



### **Who may submit an application to become a CLG?**

Any Pennsylvania municipality is eligible to be a CLG if they meet the minimum certification requirements; county governments and regional authorities are not eligible for certification because they typically do not have the authority to review and approve projects affecting historic properties. Certification applications must be signed by the chief elected official of the municipality.

### **What requirements does a municipality have to meet to be eligible for certification?**

The basic requirements include enacting a historic preservation ordinance that regulates demolition and new construction, appointing a preservation commission or review board, and including historic preservation strategies in the community's comprehensive plan. The Certification Checklist contains a detailed list of all tools, policies, and practices a municipality needs to have in place in order to meet the minimum certification requirements.

### **What information is required for the certification application?**

A completed certification application includes some basic information about the community's preservation program and its needs/goals, copies of the preservation ordinance and relevant sections of the comprehensive plan and building code, resumes for review board/commission members, and a cover letter signed by the chief elected official.

### **What are the application deadlines?**

There are no fixed application deadlines. Certification applications may be submitted at any time and are reviewed on a rolling basis.

### **What happens after a municipality submits a certification application?**

The PA SHPO will review the certification application in accordance with the certification requirements and respond to the chief elected official within 45 working days. If the application is approved, PA SHPO will prepare a written certification agreement and send it to the local government for execution. After the PA SHPO has received the signed agreement form the municipality, it will be signed by officials from the Commonwealth and sent to the National Park Service (NPS) with a recommendation that the community be officially certified. The process is not complete until the NPS notifies the community and SHPO.

### **How long does the certification process take?**

The certification process takes 3 to 4 months from the time the municipality submits a complete application to NPS notification.