

Certified Local Government Certification Checklist

Historic Preservation Ordinance

- Draft a historic preservation ordinance
 - Local preservation ordinance must establish a historic preservation commission and the qualification standards for commission members. The commission must have at least five members.
 - Powers and duties must include ability to survey and inventory properties, designate historic properties, review actions on listed properties (design review), provide for adequate public participation, and provide for the participation in review of National Register of Historic Places nominations.
 - Local preservation ordinance must establish a local register of designated properties, including procedures and criteria for designation.
 - Local preservation ordinance must include procedures and criteria for design review of designated properties, including those contributing to historic districts. Compliance with design review decisions of the historic preservation commission may be mandatory or voluntary.
- Contact State Historic Preservation Office to review draft ordinance
- Historic preservation ordinance adopted by local government governing body

Historic Preservation Commission

- Historic preservation commission appointed by local government governing body following procedures and criteria within historic preservation ordinance
- Regular public meetings of the historic preservation commission begin
- Maintain agendas and minutes
- Maintain list of designated properties, if applicable
- Draft preservation plan or list of preservation program goals for next 5-10 years
- Adoption of preservation plan or list of preservation program goals by historic preservation commission and (if applicable) local government governing body

Certification Documents and Procedures

- Certification Agreement signed by Chief Elected Official
- Status Request Form completed
- Resolution to become a CLG adopted by local government governing body
- Certification Packet sent to State Historic Preservation Office for review
 - Includes Certification Agreement, Status Request Form, Resolution to become a CLG, historic preservation ordinance, historic preservation commission meeting minutes, preservation program goals/preservation plan, and list of designated properties on the local register (if applicable)
 - State Historic Preservation Office and National Park Service review and approve certification materials
- Once certified, schedule a CLG Orientation for the historic preservation commission with the CLG Coordinator at the State Historic Preservation Office