



Application for EXEMPT Certificate of Authority INSTRUCTIONS

This application is for cemeteries which are exempt as provided for by La. R.S. 8:78, which states: "The provisions of this Chapter shall not apply to family burial grounds, fraternal cemeteries, municipal cemeteries, community cemeteries, state cemeteries, federal cemeteries or religious cemeteries that do not sell cemetery spaces, sell the right of use or interment in any cemetery space, or charge a maintenance fee per cemetery space for an amount in excess of three hundred dollars."

1. Application must be completed in full and executed by each owner, partner, and principal stockholder, owning 10% or more, or a majority of the officers and directors if the Applicant is an association or non-profit corporation.
2. The following documents must accompany the Application for EXEMPT Certificate of Authority:
 - a) Certified copy of Articles of Incorporation or Charter.
 - b) Copy of by-laws, if they exist.
 - c) Certified copy of Applicant's title to property or lease, or other agreement authorizing applicant to operate a cemetery on the property.
 - d) A 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.
 - e) 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.
 - f) A survey or plan of the cemetery property site.
 - g) 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.
 - h) Copy of a 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.
 - i) Copy of cemetery deed, sales contract, and rules and regulations.
3. 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 AUTHORITY IS IN COMPLIANCE WITH OTHER FEDERAL AND/OR STATE LAWS.

THIS APPLICATION AND ATTACHEMENTS 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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