



Louisiana Department of Energy and
Natural Resources
Office of Mineral Resources (OMR)
Telephone: (225) 342-2792 or (225) 342-1080
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?	Identification: OMR ID Number _____	
	Applicant/Company Name: Legal Name of Applicant _____	
	Mailing Address: Street Address or P.O. Box (Line 1) _____ Street Address or P.O. Box (Line 2) _____ City _____ State _____ Zip _____	
	Phone Number: (999) 999-9999 _____	
	Fax Number: (999) 999-9999 _____	
	Email Address: Example: Joe@mail.com _____	
Step 2 of 10	CONTACT INFORMATION	
Who should be contacted regarding this application?	Contact Name: Person to Contact _____	
	Phone Number: (999) 999-9999 _____	
	Email Address: Example: Joe@mail.com _____	
Step 3 of 10	OFFICIAL ADVERTISEMENT NAME	
What name should be published as the applicant?	Applicant name to publish: 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 ☐ Red River WMA
- ☐ Attakapas WMA ☐ Rockefeller Wildlife Refuge
- ☐ Biloxi WMA ☐ Sabine WMA
- ☐ Loggy Bayou WMA ☐ Salvador WMA
- ☐ Marsh Island Wildlife Refuge ☐ Sherburne WMA
- ☐ Pass-A-Loutre WMA ☐ Other _____
- ☐ Pointe Aux Chenes WMA
- ☐ 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)																				
<p>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.</p> <p>Is the nominated acreage offshore? If so, enter Block Name and Block Number in item D.</p>	<p>C. Section/Township/Range</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f2f2f2;"> <th style="width: 33%;">Section(s)</th> <th style="width: 33%;">Township(s)</th> <th style="width: 33%;">Range(s)</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		Section(s)	Township(s)	Range(s)															
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<p>D. Offshore Area</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f2f2f2;"> <th style="width: 60%;">Block Name</th> <th style="width: 40%;">Block Number</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>		Block Name	Block Number																	
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Step 7 of 10	ACREAGE AND LOCATION DOCUMENTATION																				
<p>Check the appropriate checkbox(es) in items A through C to indicate the acreage and location documentation being submitted.</p>	<p>A. <input type="checkbox"/> Written Property Description. One (1) original paper version. One (1) electronic version included on the Flash drive as a Word .doc file.</p> <p>B. <input type="checkbox"/> Plat. One (1) original paper version. One (1) electronic version included on the Flash drive as a .pdf file.</p> <p>C. <input type="checkbox"/> Flash drive. 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.</p>																				
Step 8 of 10	NOMINATION FEE PAYMENT																				
<p>Has the nomination fee been paid?</p>	<p><input type="checkbox"/> Payment of the six hundred dollar (\$600.00) Nomination Fee via check (personal or business) made out to the <i>Office of Mineral Resources</i>.</p>																				
Step 9 of 10	OMR CONTACT INFORMATION																				
<p>Note OMR contact information to be used.</p>	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>A. For Application Submission</p> <p>Office of Mineral Resources Louisiana Department of Energy and Natural Resources Attention: Leasing Section <i>Baton Rouge Office Physical Address:</i> 617 North 3rd Street 8th Floor Baton Rouge, Louisiana 70802-5428</p> <p><i>Baton Rouge Office Mail Address:</i> P.O. Box 2827 Baton Rouge, Louisiana 70821-2827</p> </td> <td style="width: 50%; vertical-align: top;"> <p>B. For Nomination Questions</p> <p>Leasing Section Energy Lands Division Office of Mineral Resources Louisiana Department of Energy and Natural Resources <i>Baton Rouge Office Physical Address:</i> 617 North 3rd Street 8th Floor Baton Rouge, Louisiana 70802</p> <p><i>Email Address:</i> LeasingSection@la.gov Section Phone: (225) 342-2792 or (225) 342-1080 Section Fax: (225) 342-4527</p> </td> </tr> </table>			<p>A. For Application Submission</p> <p>Office of Mineral Resources Louisiana Department of Energy and Natural Resources Attention: Leasing Section <i>Baton Rouge Office Physical Address:</i> 617 North 3rd Street 8th Floor Baton Rouge, Louisiana 70802-5428</p> <p><i>Baton Rouge Office Mail Address:</i> P.O. Box 2827 Baton Rouge, Louisiana 70821-2827</p>	<p>B. For Nomination Questions</p> <p>Leasing Section Energy Lands Division Office of Mineral Resources Louisiana Department of Energy and Natural Resources <i>Baton Rouge Office Physical Address:</i> 617 North 3rd Street 8th Floor Baton Rouge, Louisiana 70802</p> <p><i>Email Address:</i> LeasingSection@la.gov Section Phone: (225) 342-2792 or (225) 342-1080 Section Fax: (225) 342-4527</p>																
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