



# Pennsylvania State Historic Preservation Office

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

## Certified Local Government Program

### Proposed Certification Requirements Worksheet

Communities who currently participate in the CLG program should complete this worksheet to help them understand how proposed changes to the CLG program guidelines and procedures will affect their community. If the answer to a question is “Yes”, then your community already meets that section of the proposed guidelines. If the answer is “No”, then that is something your community will need to address if these proposed changes are implemented.

Guideline Section	Certification Requirement	Yes	No
1A	Does your municipality’s comprehensive plan include a historic preservation element or incorporate preservation goals throughout the document?		
1B	Does the municipality implement the International Existing Building Code?		
2A	<i>There is a separate section at the end of this worksheet detailing the preservation ordinance requirements</i>		
2B	Does the HARB/commission have rules of procedure or bylaws?		
2C	Has the municipality adopted illustrated design guidelines that are used in the review of Certificate of Appropriateness applications?		
3A	Are all HARB/commission meetings publicly announced and open to the public?		
3B	Does the HARB/commission keep detailed minutes of its meetings and make them available to the public?		
3C	Does the municipality provide applicants/property owners with written notification of decisions related to Certificates of Appropriateness?		
4A	Does the municipality maintain an inventory of locally designated properties (including those within districts) that has been gathered or updated within the past 10 years?		
4A	Is existing survey information in a format that has been or can be easily integrated in PA SHPO databases?		
4B	Does the municipality have an established program or written plan for surveying historic resources in the community and periodically updating existing survey information?		
4C	Is existing survey information available to the public for research and review purposes?		
5A	Has the municipality evaluated and designated municipally-owned historic properties under the community’s preservation ordinance?		
6A	Does the municipality maintain a HARB/commission with at least 5 appointed members?		
6A(1)	Does the HARB/commission have at least two members that have experience in architecture, history, historic preservation, planning, archaeology, or anthropology?		
6A(2)	Does the municipality keep the credentials/resumes for HARB/commission members on file and available for public review?		
6A(3)	Are members of the HARB/commission appointed by the Chief Elected Official or governing body?		
6A(4)	Does the appointing authority regularly fill HARB/commission vacancies within 90 days?		
6B	Does the municipality provide staff support to the HARB/commission for basic administrative tasks (see guidelines for more details)?		

Guideline Section	Ordinance Requirements	Yes	No
<b>2A(1)</b>	Does the ordinance include a statement of authority and legislative purpose?		
<b>2A(2)</b>	Does the ordinance describe the duties and responsibilities of the HARB/commission?		
<b>2A(3)</b>	Does the ordinance include a process and criteria for designating properties as historic that does not reference or rely upon the National Register status of a property?		
<b>2A(4)</b>	Does the ordinance, inventory, or local register describe the boundaries of designated properties?		
<b>2A(5)</b>	Does the ordinance describe the steps and timelines for reviewing Certificates of Appropriateness and other permit applications?		
<b>2A(5)</b>	Does the ordinance list the criteria that are used to evaluate Certificate of Appropriateness applications?		
<b>2A(6)</b>	Does the ordinance require HARB/commission review and approval of all applications to demolish or relocate designated resources?		
<b>2A(7)</b>	Does the ordinance require the HARB/commission to review and comment on all proposed new construction within locally designated historic resources?		
<b>2A(8)</b>	Does the ordinance apply to all property types and applicants?		
<b>2A(9)</b>	Does the ordinance contain criteria and procedures for evaluating economic hardship?		
<b>2A(10)</b>	Are decisions made by the governing body under the ordinance binding on the applicant?		
<b>2A(11)</b>	Does the ordinance contain enforcement procedures and penalties for violations?		
<b>2A(12)</b>	Does the ordinance include a process for appealing decisions?		