

## Campsite/Surface Leasing Procedure

Procedures for obtaining a State surface lease.

1. Persons interested in leasing State Land for recreational purposes must complete a *Request for Advertisement of Surface Lease* and mail to the Office of State Lands (OSL), along with a \$75 check or money order to cover advertisement fees.
2. The OSL will generate the publication and notify both the publisher and applicant. The advertisement will include dates of publication, minimum bid amount and bid due.
3. All bids must be submitted, sealed, prior to the date and time as noted in the advertisement. The word **BID** along with the **DATE** the bid is to be opened should be written on the outside of the envelope. Example:

<p>DIVISION OF ADMINISTRATION <b>STATE LAND OFFICE</b> Post Office Box 44124 Baton Rouge, Louisiana 70804-4124</p>	<p>Office of State Lands P.O. Box 44124 Baton Rouge, LA 70804</p>
<p><b>BID</b></p>	
<p><b>Opening Date:</b> month/day</p>	

4. Bids are opened per the date/time noted in the advertisement. The highest bidder is awarded the lease. The winning bidder is responsible for paying the advertisement fees. Unsuccessful bids and advertisement fees are returned to applicants.

Checks or money orders should be made payable to the P.O. Box or physical address listed below.

*Office of State Lands  
P.O. Box 44124  
Baton Rouge, LA 70804*

*Office of State Lands  
1201 North 3<sup>rd</sup> Street  
Suite G-223  
Baton Rouge, LA 70802*

# REQUEST FOR ADVERTISEMENT OF SURFACE LEASE

Completed forms should include a \$75.00 check or money order payable to the Office of State Lands to cover advertisement fees. Mail completed form and check to:

## Applicant Information:

- Date: \_\_\_\_\_
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

*Office of State Lands  
P.O. Box 44124  
Baton Rouge, LA 70804*

*OR*

*Office of State Lands  
1201 North 3<sup>rd</sup> Street  
Suite G-223  
Baton Rouge, LA 70802*

## Property Description:

- Campsite Area \_\_\_\_\_
- Lot number: \_\_\_\_\_
- Parish: \_\_\_\_\_

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## **For office use only:**

Bid#:
Advertised dates:
Bid opening:
Minimum bid:
Improvements:
Bid received (1)
Bid received (2)
Bid received (3)
New SL#

<i>Check Remit No:</i> _____
<i>Remit Date:</i> _____
<i>Transmittal:</i> _____

Approved by:

Land Manager \_\_\_\_\_

Date \_\_\_\_\_