



CERTIFIED LOCAL GOVERNMENT PROGRAM

CERTIFICATION APPLICATION

- This application form is for Pennsylvania municipalities who wish to participate in the Certified Local Government (CLG) program. Only municipalities (cities, boroughs, towns, and townships) are eligible to participate in the CLG program.
- Certification applications are accepted on a rolling basis, but interested municipalities are advised to consult with the Community Preservation Coordinator from their region prior to preparing or submitting an application.
- Once a completed application is received, the certification process generally takes 2-3 months to complete all necessary paperwork and agreements.

There are five parts to the Certification Application:

Part 1: Applicant Information Sheet

Part 2: Preservation program self-assessment questions

Part 3: Certification checklist

Part 4: Municipal resolution and letter signed by chief elected official requesting certification

Part 5: Attachments and supporting documents

Please submit all five parts of the Certification Application via email to:

Elizabeth Rairigh, Chief
Preservation Services Division
erairigh@pa.gov

PART 1. Applicant Information Sheet

Section A. Municipality Information

Municipality Name _____

County _____

Municipality Type City Township (1st Class)
 Borough Township (2nd Class)

Name of chief elected official _____

Title _____

Is your municipality (check all that apply):

- A Financially Distressed Municipality (Act 47)
- A PA DCED designated:
 - Keystone Community*
 - Main Street*
 - Elm Street*
 - Enterprise Zone*
- A member of:
 - Preservation Pennsylvania*
 - Pennsylvania Downtown Center*
 - National Alliance of Preservation Commissions*
 - National Trust for Historic Preservation*

Section B. Contact Information

Complete the following information for the individual who will serve as the primary point of contact with the PA SHPO. This person should be a municipal staff member, not a volunteer or preservation review board/commission member.

Name _____

Job Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of the person completing this application (if different from above)

Name _____

Job Title _____

Phone _____ Email _____

PA SHPO
CLG Program | Certification Application

Section C. Your Community's Preservation Program

Please provide the following information about your community's historic resources, preservation plans, ordinance(s), and boards/commissions.

What review boards and/or commissions are involved in your community's preservation program? (check all that apply)

Historic Architectural Review Board (HARB)

Historical/Historic Preservation Commission

Board/Commission Name _____
Board/Commission Chair _____
Chairperson Email _____

Board/Commission Name _____
Board/Commission Chair _____
Chairperson Email _____

Who from the municipal staff is responsible for providing administrative support to the HARB/Preservation Commission?

Staff Person Name _____
Staff Person Job Title _____
Email _____
Phone _____

What types of ordinances in your community provide for the designation, protection, or adaptive use of historic resources? (check all that apply)

Historic District ordinance (HARB/Historic District Act) _____
Individual Landmarks ordinance (MPC-enabled/zoning overlay) _____
Subdivision and Land Development (SALDO) _____
Other: _____

How many properties in your municipality are:

Within designated historic districts _____
Designated as individual landmarks _____
Designated as historic under other ordinances/mechanisms? (please explain below) _____

Section D: Planning, Zoning, and Permitting in your Community

Please provide information about how your municipality administers planning, zoning, and building permits, as well as general administrative capacity.

How many administrative/professional staff does the municipality employ? _____

PA SHPO
CLG Program | Certification Application

Who provides principal planning services (i.e. comprehensive plans, zoning ordinances, land development planning, subdivision review) for the municipality?

Municipal planning staff *County planning commission* *Private consultant*

Who reviews and issues zoning permits?

Municipal planning staff *County planning commission* *Private consultant*

Who enforces zoning violations?

Municipal planning staff *County planning commission* *Private consultant*

Who reviews and issues building permits?

Municipal planning staff *County planning commission* *Private consultant*

Who enforces building code violations?

Municipal planning staff *County planning commission* *Private consultant*

PART 2: Preservation Program Self-Assessment

In a separate document, please provide brief answers to the following questions. The answers you provide will not be used to determine whether or not your community meets the certification requirements or is approved to participate in the CLG program, but they will provide the PA SHPO with important insight into how to help your community maximize your designation as a CLG.

Please keep your responses concise and limit the length of the total response to two typed pages.

1. Describe three preservation successes in your community. Examples could be specific projects, planning efforts, ordinances or policies that are effective at preserving important places, etc.
2. Describe three challenges facing historic places in your community. Examples could include socio-economic or demographic issues, neglect, inappropriate alterations, development pressure, lack of survey information, etc.
3. Besides the municipality and associated boards/commissions, what other organizations, groups, or individuals in the community contribute to historic preservation, land preservation, and/or heritage education?
4. What does your community hope to gain from participation in the CLG program?

PART 3: Certification Requirements Checklist

How to use this Checklist

Each of the questions below corresponds to a Certification Requirement in the CLG Guidelines and Procedures. If the answer to a question is “Yes”, then your community meets that requirement for certification. If the answer is “No”, then that is an area/issue that your community should focus on before submitting a certification application.

A. Demonstrate a commitment to historic preservation as a vital and integral component of community and economic development

Certification Requirement		Yes	No
A1	Does your municipality’s most recent comprehensive plan contain a chapter or other policies and recommendations related to historic preservation?	<input type="checkbox"/>	<input type="checkbox"/>
A2	Does your municipality implement the International Existing Building Code?	<input type="checkbox"/>	<input type="checkbox"/>

B. Implement and enforce laws, policies, and procedures that advance preservation goals, uphold the public interest, and respect individual rights

Certification Requirement		Yes	No
B1	Has your municipality adopted an ordinance that meets the requirements described in Part 3A of this checklist?	<input type="checkbox"/>	<input type="checkbox"/>
B2	Does your HARB/commission have rules of procedure or bylaws?	<input type="checkbox"/>	<input type="checkbox"/>

C. Engage the public in historic preservation

Certification Requirement		Yes	No
C1	Are all meetings of your review board or commission announced and open to the public in accordance with the Sunshine Act?	<input type="checkbox"/>	<input type="checkbox"/>

PA SHPO
CLG Program | Certification Application

D. Maintain, utilize, and share current information about historic resources in the community

Certification Requirement		Yes	No
D1	Does your municipality have survey information about locally designated historic resources?	<input type="checkbox"/>	<input type="checkbox"/>
D2	Is survey information available to the public, with the exception of locational information about archaeological resources?	<input type="checkbox"/>	<input type="checkbox"/>

E. Appropriately maintain historic resources owned by the municipality

Certification Requirement		Yes	No
E1	Are locally designated, municipally-owned properties and projects required to follow the same guidelines and procedures as other properties designated under local preservation ordinances?	<input type="checkbox"/>	<input type="checkbox"/>

F. Provide adequate human and financial resources to implement historic preservation programs effectively

Certification Requirement		Yes	No
F1	Does your preservation board/commission consistently meet the membership requirements as defined in F(1)(a) of the CLG Guidelines and Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
F2	Does your municipality maintain information about the credentials of preservation board/commission members and make this available to the public and the State Historic Preservation Officer upon request?	<input type="checkbox"/>	<input type="checkbox"/>
F3	Does your municipality provide staff support for the preservation board/commission as outlined in F(2) of the CLG Guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
F4	Has the CLG designated a staff person to serve as a point-of-contact with PA SHPO?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3A: Preservation Ordinance Requirements

The following questions pertain to the various components that your community's preservation ordinance must contain. If your community has more than one preservation ordinance, then each piece of legislation should meet these requirements.

Ordinance Requirements	Yes	No
Does the ordinance include a statement of authority and legislative purpose?		
Does the ordinance describe the duties and responsibilities of the HARB/commission?		
Does the ordinance include a process and criteria for designating properties as historic that do not refer to or rely upon the National Register status of a property?		
Does the ordinance, inventory, or local register describe the boundaries of designated districts or properties?		
Does the ordinance describe the steps and timelines for reviewing Certificates of Appropriateness and other permit applications?		
Does the ordinance list the criteria that are used to evaluate Certificate of Appropriateness applications?		
Does the ordinance require the municipal review and approval/denial of all applications to demolish or relocate designated resources?		
Does the ordinance require the HARB/commission to review and comment on all proposed new construction within locally designated historic resources?		
Does the ordinance apply to all property types and applicants?		
Does the ordinance contain criteria and procedures for evaluating economic hardship?		
Are decisions made by the governing body under the ordinance binding on the applicant?		
Does the ordinance contain enforcement procedures and penalties for violations?		
Does the ordinance include a process for appealing decisions?		

PART 4: Municipal Resolution and Cover Letter

Please enclose a cover letter requesting certification signed by the chief elected official of the municipality; a sample letter is included with this application package.

Chief Elected Official

The definition of “chief elected official” may vary from community to community, and determination of who is the appropriate holder of that position is left to the municipality. Generally speaking, this is the highest-ranking elected person who is authorized to enter into agreements and execute contracts on behalf of the municipality. In most cities this will be Mayor, but some municipal charters may require authorization from the City Council. In boroughs, the chief elected official may be President of Borough Council, and in townships, it may be the Chair of the Board of Supervisors. The municipality shall determine who is authorized to submit the application and execute the certification agreement upon approval.

Municipal Resolution

If the municipal charter or other ordinances require authorization from the legislative body, a sample resolution is included in in this application package and may be modified as necessary. Please note, that a resolution is not required, unless the municipality’s own laws and procedures require it; only the cover letter signed by the chief elected official is required.

PA SHPO
CLG Program | Certification Application

SAMPLE COVER LETTER

*Letter should be on official municipal letterhead

Date

Andrea L. MacDonald
Deputy State Historic Preservation Officer
Pennsylvania State Historic Preservation Office
Keystone Commonwealth Building, 2nd Floor
400 North St.
Harrisburg, PA 17120

RE: Certified Local Government Program Application
Municipality Name, County

Dear Ms. MacDonald,

On behalf of the MUNICIPALITY NAME, I am pleased to submit this request for participation in the Certified Local Government program. History and heritage are important to this community and our citizens, elected leaders, staff, and volunteers are committed to preserving the physical reminders of our past. We also believe that historic places are important to our community's economic vitality, identity, and quality of life and have implemented policies and practices to preserve and enhance those irreplaceable resources. We believe participation in the CLG program will provide our community with the tools, resources, training, and credibility to help us maintain and improve these efforts for all those who live, work, and enjoy our community.

Enclosed with this letter please find the certification application and supporting documents for your consideration. If you have questions about these materials please contact STAFF CONTACT NAME PHONE AND EMAIL. The MUNICIPALITY NAME looks forward to your office's response and becoming an active participant in the CLG program.

Sincerely,

NAME
TITLE

SAMPLE RESOLUTION

*This resolution may be used to authorize the submission of a certification application and the execution of the certification agreement by the chief elected official if required by municipal ordinance or charter. The text of this sample resolution may be edited or modified as necessary to satisfy municipal legal or procedural requirements.

A RESOLUTION

WHEREAS, the history and heritage of MUNICIPALITY NAME are important to our community's identity, culture, and uniqueness; and

WHEREAS, historic buildings, sites, landscapes, and neighborhoods contribute to economic vitality, sense of place, and quality of life in MUNICIPALITY NAME; and

WHEREAS, the MUNICIPALITY NAME has adopted ordinances, policies, and programs designed to preserve and enhance these important historic assets; and

WHEREAS, to serve our residents, property owners, and visitors to our community, the MUNICIPALITY NAME strives to implement these programs according to best practices and wishes to take advantage of the technical and financial resources available to do so; and

WHEREAS, the Certified Local Government program administered by the Pennsylvania State Historic Preservation Office in partnership with the National Park Service, will provide MUNICIPALITY NAME with these tools and resources.

NOW, THEREFORE, BE IT RESOLVED that the LEGISLATIVE BODY (i.e. Anytown Borough Council/Anytown Township Board of Supervisors) hereby authorizes the CHIEF ELECTED OFFICIAL TITLE (i.e. Mayor/Supervisors Chair/President of Council) to submit an application for participation in the Certified Local Government program to the Pennsylvania State Historic Preservation Office and, if approved, execute all necessary agreements required for participation on behalf of the MUNICIPALITY NAME.

Date

Signatures

PART 5: Supporting Documents

1. A copy of the local historic district ordinance, or historic preservation ordinance, and/or historic preservation zoning overlay, including all amendments.
2. A copy of the Board of Historical Architectural Review, and/or Historical Commission by-laws or procedures.
3. A list and maps of the areas designated as historic districts or individual landmarks protected by the local preservation ordinance.
4. Résumés of each member of the Historic Architectural Review Board and/or Historical Commission, including credentials of expertise in fields related to historic preservation.
5. Relevant excerpts from the municipality's building code and/or statement from the building code official indicating that the International Existing Building Code is adopted policy.
6. Excerpts from or a brief summary of how the municipality's comprehensive plan addresses historic preservation and historic resources.