



Louisiana Department of Natural Resources  
 Office of Mineral Resources (OMR)  
 Telephone: (225) 342-0213 or (225) 342-2792  
 Email: LeasingSection@la.gov

## LETTER OF APPLICATION

For a Mineral Lease on State or State Agency Lands or Water Bottoms

FOR INTERNAL USE ONLY	
Date Received:	
Application Number:	

### Step 1 of 10 APPLICANT INFORMATION

Who is applying for the mineral lease?	<b>Identification:</b>	_____	
		OMR ID Number	
		_____	
		Federal Tax ID/ SSN or EIN	
	<b>Applicant/Company Name:</b>	_____	
		Legal Name of Applicant	
	<b>Mailing Address:</b>	_____	
		Street Address or P.O. Box (Line 1)	
		_____	
		Street Address or P.O. Box (Line 2)	
	_____		
	City	State	Zip
<b>Phone Number:</b>	_____		
	(999) 999-9999		
<b>Fax Number:</b>	_____		
	(999) 999-9999		
<b>Email Address:</b>	_____		
	Example: <a href="mailto:Joe@mail.com">Joe@mail.com</a>		

### Step 2 of 10 CONTACT INFORMATION

Who should be contacted regarding this application?	<b>Contact Name:</b>	_____
		Person to Contact
	<b>Phone Number:</b>	_____
		(999) 999-9999
	<b>Email Address:</b>	_____
	Example: <a href="mailto:Joe@mail.com">Joe@mail.com</a>	

### Step 3 of 10 OFFICIAL ADVERTISEMENT NAME

What name should be published as the applicant?	<b>Applicant name to publish:</b>	_____
		Applicant Name to Publish

**Step 4 of 10**

**CATEGORY DOCUMENTATION AND INFORMATION**

Upon choosing a Lease Category, select a specific State Lease Category from item 1 or a specific State Agency Lease Category from item 2. Check the appropriate checkbox(es) under the category selected.

**A. LEASE CATEGORY (choose from only one category below)**

- State Lease
- State Agency Lease

**1. State Lease Categories (choose from only one category below)**

- Offshore
- Inland
- Louisiana Department of Wildlife and Fisheries Area/State Owned
  - Atchafalaya Delta WMA
  - Attakapas WMA
  - Biloxi WMA
  - Loggy Bayou WMA
  - Marsh Island Wildlife Refuge
  - Pass-A-Loutre WMA
  - Pointe Aux Chenes WMA
  - Red River WMA
  - Rockefeller Wildlife Refuge
  - Sabine WMA
  - Salvador WMA
  - Sherburne WMA
  - Other \_\_\_\_\_
- School Indemnity Lands
- Tax Adjudicated Lands
- Vacant State Lands
- White Lake
  - White Lake Water Bottoms as of 1942
  - White Lake Eroded Shoreline from 1942
  - White Lake Alleged Section 16 School Lands

**2. State Agency Lease Categories (choose from only one category below)**

- State Agency

**Agency:** \_\_\_\_\_

Agency Name

- Louisiana Department of Wildlife and Fisheries Area/LDWF Owned
  - Bayou Pierre WMA
  - Russell Sage WMA
  - Sabine Island WMA
- Section 16 School Lands

Parish(es)	Township Percentage (If lie in a township falling in more than one parish)	Certified copy of a resolution is provided	Date of Resolution (MM/DD/YYYY)
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

- If lie in a township falling in more than one parish, a copy of the State Land Office Section 16 School Lands Parish Records that set forth the township percentage lying within each parish is provided.

**Step 5 of 10****OWNERSHIP INFORMATION AND TITLE DOCUMENTATION**

Does the State or State Agency own surface and mineral rights or mineral rights only? Complete item A.

**A. Surface and Mineral Rights**

- Surface and Mineral Rights
- Mineral Rights Only
- A copy of the title deed (patent preferred, but if no patent issued, the sale deed/procès verbal of the tax sale) whereby the state or state agency severed its ownership of the surface rights and the surface owner acquired his interest in the property is provided.
- A copy of the title deed (procès verbal of the tax sale/tax adjudication) whereby the state acquired its ownership interest in the property is provided.
- A certified copy of the resolution by the state agency is provided.

State or State Agency Minerals Rights Ownership Percentage \_\_\_\_\_

Does the nomination include a Legal Area? If yes, complete item B.

**B. Legal Area**

- A copy of the compromise instrument(s) is provided.
- A copy of the judgment(s) is provided.

Does the nomination include a Freeze Statute Area pursuant to LSA- R.S. 9:1151? If yes, complete item C.

**C. Freeze Statute Area pursuant to LSA-R.S. 9:1151**

- A copy of the private mineral lease "freezing" private ownership is provided.
- Supporting documentation that the private mineral lease is currently held by production is provided.

Does the nomination include a Freeze Statute Area pursuant to LSA- R.S. 9:1152? If yes, complete item D.

**D. Freeze Statute Area pursuant to LSA-R.S. 9:1152**

- Evidence that the State of Louisiana acquired the lands from an agency or political subdivision of the state due to the action of navigable water occurring after the effective date of the Louisiana State Constitution of 1921 is provided.
- Evidence that the lands were not subject to a mineral lease granted by the State of Louisiana on the effective date of the statute [September 3, 1984] is provided.
- Evidence that the lands were subject to a mineral lease granted by such agency or political subdivision, or its governmental predecessor, on the effective date of the statute [September 3, 1984] is provided.

**Step 6 of 10****ACREAGE AND LOCATION INFORMATION**

What is the amount of nominated acres? Enter in item A.

**A. Acreage Amount**

\_\_\_\_\_ Number of Acres

What Parish(es) does the nominated acreage fall in? Enter in item B.

**B. Parish(es)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Step 6 of 10**      **ACREAGE AND LOCATION INFORMATION (CONTINUED)**

Was the legal description of the nominated acreage given by Section(s), Township(s) and Range(s)? If so, what Section(s), Township(s) and Range(s) does the nominated acreage fall in? Enter in item C.

**C. Section/Township/Range**

Section(s)	Township(s)	Range(s)

Is the nominated acreage offshore? If so, enter Block Name and Block Number in item D.

**D. Offshore Area**

Block Name	Block Number

**Step 7 of 10**      **ACREAGE AND LOCATION DOCUMENTATION**

Check the appropriate checkbox(es) in items A through C to indicate the acreage and location documentation being submitted.

- A.  **Written Property Description.** One (1) original paper version. One (1) electronic version included on the Diskette as a Word .doc file.
- B.  **Plat.** One (1) original paper version. One (1) electronic version included on the Diskette as a .pdf file.
- C.  **Diskette.** Containing one (1) electronic version of the Written Property Description as a Word .doc file, one (1) electronic version of the Plat as a .pdf file, and one .dxf file (if applicable). Labeled as required.

**Step 8 of 10**      **NOMINATION FEE PAYMENT**

Has the nomination fee been paid?

- Payment of the four hundred dollar (\$400.00) Nomination Fee via check (personal or business) made out to the *Office of Mineral Resources*.

**Step 9 of 10**      **OMR CONTACT INFORMATION**

Note OMR contact information to be used.

**A. For Application Submission**

Office of Mineral Resources  
Louisiana Department of Natural Resources  
**Attention: Leasing Section**

*Baton Rouge Office Physical Address:*  
617 North 3<sup>rd</sup> Street  
8<sup>th</sup> Floor  
Baton Rouge, Louisiana 70802

*Baton Rouge Office Mail Address:*  
P.O. Box 2827  
Baton Rouge, Louisiana 70802

**B. For Nomination Questions**

**Leasing Section**  
Petroleum Lands Division  
Office of Mineral Resources  
Louisiana Department of Natural Resources

*Baton Rouge Office Physical Address:*  
617 North 3<sup>rd</sup> Street  
8<sup>th</sup> Floor  
Baton Rouge, Louisiana 70802

*Email Address:* [LeasingSection@la.gov](mailto:LeasingSection@la.gov)  
*Section Phone:* (225) 342-0213 or (225) 342-2792  
*Section Fax:* (225) 342-4957

**Step 10 of 10**      **SIGNATURE AND DATE**

Sign and Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date