, please describe: \_\_\_\_\_
  11. Is a variance from the Mobile Home Park / RV Regulations being requested? (Y/N) \_\_\_\_\_  
If so, please describe: \_\_\_\_\_  
\_\_\_\_\_
  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):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date of Sketch Plat Application: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Date of Final Plat Application: \_\_\_\_\_ Date Completed: \_\_\_\_\_

TO BE COMPLETED BY THE PLANNING DEPARTMENT:

Date File Completed: \_\_\_\_\_ Plat Filed and Recorded: \_\_\_\_\_ Entry # \_\_\_\_\_

## MOBILE HOME / RV CHECKLISTS

### (RESPONSIBILITY OF THE DEVELOPER/SURVEYOR)

NAME OF MOBILE HOME/RV PARK: \_\_\_\_\_

#### SKETCH PLAT REVIEW:

- \_\_\_\_\_ 1. Application
- \_\_\_\_\_ 2. Affidavit of ownership (signed by owner(s) and notarized)
- \_\_\_\_\_ 3. \$300.00 Sketch Plat fee payable to Lafourche Parish Planning Commission
- \_\_\_\_\_ 4. Ten (10) copies of Sketch Plat with information from required Mobile Home Park/ RV Park Regulations
- \_\_\_\_\_ 5. Street name request form (if applicable) from 911 Addressing Dept.
- \_\_\_\_\_ 6. Letters from agencies/utility companies confirming the availability of service in the area
  - \_\_\_\_\_ Gas Co. Date: \_\_\_\_\_
  - \_\_\_\_\_ Water District Date: \_\_\_\_\_
  - \_\_\_\_\_ Electric Co. Date: \_\_\_\_\_
  - \_\_\_\_\_ Telephone Co. Date: \_\_\_\_\_
  - \_\_\_\_\_ Cable Co. Date: \_\_\_\_\_
  - \_\_\_\_\_ Letter of No Objection from Board of Health Date: \_\_\_\_\_
  - \_\_\_\_\_ 911 Addressing Date: \_\_\_\_\_

**(ITEMS NUMBER 1 THROUGH 4 PLUS THE NAMES AND ADDRESSES OF THE SURROUNDING PROPERTY OWNER(S) WITHIN 100 FEET OF THE DEVELOPMENT MUST BE PRESENTED AT TIME OF APPLICATION) (Items 5 & 6 may follow)**

#### FINAL PLAT REVIEW

- \_\_\_\_\_ 1. Eleven (11) copies of the final plat with required information from the Mobile Home/RV Park Regulations
- \_\_\_\_\_ 2. Three (3) copies of "As Builts" (if applicable)
- \_\_\_\_\_ 3. Final Fee based on number of lots/spaces
  - \_\_\_\_\_ 3-5 spaces \$150.00
  - \_\_\_\_\_ 6-20 spaces \$225.00
  - \_\_\_\_\_ over 20 spaces \$300.00
- \_\_\_\_\_ 4. Inspection Fees:
  - \_\_\_\_\_ 1st Inspection \$ 125.00
  - \_\_\_\_\_ Additional Inspections \$ 75.00
- \_\_\_\_\_ 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. Verification from the Fire Marshall (if applicable)
- \_\_\_\_\_ 8. Copies of signed and recorded plats from Clerk of Court's Office once 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 Parks ) Date: \_\_\_\_\_
4. \_\_\_\_\_ Letter from Lafourche Parish Water District confirming the installation of fire hydrant(s) according to their specifications (if applicable) Date: \_\_\_\_\_

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