

Procedure to Submit a Request for Cultural District Boundary Change

After two years of certification, if the Local Governing Authority (LGA) decides a change in the boundary of a cultural district is desirable they may submit a boundary change application. Following any locally required public notice and period for public comment, the LGA may submit a request to change the boundaries of an established Cultural District to the Office of Cultural Development (OCD).

Requests 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.

There is a two part application to request a Cultural District boundary change.

Part 1 includes:

1. Description of the boundary of the proposed cultural district, including a map that matches the proposed district exactly.
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

Requests for boundary changes are reviewed and acted upon during the annual application review cycle beginning each March 1. In April the OCD will notify the LGA whether the proposed boundary change is conditionally approved as proposed or declined.

If a boundary change is conditionally approved the LGA must complete Part 2 of the Boundary Change Request form, providing an updated Business List, Assets, and Feature information about the district, inclusive of the proposed boundary. Part 2 must be received by June 15.

If a boundary change request is declined, the OCD will notify the LGA in April, providing specific reasons whereby the criteria for boundary change were not met and identify those areas in the request. If the issues can be resolved the before June 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.

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

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