

## Procedure to Submit a Request for Cultural District Boundary Change

If, after two years of certification, the Local Governing Authority (LGA) decides on a change in the boundary of a cultural district, and following any locally required public notice and period for public comment, it may submit a Two-Part Boundary Change Application to the Louisiana Division of the Arts (LDOA). The application deadline for Part 1 is July 15. The deadline for Part 2 is August 15 (dates subject to change).

The application to change a Cultural District boundary should reflect a desirable improvement that contributes to the goals and plans for the district proposed in the original application, and be compatible with the criteria for certification. **A boundary change should not be motivated for the benefit of an individual business or project unless it can be shown to benefit the overall district and is supported broadly by residents and cultural stakeholders.** It is recommended that the LGA meet with the Louisiana Cultural Districts Program Director before submitting an application to help ensure the applicant meets all eligibility requirements.

### Part 1 of the Boundary Change Application includes:

1. Description of the proposed cultural district boundary, including a map that matches the proposed district exactly, along with photos of the new properties/buildings/area that will be included in the expansion
2. The reasons for the proposed change, why the change is being requested
3. A description of how the requested change is compatible with the certification criteria and how it contributes to the goals and plans for the district as proposed in the initial application
4. Resolution by the local governing authority acknowledging specifics of the boundary change (consider time needed for locally required public notice and meeting schedules)
5. Documentation that the public and stakeholders were notified of the proposed boundary change and had an opportunity to respond in writing to support or oppose the change
6. All letters, statements, surveys or other indicators of support for the boundary change, or of opposition to the boundary change, to the extent such are known or should be known to the LGA

*\*It is preferred that all applicants have an updated business listing and annual report submitted for the year prior.*

Requests for boundary changes are reviewed and acted upon during the annual application review cycle closing July 15. In August, the LDOA will notify the LGA of whether the proposed boundary change is conditionally approved or declined. If a request is declined, the LDOA will notify the LGA and provide specific reasons whereby the criteria for boundary change were not met and identify those areas in the request. If

the issues can be resolved by August 15, the boundary change may be approved. If the issues cannot be resolved the LGA may submit a future request for boundary change with no penalty or prejudice. When a boundary change is conditionally approved, the LGA must complete Part 2 of the Boundary Change Request form.

**Part 2 of the Boundary Change Application requests:**

1. An updated Business List
2. Updated assets and feature information about the district, inclusive of the proposed boundary

Part 2 should be updated through the portal by August 15.

The effective date of an approved boundary change shall be the date specified in the final written notice of approval from the department, October 1.

For questions or assistance contact Francesca Vega, [fvega@crt.la.gov](mailto:fvega@crt.la.gov)