

WELCOME

TO

SOUTHERN OAKS MOBILE HOME COMMUNITY

Homesites Developed with Your Family in Mind



Property Manager

JOHN HOA NGUYEN, Realtor®

PEOPLE'S REALTY, INC.

504 282-2600

Your Move to Southern Oaks Mobile Home Community Is our Highest Priority!

This outline will walk you through the process of Leasing, Permits
and moving onto your new Homesite.

1. Chose a specific Home Site from those currently available.
2. Complete the attached Lease Application and return with a **\$28.85 per person check** for processing your credit history. Your acceptance will be determined after all documents are completed, signed and submitted to management.
3. Review the Southern Oaks Lease and Rules & Regs. When it's time to sign the Lease and Rules and Regulations, the Property Manager will answer any questions you may have.
4. Once you are approved, you will deposit \$500 to Southern Oaks to hold the lot . The Property Manager will then call you to meet and sign off on the Lease and the Rules & Regulations.
5. You will need a copy of your Lease to get your Permit from the Parish. The paperwork and instructions (See Pages 4-6 herein) will help you file for your Permit. The Plaquemine Parish Permit Department - is very helpful and will assist you getting it altogether. Be prepared for the process to take 1-2 weeks.
6. Once the Permit is approved by the Parish Permit Department, provide the Property Manager with a copy of the Permit.
7. Change your mailing address online - USPS.com - or you can stop by the Post Office.
A temporary mailbox will be installed once your move is complete. Later a complimentary mailbox will be installed.
8. Contact your Homeowner's Insurance agent and give them your new address and ask them to add Southern Oaks as an additional insured and provide the Property Manager with a certificate of your Homeowner's policy. (john@southernoaksmobilehomevommunity.com) have the Insurance Company notify us of any changes or cancellations.
9. Call your Mover and schedule a date and time for the move. Ask the Mover to provide us with a certificate of Liability Insurance naming Southern Oaks Mobile Home Community as an additional insured for the Move. Southern Oaks requires a 72 hour notice in order to have a team member available on site at the time of move on. Keep the Property Manager informed of any delays and/or time changes. Insurance Certificate can be emailed to john@southernoaksmobilehomecommunity.com.
10. Call the Utility Companies, Water and Electric, and ask for your service to be turned on in your name. See contact information on Pages 7-8. The Permits Department will not approve the occupancy of your home until all utilities are installed and working. The Water Company requires a copy of the Lease and you should be prepared to pay them a \$75 .00 deposit.



Guidelines continued.....

11. Have your Licensed Electrician and Plumber lined up to complete the hook-ups once the Mobile Home is stabilized.

(Note) Our local electricians and plumbers are experiencing shortages of materials, daily price increases and delays like everyone else. Call early!
12. Be prepared to add your outside skirting, porches and any sheds to the Site within 60 days. All additions must be preapproved by management before installation begins. Once completed, Management will do a final inspection. See Page -11 for suggestions regarding skirting your mobile home.
13. All future rent payments should be made payable to Southern Oaks Mobile Home Community and paid by the Venmo App (see www.wikihow.com/Use-or-send-a-cashier's-check-or-money-order-directly-to) or money order directly to

Southern Oaks Mobile Home Community,

Atten: John Hoa Nguyen, 2330 Park Place Drive, Gretna, LA 70056

We value you and your family. We do our very best to address any issues you may have during and after your move into our Community.

If you ever feel like your issues are not being addressed to your satisfaction, you may use the following information to contact Southern Oaks Mobile Home Community's attorney for an additional review and discussion of your concerns.

Corey E. Dunbar, Esquire

PIVACH, PIVACH, HUFFT, THRIFFILEY & DUNBAR

8311 Highway 23, Suit 104, Belle Chasse, LA 70037

Email: cdunbar@pivachlaw.com

(504) 394-1970 (Ext. 153)



PROPERTY MANAGER FOR SOUTHERN OAKS

MOBILE HOME COMMUNITY

John Hoa Nguyen, Realtor

People's Realty, Inc.

2330 Park Place Drive

Gretna, LA 70056

504- 282-2600

john@southernoaksmobilehomecommunity.com

PERMITS:

PLAQUEMINE PARISH GOVERNMENT

333 F. Edward Hebert,

Suite 300

Belle Chase, LA 70037

(504 934-6195



PLAQUEMINES PARISH GOVERNMENT Procedures for Trailer / Mobile Home

ALL MOBILE HOMES/MANUFACTURED HOMES MUST BE ELEVATED TO APPROPRIATE BFE FOR THE AREA IT IS BEING INSTALLED

- I. Permit application must include:
 1. Plaquemines Parish Mobile Home Application
 - a. Print and sign name on both pages at bottom right-hand corner
 2. Copy of cash sale, Assessment, lease or notarized consent from property owner with their ownership information. If property is an Estate all heirs must give permission.
 3. Current survey must show servitudes, right of ways or easements
 4. Elevation benchmark certificate if you are in a flood zone. (Effective Jan. 15, 2021)
 5. Copy of Title information about mobile home: (Bill of Sale/Purchase Agreement must include same information)
 - a. Make of mobile home (i.e. Buccaneer, Oak Ridge, etc.)
 - b. Size of the mobile home (length X width = square footage)
 - c. Color
 - d. Year
 - e. Estimated value
 - f. Serial number
 - g. Company/Individual mobile home was purchased from
 6. Plot Plan to include:
 - h. Property measurements
 - i. Distance from mobile home to all four (4) property lines
 - j. Distance from mobile home to all existing structures on property
 - k. Distance to existing or proposed levees right of way(when applicable)
 - l. Distance to existing or proposed highway right of way(when applicable)
 7. Must show proof that mobile home is labeled as wind zone 3 (Data Plate)
 8. Copy of your agreement with your Manufactured Housing Installer/Mover and agreement of who is installing the home to HUD requirements
 9. Permit fees are paid by check or money order
- II. Permit processing includes:
 1. Permit application is entered into computer database
 2. If jobsite has a sewer treatment plant, permit will be sent to Health Department for review and homeowner has to apply with Health Department
 3. If the trailer is commercial the Louisiana State Fire Marshal must be notified
 4. Building Official signs permit for approval after:
 - a. If necessary, approval from Health Department and/or Council
 5. Once the permit is signed and approved by the Building Official, you may place the mobile home on the property.

**NO WORK IS TO COMMENCE UNTIL A MOBILE HOME PERMIT IS APPROVED FROM
THE PERMIT OFFICE**

333 F. Edward Hebert, Suite 300, Belle Chasse, LA
(504) 934-6195

28082 Highway 23, Port Sulphur, LA
(504) 934-3610

APPLICATION FOR BUILDING PERMIT – TRAILER / MOBILE HOME

PLAQUEMINES PARISH DEPARTMENT OF PERMITS

DIST. _____ Port Sulphur, Louisiana 70083

Receipt No. _____ BUILDING PERMIT NO. _____

ZONING DISTRICT _____ Elec. Permit No. _____

Date _____ Gas Permit No. _____

Permit Fee \$ _____ Plumb. Permit No. _____

Permit Clerk _____ Heat. Permit No. _____

COB _____ Folio _____ Tax Receipt No. _____ Refrig. Permit No. _____

FIA (FIRM) Zone _____ Panel No. _____ Required Base Flood Elevation _____

OWNER _____ ADDRESS _____

Phone No. _____

SOCIAL SECURITY NO. _____

Property Owner _____

Project Site _____

Direction to Site _____

TYPE OF CONSTRUCTION: Residential _____ Commercial _____ Industrial _____ Other _____

SPECIFIC PURPOSE: _____

FOUNDATION GRADE _____ FOUNDATION TYPE _____ CULVERT SIZE _____ PUBLIC SEWER _____ SEPTIC TANK _____

ROOF TYPE _____ ROOF FINISH _____ OUTSIDE WALL FINISH _____

PROPOSED ELEVATION OF FIRST FLOOR OF BUILDING _____

TRAILER STICKER NO. _____ MAKE OF TRAILER _____ YEAR _____

SERIAL NO. _____ TOTAL SQ. FT. _____ ESTIMATE VALUE _____

TRAILER PURCHASED FROM: _____ COLOR _____

LAND ON WHICH TRAILER IS LOCATED: OWNED RENTED

NOTICE

THIS PERMIT IS TEMPORARY. Compliance with Ordinance No. 111, as amended, and Ordinance No. 605, as amended, will be absolutely necessary whenever inspected by this Department.

Trailer/Mobile Home must be placed at the above project site within six (6) months from date of approval or this permit will become null and void.

I certify that the construction or reconstruction for which this permit is issued, will be in accordance with Ordinance No. 111, the Plaquemines Parish Mobile Home Parks, Trailer Courts or Camps Ordinance, Ordinance No. 605, as amended, the Plaquemines Parish Flood Plain Management Ordinance, and any other ordinances governing construction or reconstruction of building and improvements in the Parish of Plaquemines. The undersigned acknowledges that this permit does not authorize construction or placement contrary to existing title restrictions or the Parish Zoning Ordinance No. 142.

APPROVED _____ DATE _____ OWNER OR AGENT _____

ANNEX "A" MUST BE COMPLETE BEFORE THIS APPLICATION WILL BE CONSIDERED.
PLEASE READ CAREFULLY THE IMPORTANT NOTES ON THE REVERSE SIDE OF THIS SHEET.

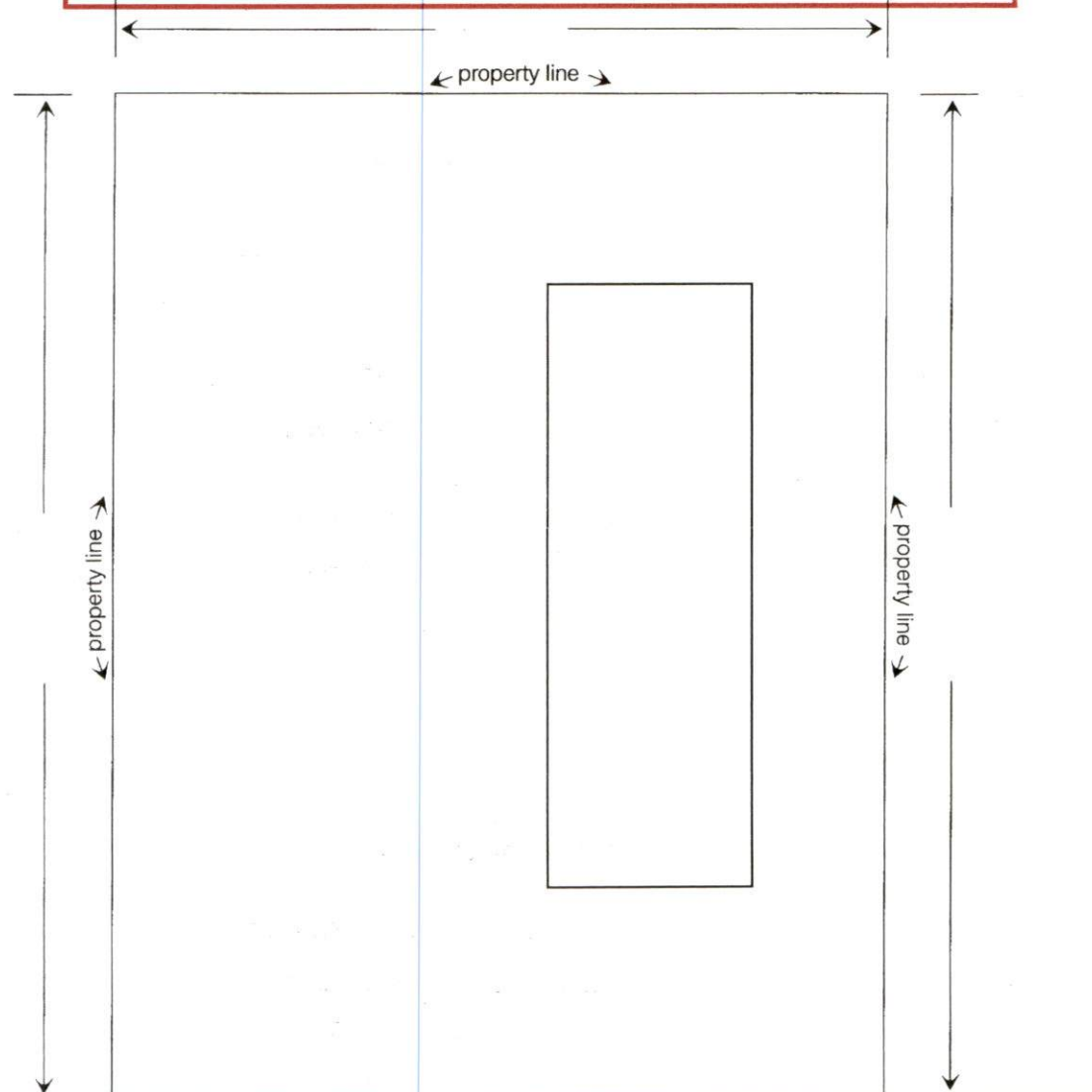
ANNEX "A"

OWNER _____ BUILDING PERMIT NO. _____

IS THIS A CORNER LOT? YES NO DATE _____

DRAW PLOT PLAN: A separate application must be made for each proposed structure. Include all existing structures along with proposed structure. If commercial or industrial, designate proposed parking area and loading area.

EXISTING MOBILE HOME PARK



Approved _____

Date _____

Owner or Agent _____



UTILITY COMPANIES

ELECTRIC

Entergy

775 Walker Road

Belle Chase, LA 70037

504 656-0332

WATER

Plaquemine Parish Water Department

203 Main Street

Belle Chase, LA 70037

504 208-1389

(Take a copy of your Lease and be prepared to deposit \$75 - See Page 8 for more details)

TV/INTERNET

Sparklight (Cable One)

8618 Louisiana Hwy 23,

Belle Chasse, LA 70037

800 753-2465



PLEASE KEEP THIS FOR FUTURE REFERENCES

PLAQUEMINES PARISH WATER DEPT CUSTOMER CHECKLIST

Belle Chasse Office (504)934-6520 Fax (504)934-6529

East Bank Office (504)934-7350

Port Sulphur Office (504)934-3700

- Office Hours – Monday thru Friday 7:30 – 4:00 unless noted for holidays

EMAILS (EBILLS) ARE STRONGLY SUGGESTED DUE TO MAIL ISSUES

- Refuse is automatically charged on your water bill. Solid Waste Dept should be contacted for refuse (trash) pickup and/or disposal and any discrepancies. They issue the cans. You are charged by the # of cans issued. The fee is added to your monthly water bill (\$6.61 for residential & \$13.23 for commercial per can) The cost of each additional /replacement can is \$51.87 This is part of your minimum bill
Solid Waste North (504)391-8275 Solid Waste South (934)934-3705.
- Inframark should be contacted for all problems involving main line leaks, fire hydrants, new taps, water outages, etc. Inframark's after hour/emergency number is (504)391-2386 or during business hours you can call (504)392-4177.
- Bills are hand delivered to the Post Office by at least the 1st of each month. Should you not receive a bill by the 1st week of the month, please call our office for your balance. **All 2 month bills will be assessed a \$20.00 fee and due for disconnection, all fees are applied through our system automatically & no exceptions will be made.**
- Any customers tampering with meters (i.e. cutting locks, wires, turning water back on, covering meters, etc.) will be assessed a fee no less than \$30.00 and will go up depending on the damages occurred. New electronic meter damage charges will apply as well for replacement and or parts.
- Meters should be accessible to the meter readers & maintenance crew at **ALL** times. Please **DO NOT** cover up, landscape around meter (no flowers, grass etc.). **DO NOT** place pets near water meters. New Construction – **DO NOT** place water meters in driveways. Any repairs where a meter is place in driveways will be subject to having cement broken up and the Parish will **NOT** be responsible for those repairs.
- All changes to water accounts must be done in writing (i.e. address changes, request for information, move outs {unless move out is put in writing you are still held responsible for water until you request in writing to have account taken out of your name} etc. Deposits are applied towards final bills & are not transferable. Any remaining credit balance will be processed & the Finance Department will cut a check to be mailed out.
- Make sure **all checks or money order payments have the account # on them**, *even if you include your payment stub.*
- Any request for 911/physical address changes on bills should be handled with the GIS dept, James Madere @ (504)934-3659. A form should be forwarded to us with any corrections.
- Billing begins when accounts are set up. Zero/No usage will generate a minimum monthly bill. All others are billed monthly according to usage. A minimum bill consists of **Water, Sewer and Refuse**. (unless there is a CONTRACT for garbage pickup and if no sewer is available ***YOU MUST NOTIFY US OF EITHER***) A minimum bill is from 0 to 4000 gallons of water (**even if no water is used**) Your bill starts the month after setting up service.

PLEASE KEEP THIS FOR FUTURE REFERENCES

Plaquemines Parish Government

Water Works

Billing/Collections Office

333 F Edward Hebert Blvd.

Bldg. 203, Ste B111

Belle Chasse, La 70037

(504)934-6520

water@ppgov.net

It would be advisable for someone to be on the premises when water is being turned on. If this is not possible, then the Department of Water will not be responsible for any water damage that may occur. The Responsibility is yours for being sure it is permissible to turn the water on without fear of damage. Make sure all water is in the off position.

Your signature denotes that you accept all responsibility.

Name

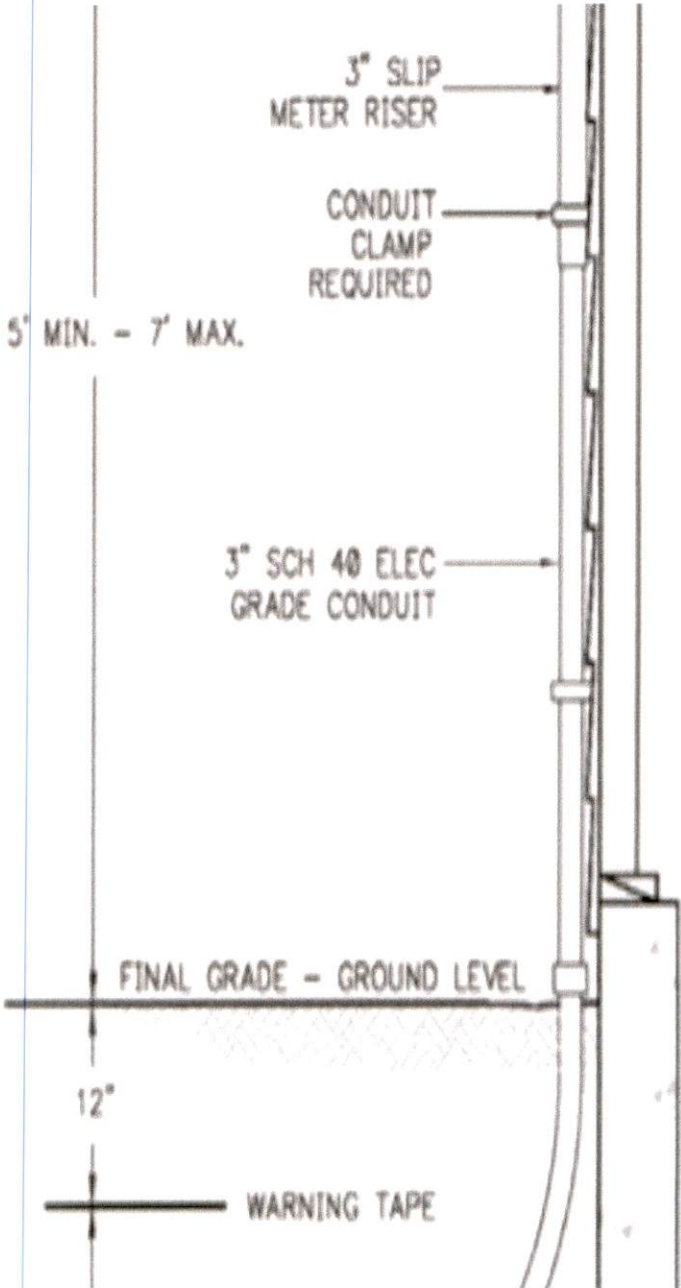
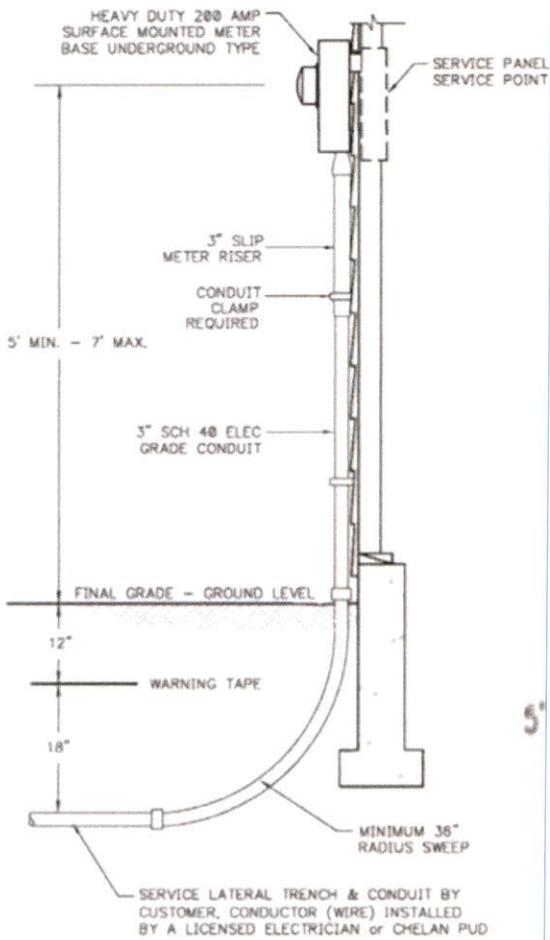
Date

Location #

Physical Address



Ask the Electrician to install the electric Line similar to these drawings.



Samples of drawings of skirting for mobile homes.

The final steps for your Mobile Home move is the installation of the skirting around your Mobile Home.

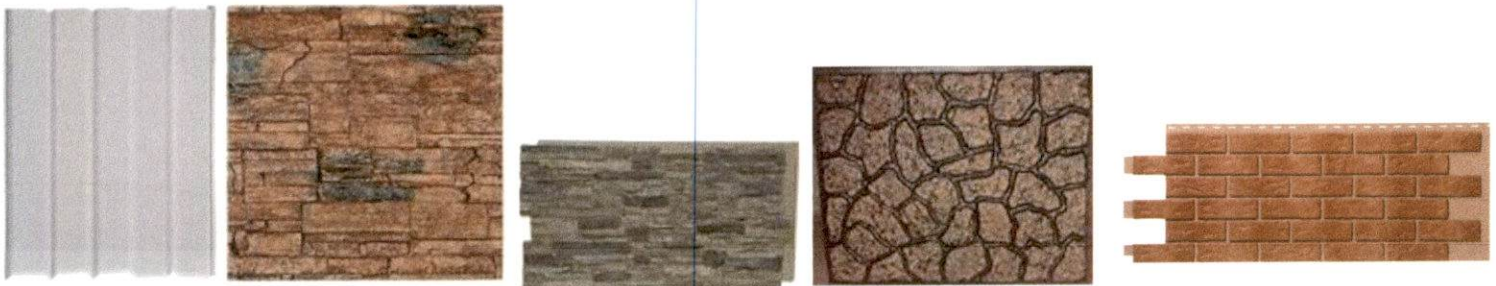
There are many choices if you're adding new skirting, however, we do recommend that you use a color and style that is compatible with the other nearby homes.

If you're using old skirting, be prepared to replace a few panels and be sure that the replacement panels match the other existing panels.

The installation of the skirting is not that complex but it is necessary that you have the right material and tools for the job to be a success.

If you research the [YOUTUBE.COM](https://www.youtube.com) site and type in "skirting a mobile home" you will find several video's to watch that will give you lots of direction and information.

Things to note is that you must be sure that you have the cross ventilation under the home to be sure that no moisture affects the underside of the structure. It is most important To be sure that you measure and understand the purpose of having the skirting.



NOTES.....



And when it's time to go



When it's time to leave Southern Oaks, there's several matters that must be addressed.

1. We require a 30 day notice of your intention to move your Mobile Home. As that 30 day period passes, we need a 72 hour notice of when your Movers will be making the move in order to have one of our representatives present for the move.
2. The Mover must provide a Certificate of Insurance naming Southern Oaks Mobile Home Community, Inc. as an additional insured at least 24 hours prior to move out date.
3. Mobile Homes may be moved out of the Community only between the hours of 8:30 am and 4:00 pm Monday thru Friday, except for legal holidays.
4. The Homesite must be left clean of all trash and debris or your security deposit will be forfeited.
5. You should do a walk through with our representative to confirm that all conditions of the move have been met. See the check list below.
6. All monetary obligations must be met prior to the move out. Otherwise, your security deposit will be forfeited.
7. All utility hook ups to be uninstalled by licensed technicians only.
8. Be sure to leave us your forwarding address and have your mail directed to your new address.

CHECK LIST

- () All grounds are clean.
- () All accessory pieces are removed.
- () All personal items are removed.
- () All utilities are turned off, water, sewerage & electric and disconnected.
- () Electric panel and meter are in place and secured.
- () All planters with vegetation are removed.
- () Complete Critique that is attached.



Critique of Southern Oaks Mobile Home Community

In order to have a complete file of your stay with Southern Oaks and to be able to forward your mail and anything that might turn up for you, please complete the following questions.

Our records reflect that you have rented space at Southern Oaks Mobile Home Community since _____ and your plans to move are on _____.

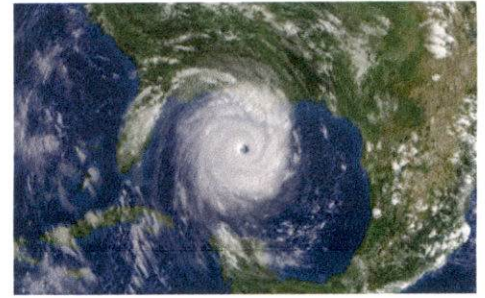
your forwarding address will be:

effective _____.

In order for us to continue to provide good accommodations for our Guests, please share with us what attracted you to Southern Oaks and your reason for leaving: _____

And, what in your opinion, would improve the day to day operation of our Community.





Be prepared for the worse.....

Living in South Louisiana does have it's challenges from time to time and it's important to be prepared for them.

Here's a few tips to be able to deal with some of the challenges.

If there's a hurricane threat coming, be sure to

1. Make sure your homeowner's and your flood insurance are up to date and have copies of your policies ready if you must evacuate. Also, have all of your important papers safe to travel with you.
2. Be sure to have a full tank of gas at all times.
3. Have a plan in place of where you can evacuate to and who will be with you.
4. Have a plan for your animals. Sometimes you can't take them with you but make sure they are cared for during a bad weather event.
5. Listen to all local news stories regarding the weather. If you lose power, a battery operated or crank radio comes in handy.
6. If the news media and local government recommends evacuation, **EVACUATE!**
7. You should secure your Mobile Home by storing or securing any and all items outside.
8. Clean out or bag your refrigerator and freezer before leaving. Sometimes you're away for 10-15 days.
9. Check on your neighbors to be sure that they are preparing just like you.
10. If you're not leaving the area, find out where the nearest shelter is located.
11. Choose a route out of the Parish that is safe and high and will get you to safety.



The following information is secured directly from the Plaquemine Parish's Website and is recommended to follow.

Also, check out Plaquemine Parish Governments's FACEBOOK site Page -. They keep you informed of many events going on in the Parish.

Hurricane Preparation & Evacuation

Hurricane preparation should begin now with a thorough review of your home insurance and flood policies to make sure you are properly covered. There are also things you need to do before and after a storm.

This information is also available in [Spanish \(PDF\)](#) and [Vietnamese \(PDF\)](#)

Before A Storm Makes Landfall

- Be prepared to leave when a mandatory evacuation order is called
- Check batteries and stock up on non-perishable foods, first aid supplies, pet supplies, drinking water, medications and other supplies for your emergency kit
- Elevate valuables and electronic equipment, such as computers, off the floor in case of flooding
- Frequently monitor radio, TV (local and cable) news for instructions, especially information coming from your local officials
- Have ample cash on hand

Select Language ▼

- Have a battery-powered radio and an ample supply of batteries
- Important papers and documents should be placed in a portable, waterproof container, items such as:
 - Birth and marriage certificates
 - Bonds and other negotiable certificates
 - Copies of recent tax returns
 - Deeds
 - Driver's license or personal identification
 - Insurance policies
 - Proof of residence (deed or lease)
 - Social Security card
 - Stocks
 - Wills
- Make sure you have access to the new ALERT FM Emergency Notification System
- Make sure you have registered your home phone, cell and email address with the Parish Emergency Notification System. In the event of an evacuation or other storm emergency, you will be contacted by the Parish with specific information and emergency instructions. This is a free service.
- Prepare to cover all windows and door openings with shutters or plywood
- Prepare to secure or store lawn furniture and other loose objects such as garbage cans, garden tools, etc.
- Service and fuel family vehicles

After the Storm

- Avoid using candles and open flames indoors. Use a flashlight to inspect for damage
- Check gas, water, electrical lines and appliances for damage. Always assume downed power lines are charged
- Do not drink or prepare food with tap water until you are certain it is not contaminated. Boil water before using for drinking or food preparation, until your local officials declare the water supply safe
- Do not drive in areas where roads are closed; do not drive around barricades
- Keep monitoring radio and TV, if possible
- Stay on firm ground away from high water

In the Event of an Evacuation

If you decide to evacuate voluntarily or you are given a mandatory evacuation order, secure your home, pack valuables, important papers, emergency kit and leave in an orderly manner, preferably during daylight hours.

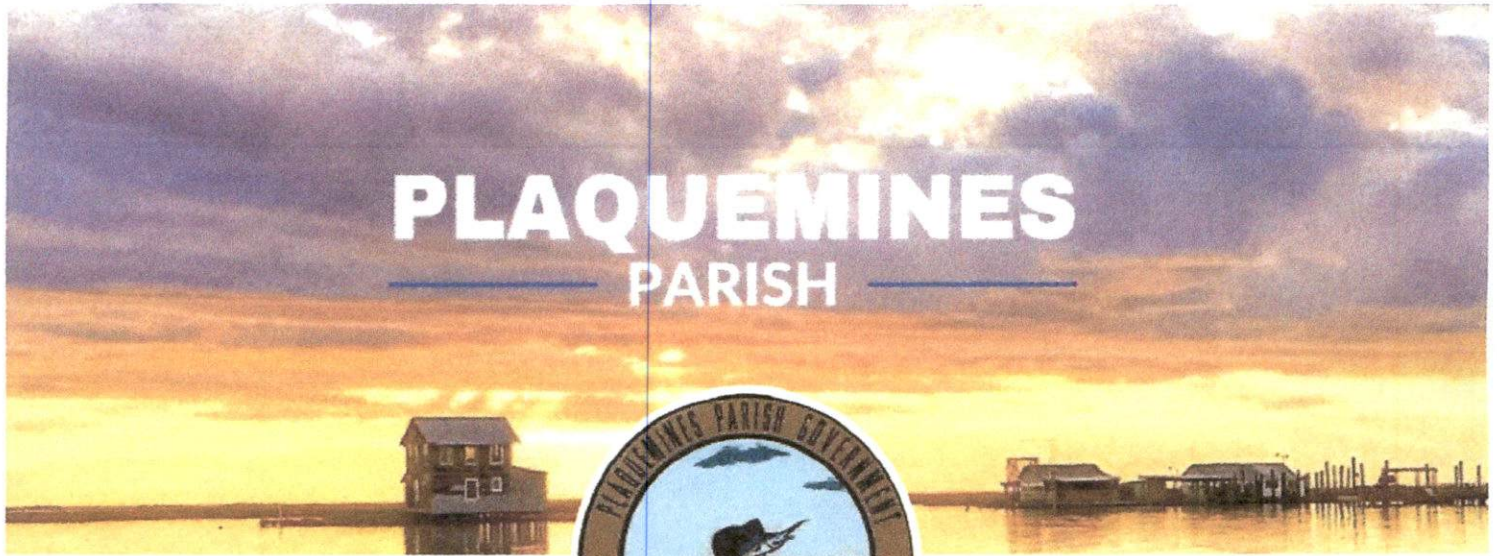
The State and Plaquemines Parish has established a mandatory evacuation plan that once implemented, will give specific instructions on how and when to evacuate and includes instructions on the State's contraflow traffic plan. Plaquemines Parish advises all residents to review this information in advance so if the need arises and a mandatory evacuation is called for, you are familiar with all procedures.

 Government Websites by [CivicPlus®](#)





20+



Plaquemines Parish Government

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Intro

This page is the official page of Plaquemines Parish Government. The page was created to inform resi

Page · Public & Government Service

PLAQUEMINES PARISH GOVERNMENT
is responsible for this Page

333 F. Edward Hebert Blvd , Belle Chasse, LA, United States, Louisiana

(504) 934-6000

plaqueminesparish.com

