

# 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 SIGNATURES, THE CHAIRPERSON MUST FILE A COPY OF THIS PETITION WITH THE LOUISIANA SECRETARY OF STATE.**

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)

**No signatures shall be collected until the chairperson receives notice of the endorsement date from the Louisiana Secretary of State.**

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>Voter's Signature</b> (including surname) <b>Note:</b> 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.	<b>Name of Voter</b> (Typed or legibly written)	<b>Voter's Year of Birth</b> (yyyy)	<b>Date of Signature</b>	<b>Wd. /Pct. of Voter's Registration</b>	<b>Address at which the signer is registered to vote</b> (include municipal #, apartment #, rural route and/or box #, and City or Town)	<b>Witness Name(s)</b> (Name of the person(s) who witnessed and obtained signature)	<b>Date Witnessed</b> (Date signature was witnessed and obtained)

**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<sup>1</sup>

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.**

<sup>1</sup> La R.S. 18:3(C) **Petitions submitted to registrars of voters** - In determining the number of persons signing the petition who are electors in the voting area for the purpose of certifying the petition, the registrar shall not include any person who has not affixed to the petition his signature and the address at which he is registered to vote, any person whose signature has not been verified by the registrar, or any person whose name does not appear on the registrar's roll of electors. To verify a signature on a petition, the registrar shall compare the handwritten signature on the petition with the signature on the original application card or any subsequent signature in the records of the registrar, including but not limited to precinct registers and affidavits filed pursuant to the provisions of R.S. 18:111(C), or any microfilm, microfiche, or scanned or electronically captured computerized images of such documents. If the signatures are sufficiently alike to identify the person who signed the petition as the person who is the registered voter, the signature shall be verified. The signature of an elector shall include the surname under which the elector is registered to vote. The signature may include the elector's surname, first, and middle name, the initials of his surname, first, and middle name, or any combination thereof as the form in which his name appears on the petition, but shall not designate a title, designation, or deceptive name, nor shall it designate an occupational or professional description or abbreviation. However, the signature of a married woman may include her husband's surname, first, and middle name, the initials of his surname, first, and middle name, or any combination thereof, preceded by the title "Mrs." as the form in which her name appears on the petition, but only if she has registered under her husband's name preceded by the title "Mrs."