

# Pennsylvania Certified Local Government Program

## 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
<b>A1</b>	Does your municipality’s most recent comprehensive plan contain a chapter or other policies and recommendations related to historic preservation?		
<b>A2</b>	Does your municipality implement the International Existing Building Code?		

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

Certification Requirement		Yes	No
<b>B1</b>	Has your municipality adopted an ordinance that meets the requirements described on page 3 of this checklist?		
<b>B2</b>	Does your HARB/commission have rules of procedure or bylaws?		

#### C. Engage the public in historic preservation

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

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

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

**E. Appropriately maintain historic resources owned by the municipality**

Certification Requirement		Yes	No
<b>E1</b>	Are municipally-owned properties and projects required to follow the same guidelines and procedures as other properties designated under local preservation ordinances?		

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

Certification Requirement		Yes	No
<b>F1</b>	Does your preservation board/commission consistently meet the membership requirements as defined in F(1)(a) of the CLG Guidelines and Procedures?		
<b>F2</b>	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?		
<b>F3</b>	Does your municipality provide staff support for the preservation board/commission as outlined in F(2) of the CLG Guidelines?		
<b>F4</b>	Has the CLG designated a staff person to serve as a point-of-contact with PA SHPO?		

**NOTES:**

## 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?		