



Office of the Lt. Governor ~ Department of Culture, Recreation and Tourism ~ Office of Cultural Development

Part 1

Louisiana Cultural Districts Boundary Change Application

ANNUAL BOUNDARY CHANGE APPLICATION DEADLINE:
March 1 *

Applications must be in the office, not postmarked, by the deadline.

Mail, hand deliver, or email Signed Application and attachments to:

Email: gghamilton@crt.la.gov

Mail to: Cultural Districts	Physical address for hand delivery:
Attention: Gaye Hamilton	Attention: Gaye Hamilton
Office of Cultural Development	Office of Cultural Development
PO Box 44247	1051 N. 3 rd Street, Rm. 414
Baton Rouge, LA 70804	Baton Rouge, LA 70802

For questions call 225-342-8161

* There is one annual application review cycle.

If an application is not received by the deadline it may be resubmitted the following year.

Application Process Timeline

March 1	Boundary Change Applications due, submit Application Part 1
March 2-15	Applicant provides any additional application information needed
March	Office of Cultural Development (OCD) reviews applications
April	OCD issues preliminary conditional approval of the boundary change, or returns the application requesting more information, or declines to approve the application
April-June	Applicant provides updated Business List, Assets, and Feature Information; Submit Application Part 2 by June 15
By July 1	Notification to districts whose Business Lists, Assets, & Feature Information are in place
July 1	Effective Date of eligibility for sales tax exemptions and historic tax credits in expanded district

Timelines may be adjusted at the discretion of CRT.

Procedure to Submit a Request for Boundary Change

After two years of certification or a prior boundary change, if the Local Governing Authority (LGA) decides a change in the boundary of a cultural district is desirable they may submit a boundary change request to the Office of Cultural Development (OCD). The Boundary Change Application is in two parts- Part 1 is due by March 1. If conditionally approved, Part 2 is due by June 15.

Requests to change a Cultural District boundary should reflect a desirable improvement that contributes to the goals and plans for the district as proposed in the original application, and must 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 supports the original plans and goals for the cultural district, can be shown to benefit the overall district and is supported broadly by residents and cultural stakeholders.

Part 1 – Requests to change a Cultural District boundary shall include:

1. Identification of the current boundaries and the proposed boundaries, including a map
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 was 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 will be received and acted upon during the annual Cultural District application review cycle beginning each March 1. The OCD shall inform the LGA by letter whether the proposed boundary change has been 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 by April 15 providing specific concerns and reasons whereby the criteria for boundary change were not met. If the LGA addresses the concerns and provides evidence of how the criteria are met before June 15 the OCD may reconsider and approve the boundary change. If the OCD determines the criteria are not met the boundary change will be denied. The LGA may submit a future request for boundary change with no penalty or prejudice.

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

Part 1 – REQUEST FOR CULTURAL DISTRICT BOUNDARY CHANGE

Name of Cultural District

Location of Cultural District (city and parish)

CONTACT INFORMATION

A. Local Governing Authority Contact

The Local Governing Authority (LGA), as the original applicant for Cultural District certification, must approve and endorse any changes to the boundary. A Liaison designated to act on behalf of the Cultural District must be named and contact information provided.

1. Contact for Municipal Governing Authority:	
Name:	
Title:	Agency:
Mailing Address:	
City:	State: LA Zip Code:
Phone:	
Email Address:	
2. Contact for Parish Governing Authority:	
Name:	
Title:	Agency:
Mailing Address:	
City:	State: LA Zip Code:
Phone:	
Email Address:	
3. Designated Liaison (person designated to act on behalf of the LGA):	
Name:	
Title:	Organization/Agency:
Mailing Address:	
City:	State: LA Zip Code:
Phone:	
Email Address:	

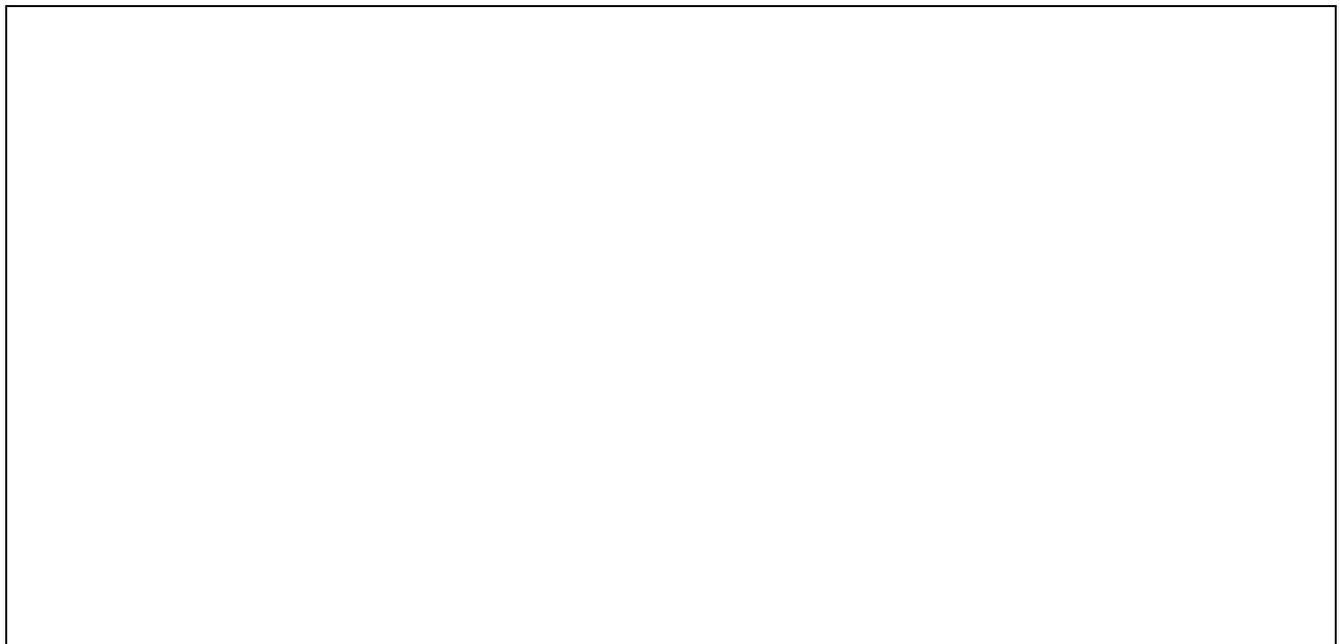
B. Proposed Boundary Map

Provide a map(s) that clearly shows the current boundary and proposed boundary.

- C. Provide a concise written description of the proposed Cultural District boundary change using start and end points, using street names and directions that fully describe the designated geographic area. Use the centerline of visible physical features whenever possible, or specify if the boundary is on a non-visible feature or property line. If the description will not fit in the space provided attach a separate document. Maps provided should match the description exactly.



D. Reason for the proposed change – explain why the change is being requested.



E. Describe how the proposed boundary change contributes to the goals and plans for the district expressed in the original application, and is compatibility with the criteria for certification.

F. Describe community support for the proposed change. Presentation of the proposed boundary change at community forums is encouraged. Describe any public notification and any action by neighborhood associations, residents, business owners, and other stakeholders. Any letters or evidence of support can be attached.

G. Evidence of Government Support – Resolution

Provide a copy of the signed resolution or ordinance from the Local Governing Authority indicating support for the proposed boundary change, acknowledging the local sales tax exemption on sales of original works of visual art, and designating a liaison to act on behalf of the LGA. Be aware of the LGA meeting schedule, public notice requirements, and the time required to consider an agenda item.

CERTIFICATION AND SIGNATURE:

I hereby certify that the above information is true and correct to the best of my knowledge. I further certify that the Local Governing Authority with jurisdiction over the proposed cultural district fully endorsed and authorized the boundary change with the understanding that local and state sales tax will be exempt on original works of visual art sold within the boundary of the district.

Signature of Applicant

Print Name of Applicant

Date