

APPLICATION REQUIREMENTS SCHEDULE 2015

JUNE 1 FINAL SUBMITTAL Due upon approval of preliminary application – for state review

1. BOUNDARY MAP
2. LEGAL DESCRIPTION
3. DEVELOPMENT PLAN
4. SCHEMATIC FLOOR PLAN
5. PROJECT COST ESTIMATE FORM
6. RESOLUTION
7. TITLE, DEED OR ACT OF DONATION
8. ENVIRONMENTAL ASSESSMENT
9. PROJECT DESCRIPTION / ENVIRONMENTAL SCREENING FORM (PD/ESF)
10. CERTIFICATION BY PROJECT SPONSOR
11. CERTIFICATION OF DRUG FREE WORKPLACE
12. W-9 FORM
13. SF 424 FORM
14. SCHEDULE OF FACILITY HOURS –If Applicable, your format (hours of public access)
15. CO SPONSOR AGREEMENT – If Applicable, our form
16. Any amended items from Preliminary Application

- Date TBA – Based on the state’s annual apportionment and upon approval at state level, application will be forwarded to NPS for federal review. Documents lacking required information will be deemed incomplete and ineligible for consideration.

Refined or corrected documents from PRELIMINARY submittal are also due June 1.

1. *APPLICATION FORM*
2. *SPONSOR CONTACT FORM*
3. *STATE & PARISH MAP*
4. *VICINITY MAP & DRIVING DIRECTIONS*
5. *CONCEPTUAL PLAN*
6. *REGIONAL RECREATION MAP*
7. *FACILITY INVENTORY FORM*
8. *NARRATIVE*
9. *COLOR SITE PHOTOS*
10. *SHPO APPROVAL LETTER*

ELECTRONIC SUBMITTALS ONLY. SUBMIT DOCUMENTS VIA EMAIL OR CLOUD SERVICE.

Email: outdoorrec@crt.la.gov

INCLUDE PROJECT NAME, SPONSOR AND PARISH ON ALL CORRESPONDENCE.