

### **Step 1: Establish an ordinance creating a local historic district and commission**

Follow the process outlined in the [state enabling legislation](#) (R.S. 25:733–736):

- Governing body appoints a Historic Preservation Study Committee, which completes a report. The study committee report must include:
  - Report on the historic significance of the buildings, structures, sites, monuments, areas, and landmarks to be regulated by the commission
  - Suggestions for a proposed ordinance (model ordinance available on CLG webpage)
  - Map or sketch showing the boundaries of the preservation district
- The study committee report is adopted by the planning and zoning committee or commission (if one exists in the governmental unit) and then adopted by the governing body. Then the study committee is terminated.
- Passage of an historic preservation ordinance by the city council. The ordinance establishes:
  - An historic preservation Commission, appointed by the Mayor or chief of the governing body. The Commission consists of not more than 15 electors (people who reside within city limits) appointed to staggered four-year terms. The Commission has the authority to approve exterior alterations to buildings within the district, as well as demolition and new construction within the district.
  - An historic preservation district must be defined and included in the ordinance. You will want to have this on a map that is available to the community.
- Complete a survey and inventory of the historic district, which will be regulated by the new ordinance. Note: this survey can be a basic “windshield” survey.

### **Step 2: Submit a CLG application (attached) to the Louisiana Division of Historic Preservation**

The Division of Historic Preservation reviews the CLG application. If complete, DHP creates a certification agreement for signature by the mayor.

### **Step 3: Receive approval as a Certified Local Government**

The National Park Service approves the certification and sends written notification.

The CLG program creates a partnership between the municipality and the state partner (Louisiana Division of Historic Preservation) and the federal partner (National Park Service). This partnership gives the municipality access to technical assistance and federal funds (CLG grants).

**Instructions:**

1. Use official form only.
  2. All answers must be typed or clearly written.
  3. Make sure all forms are signed.
  4. Submit two complete sets of application materials.
  5. Incomplete applications will be returned.
  6. Before you begin, please read the entire application, instructions, and requirements.
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**Name of Local Government** \_\_\_\_\_

Parish of \_\_\_\_\_ Application Date \_\_\_\_\_

Congressional District \_\_\_\_\_ Economic Development District \_\_\_\_\_

**Title of Chief Elected Official** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**Name and Title of CLG Contact Person**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**Person Filling Out Application (if different from CLG Contact Person)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**Name of Historic Preservation Commission**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**On separate sheets of paper, please answer the following questions completely.**

1. Describe how the membership requirements for historic preservation commissions as outlined in the CLG Guidelines have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members.
2. Describe your system for survey and inventory of local historic resources.
3. Describe how the local government intends to participate in the National Register program and detail how public participation requirements will be carried out in the local government's review of National Register nominations.
4. Describe why your community is seeking certification as a CLG.

**Attachment Checklist**

Please submit the following documents as part of your application. Please check below the items that are being submitted, and label the items.

1. \_\_\_\_ A letter of request for certification from the chief elected official.
2. \_\_\_\_ Copies of all historic preservation ordinances that have been adopted by the local governing body.
3. \_\_\_\_ A map(s) clearly defining the boundaries of all historic districts designated by local ordinance and/or showing the locations of any locally designated historic properties.
4. \_\_\_\_ A copy of the historic district survey(s); including a listing of buildings, sites, structures, and districts, including addresses, designated under the local ordinance.
5. \_\_\_\_ A copy of the rules of procedure for the historic preservation commission.
6. \_\_\_\_ A copy of the guidelines for the decisions made by the historic preservation commission. In the absence of formal guidelines, a written description of how the commission's decisions are made should be included.
7. \_\_\_\_ A sample public meeting notice for the historic preservation commission.
8. \_\_\_\_ A sample copy of the agenda and minutes of a commission meeting.
9. \_\_\_\_ A sample notice of the commission's decision to an applicant.
10. \_\_\_\_ A list of commission members including officers. Provide a resume for each member.

**I certify that I have read the Certified Local Government Guidelines and agree to comply with all items and conditions set forth therein.**

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Date

Mail this Application to:  
Louisiana Certified Local Government Program  
Division of Historic Preservation  
P.O. Box 44247 Baton Rouge, LA 70804

If you have any questions, please contact the CLG Coordinator at 225-342-8157.