

PRELIMINARY Map & Document Requirements for April 1 Submittal

***NOTE: Electronic Submittals** are requested in PDF format. Please name your document (TITLE BLOCK & file doc name by the same name we use in the submittal list (ex. Narrative, state map, boundary map, etc.). Please use appropriate legible font size for text on printed maps & plans at 8 -1/2x11 or 11 x 14. Use **black font only**. Text on maps should be **black font on white background**. Each document should be saved and submitted as an individual PDF. We will print your electronic submittals but will not be able to manipulate text. Photo copies or poor quality scanned copies are not acceptable. Examples provided by the state may not be perfect, and do not necessarily constitute an endorsement by the Louisiana Office of State Parks. Be sure to follow guidelines and provide elements as listed below.*

1. **APPLICATION FORM:** Complete our form
2. **SPONSOR CONTACT FORM** – Provide us with current contact information for the Sponsor (municipality applying for grant), applicant author and Co-Sponsor if applicable. Non municipalities, Recreation Districts are required to partner with parish or city as Cosponsor. Use our form.
3. **STATE & PARISH MAP:** can be together on same page as long as text is legible at 8 ½ x 11
 - Show entire State on 8 1/2 x 11 map including interstates and major highways
 - Parish Map shall show Entire Parish on 8 ½ x 11 map including interstates and major roads.
 - Identify the approximate location of the project on both state & parish maps. Use a BOLD dot or ARROW and the words “SITE”.
4. **VICINITY MAP & DRIVING DIRECTIONS** – OK to use Google Maps or similar
 - Locate & label project site with a bold black arrow.
 - Label route & adjacent streets, highways & interstate.
 - Provide North arrow.
 - Provide project name and town, city or village
 - Information should coordinate with Boundary Map and Legal Description.
 - Provide driving directions from nearest interstate or major highway
5. **CONCEPTUAL PLAN** – Required for both Acquisition and Development Projects - an informal conceptual plan is acceptable as long as the required information is clearly communicated. Include proposed development for the area regardless of existing or proposed 6(f) boundary. For June 1 submittal, you will refine and provide more detail by submitting a Development Plan.
 - Identify proposed & existing facilities
 - Identify (if applicable) support facilities such as parking, walks and landscaping.
6. **REGIONAL RECREATION MAP:** Provide information for the municipality you represent. Plan to include existing and planned recreation areas and facilities. Indicate LWCF sites (red), non LWCF sites (black) and identify shared use sites such as school and church playgrounds, community facilities. Provide regional master plan or community development plan with recreational components to the state via upload, CD or thumb drive mailed in to the Office of State Parks
 - Locate & Label existing recreation areas on Area, City Map or Vicinity Map.
7. **FACILITY INVENTORY:** list outdoor recreation facilities on an Excel spreadsheet format. See example
8. **NARRATIVE** –Required for both Development and or Combination Acquisition Development Projects.
 - Provide information as per NARRATIVE GUIDELINES using our format. Request MS Word version if you cannot convert from PDF, answer each question directly below question, do not refer to another document of attachment.
9. **COLOR PHOTOS:** Project site photos should include area to be developed as well as existing (if any) facilities
 - Provide a minimum of four digital color photos, one from each direction (NSEW). Scanned or photo copied photos are not acceptable. Identify existing features and area for proposed development. You may use MS Word version with several photos on one page
10. **SHPO LETTER:** use our format and request a review from State Historic Preservation Office. Allow 30-60 days for their review and submit your SHPO stamped request letter. Federal law requires that a review by the Office of Cultural Development be completed when construction involves any soil disturbance, alteration, removal, demolition, or burial of any existing feature.
 - Send a letter of request for review along with project information maps to the Office of Cultural Development (OCD) – Charles Davis, Deputy Secretary, P.O. Box 44247 BR, La. 70804-4247. Or send documents electronically by emailing SHPO letter and attachments to section106@crt.la.gov. OCD will stamp your original request letter.
 - Once you receive SHPO response, email SHPO stamped letter directly to outdoorrec@crt.la.gov .