



Application for Certificate of Authority for Publicly Owned Cemeteries INSTRUCTIONS

1. Application must be completed in full and executed by the mayor and councilmen/aldermen, members of a police jury, or members of a cemetery board or commission established for the purpose of operating and/or managing a publicly owned cemetery.
2. Application fee in the amount of six hundred dollars (\$600.00). Please make check or money order payable to the Louisiana Cemetery Board. **NOTICE: Pursuant to LAC 46:XIII.701(B): If the applicant fails to submit the necessary documentation needed to complete an application, or the application remains incomplete and pending for a period in excess of 180 days without the applicant applying for and being granted an extension for good cause shown, the application shall be considered void, and any application fees paid in conjunction therewith shall be forfeited by the applicant and shall not be refunded; thereafter a new application for license must be submitted by the applicant, together with the payment of the applicable application fee without credit for any fees previously paid.**
3. The following documents must accompany the Application for Certificate of Authority:
 - a) **CERTIFIED** copy of charter of, or statute creating, the governing authority, which acquires, establishes, or maintains one or more public cemeteries.
 - b) **CERTIFIED** copy of governing authority's title to property, lease, or other agreement authorizing applicant to operate a cemetery on the property.
 - c) **If a new cemetery**, certificate of city and/or parish planning commission/agency having jurisdiction over zoning matters stating the property on which the cemetery is to be located is properly zoned for that purpose and cemetery authority has complied with zoning ordinances, sanitary rules, and regulations, and the like. **If no zoning exists**, the Board must be provided with a statement from the city and/or parish planning commission/agency having jurisdiction over zoning stating same.
 - d) **CERTIFIED** copy of Act of Dedication. Sample Act of Dedication is enclosed for your use. **If cemetery is in existence**, submit a confirmation letter advising portions of property dedicated and undedicated.
 - e) A survey or plan of the cemetery property site.
 - f) A survey or plan of the cemetery, showing sections, blocks, plots, avenues, walks, or other subdivisions with descriptive names and numbers. **If a new cemetery**, the areas to be initially developed should be delineated on the survey. **In the case of a mausoleum or columbarium**, a substantial map or plat delineating the sections, halls, rooms, corridors, elevations, or other divisions with descriptive names and numbers.
 - g) Mortgage certificate from the Clerk of Court or Recorder of Mortgages showing the property on which the cemetery is located is free and clear of all mortgages, liens and encumbrances. **Mortgage certificate must be run in the name(s) of all persons or entities owning the property in the last ten (10) years.**
 - h) Itemized statement estimating cemetery receipts and expenditures for the next two (2) years.
 - i) Form of a cemetery deed, title, or certificate of interment right
 - j) Form of cemetery sales contract and/or purchase agreement
 - k) Cemetery rules and regulations

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If assets, stock or membership interest of Cemetery Authority has been acquired through donation, the following will also be required:

l) Copy of the Act of Donation.

If the cemetery has an existing pre-need Merchandise Trust Fund, the following will also be required:

m) Any amendments to the Merchandise Trust Agreement. Either, confirmation Merchandise Trust Fund is remaining with present trustee; or if trust fund is being transferred to a successor trustee, all documentation required by La. R.S. 8:505.2 regarding orderly transfer of trust fund.

If the cemetery has contracted the services of a Cemetery Sales or Cemetery Management Organization, the following will also be required:

n) Executed copy of all contract(s) between Cemetery Authority and Cemetery Sales or Cemetery Management Organization(s).

4. There shall be submitted to the Board such additional information and/or documentation the Board may deem necessary.

IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF THE APPLICATION FOR CERTIFICATE OF AUTHORITY, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW.

IMPORTANT: THE LOUISIANA CEMETERY BOARD HAS JURISDICTION OVER THE PROVISIONS OF TITLE 8, AND ISSUANCE OF A CERTIFICATE OF AUTHORITY DOES NOT INDICATE CEMETERY IS IN COMPLIANCE WITH OTHER FEDERAL AND/OR STATE LAWS

THIS APPLICATION AND ATTACHMENTS ARE PUBLIC RECORD EXCEPT TO THE EXTENT THEY ARE EXCEPTED, EXEMPTED, OR LIMITED BY LAW; AND THEY WILL BE FURNISHED TO PERSONS, FIRMS, ASSOCIATIONS, CORPORATIONS, ETC., MAKING A WRITTEN PUBLIC RECORDS REQUEST PURSUANT TO TITLE 44. IF APPLICANT CONSIDERS ANY SUBMISSIONS OF INFORMATION CONFIDENTIAL AND EXCEPTED, EXEMPTED OR LIMITED BY LAW, PLEASE MARK SAME ACCORDINGLY.

Louisiana Cemetery Board
3445 N. Causeway Blvd., Suite 509
Metairie, LA 70002
Telephone 504-838-5267 - Toll Free 1-866-488-5267 – Fax 504-838-5289
Website: www.lcb.state.la.us