

# PETITION FOR INCORPORATION



S T A T E O F L O U I S I A N A

TO THE HONORABLE \_\_\_\_\_, GOVERNOR OF LOUISIANA

In accordance with **La. Revised Statutes, Title 33, Section 1, *et seq.***, the undersigned request that an election be called and held in the appropriate voting area for the purpose of

incorporating a municipality with a desired name of \_\_\_\_\_ with a legal description and map of the  
(corporate name desired for new municipality)

area proposed for incorporation included in **Attachment A** of this petition, documenting all lands included in the area constitute a contiguous area that includes the

parish(es) of \_\_\_\_\_,  
(list all parishes in voting area of incorporation)

with the number of inhabitants residing in the unincorporated area of the proposed incorporation of \_\_\_\_\_  
(population based on latest decennial census or another current population report or count which is verifiable)

and having an assessed value of immovable property located in the unincorporated area of \_\_\_\_\_ with a listing of public  
(assessed value of property located in the unincorporated area)

services the municipal corporation proposes to render to the area and a plan for the provisions of these services set forth in **Attachment B** of this petition,

We designate as chairperson \_\_\_\_\_,  
(full name) (residence address)

to act for the signers of this petition in all matters, and

we designate as vice-chairperson \_\_\_\_\_,  
(full name) (residence address)

to act on order of the chairperson.

- ❖ Prior to entering any signatures, the chairperson shall file a copy of the incorporation petition with the secretary of state who shall endorse thereon the fact and date of filing. No signatures for incorporation shall be collected until the chairperson receives notice of the filing date (R.S. 33:1(B)(1)).
- ❖ Whenever a document required by or provided for in the Louisiana Election Code is required to be witnessed, the witness shall be at least 18 years of age (R.S. 18:4(A)).

Louisiana Secretary of State Endorsement Date:

☐ Hand Delivered ☐ Mailed ☐ Other \_\_\_\_\_

The Louisiana Secretary of State has received and endorses this filing on the \_\_\_\_\_ day of \_\_\_\_\_,  
(day) (month) (year)

Name desired for the area to be incorporated: \_\_\_\_\_ Name of chairperson: \_\_\_\_\_ Name of vice-chairperson: \_\_\_\_\_

# Attachment A: Legal Description

**Please attach behind this cover page a legal description of the area proposed for incorporation, a map of the area proposed for incorporation, and the statement that all lands included in the area constitute a contiguous area. The description shall also include a list of every parish in which the proposed area of incorporation is wholly or partially situated.**

Name desired for the area to be incorporated: \_\_\_\_\_ Name of chairperson: \_\_\_\_\_ Name of vice-chairperson: \_\_\_\_\_

## Attachment B: List of Public Services

**Please attach behind this cover page a listing of the public services the municipal corporation proposes to render to the area and a plan for the provision of these services.**

Name desired for the area to be incorporated: \_\_\_\_\_ Name of chairperson: \_\_\_\_\_ Name of vice-chairperson: \_\_\_\_\_

Page Contains 15 Signature Lines

#	<b>Handwritten Signature of Voter</b> <small>Note: Any person unable to write must affix their mark. The person circulating the petition shall affix the name of person in the presence of two witnesses, who must also date and sign their names as witnesses to the mark.</small>	<b>First and Last Name of Voter</b> <small>(Typed or legibly written)</small>	<b>Voter's Year of Birth</b> <small>(yyyy)</small>	<b>Date of Signature</b> <small>(mm/dd/yyyy)</small>	<b>Address at which the signer is registered to vote</b> <small>(include municipal #, apartment #, rural route and/or box #, and city or town)</small>	<b>Witness Name(s)</b> <small>(Name of the person(s) who witnessed and obtained signature) (Typed or legibly written)</small>	<b>Date Witnessed</b> <small>(Date signature was witnessed and obtained) (mm/dd/yyyy)</small>
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**NOTES: PHOTO COPY THIS PAGE TO ADD MORE SIGNATURES. NUMBER THE WRITTEN SIGNATURE OF THE VOTERS CONSECUTIVELY.**

**IF THERE IS MORE THAN ONE PARISH FOR THE AREA PROPOSED TO BE INCORPORATED, KEEP THE SIGNATURES OF VOTERS IN DIFFERENT PARISHES ON SEPARATE PAGES.**

Name desired for the area to be incorporated: \_\_\_\_\_ Name of chairperson: \_\_\_\_\_ Name of vice-chairperson: \_\_\_\_\_



## REGISTRAR OF VOTERS CERTIFICATION

PARISH OF \_\_\_\_\_

I \_\_\_\_\_, the Registrar of Voters for the Parish of \_\_\_\_\_, hereby certify that this petition for incorporation

contains \_\_\_\_\_ handwritten signatures. I hereby certify that this petition for incorporation contains \_\_\_\_\_ handwritten signatures of qualified electors of the voting area within the parish who provided residence addresses, dated their signatures, and timely signed the petition. I hereby certify that the total number of electors of the voting area within the parish as of the date of the filing of the petition with the Secretary of State

was \_\_\_\_\_.

X

\_\_\_\_\_  
(signature of registrar of voters)

\_\_\_\_\_  
(date certified)

**NOTE: IF THERE IS MORE THAN ONE PARISH FOR THE AREA PROPOSED FOR INCORPORATION; PHOTOCOPY THIS PAGE FOR EACH PARISH REGISTRAR OF VOTERS TO CERTIFY.**