



## APPLICATION FOR PRE-CONSTRUCTION SALES PROJECT INSTRUCTIONS

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*La. R.S. 8:606 and 8:705.1 provides:*

*"Prior to the first sale of a cemetery space or the right of use or interment in any cemetery space in a structure which has not yet been constructed or developed, the cemetery authority shall submit to the board the following:*

- 1. A copy of the preliminary plans.*
  - 2. A map or plat delineating the sections, blocks, plots, avenues, walks, halls, rooms, corridors, elevations, sections, blocks, plots or other subdivisions, with descriptive name and numbers.*
  - 3. A copy of all sales promotion material.*
  - 4. A copy of the pre-construction sales contract."*
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1. Application must be completed in full and executed by an authorized representative of the Cemetery Authority.
2. Application fee in the amount of two hundred fifty dollars (\$250.00). Please make check or money order payable to the Louisiana Cemetery Board.
3. The following information must accompany the Application for Pre-Construction Sales Project:
  - A copy of the preliminary plans.
    - Please submit a Site Plan and Floor Plan, which include the number of elevations; number of burial spaces, crypts, and niches; a list of materials to be used in construction; a list of features (stained glass, statuary, fountains, etc.) and their location(s); and a rendered perspective drawing of the completed project, if available.
  - A map or plat delineating the sections, blocks, plots, avenues, walks, halls, rooms, corridors, elevations, sections, blocks, plots or other subdivisions, with descriptive names and numbers.
  - A copy of all sales promotion material.
  - A copy of the pre-construction sales contract.
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 A PRE-CONSTRUCTION SALES PROJECT, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW.**

**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  
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