



## APPLICATION FOR PRE-CONSTRUCTION SALES PROJECT INSTRUCTIONS

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*La. R.S. 8:606A, 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, 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, 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 owner, officer, director, general manager, or authorized representative of the Cemetery Authority.
2. 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 prospective of the completed project, if available.
  - A map or plat delineating the sections, blocks, plots, avenues, walks, halls, rooms, corridors, elevations, or other subdivisions, with descriptive name and numbers.
  - A copy of all sales promotion material.
  - A copy of the pre-construction sales contract.
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 A PRE-CONSTRUCTION SALES PROJECT, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW.**

**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.**

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