



## APPLICATION FOR CERTIFICATION MICHIGAN CERTIFIED LOCAL GOVERNMENT PROGRAM

**INSTRUCTIONS:** Local governments applying for the Certified Local Government (CLG) program must submit this application to the State Historic Preservation Office (SHPO) along with applicable supporting materials. All sections and certifications must be completed. Interested applicants should contact SHPO's CLG Coordinator to indicate interest in the program prior to submitting an application.

For guidance on completing the application, please visit [Michigan.gov/CLGgrants](https://michigan.gov/CLGgrants). Submit a completed application and supporting materials to: Alan Higgins, CLG Coordinator, at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov).

### A. LOCAL GOVERNMENT INFORMATION

**Local Government Unit:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Name/Title of Chief Elected Official:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name/Title of CLG Point of Contact:** \_\_\_\_\_

*(must be a staff person of the local unit of government; cannot be an HDC member)*

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Historic District Commission (HDC):** \_\_\_\_\_

**Staff Liaison:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

**Meeting Frequency:** \_\_\_\_\_

**HDC Website URL:** \_\_\_\_\_

*(if the local unit of government has a website with information on the HDC and its activities)*

#### REQUIRED ATTACHMENTS

- ☐ Letter from chief elected official requesting CLG certification

## B. LOCAL HISTORIC DISTRICT ORDINANCE

Ordinance Number: \_\_\_\_\_ Date Enacted: \_\_\_\_\_

### CERTIFICATIONS

- ☐ The community agrees to provide SHPO with copies of new or proposed changes to preservation ordinances, design guidelines, and other such tools for comment prior to adoption.
- ☐ All activities provided for under PA 169 will, at minimum, comply with Open Meetings Act and Freedom of Information Act requirements.

### REQUIRED ATTACHMENTS

- ☐ Signed and dated version of the enacted ordinance

### ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

- ☐ List of and maps for designated local historic districts
- ☐ Design guidelines for local historic districts
- ☐ Community preservation plan or relevant sections of master plan
- ☐ Other local preservation requirements or guidance affecting historic resources

## C. HISTORIC DISTRICT COMMISSION

Identify the individuals currently appointed to the local Historic District Commission (HDC):

Name	Term Start	Term Expires

Identify how the local government sought to identify qualified individuals for the HDC, including architects, architectural historians, historians, and/or archaeologists (check all that apply):

- ☐ Discussion with local historical organizations (e.g., historical society)
- ☐ Vacancy posting(s) at the local government's office
- ☐ Vacancy posting(s) on the local government's website
- ☐ Vacancy posting(s) on the local government's social media
- ☐ Vacancy posting(s) in a local newspaper
- ☐ Direct outreach to potential candidates
- ☐ Discussion with other community groups (e.g., neighborhood associations, DDA, Main Street, etc.)
- ☐ Other:

### CERTIFICATIONS

- ☐ The HDC will secure expertise (e.g., consulting architect or archaeologist), as appropriate, when considering actions normally reviewed by a professional if that expertise is not represented on the commission.
- ☐ New HDC members will be provided information on the local ordinance, locally designated districts, PA 169, the *Secretary of the Interior's Standards*, and SHPO's CLG handbook.
- ☐ At least 1 HDC member or the staff liaison will attend a training activity each year

### REQUIRED ATTACHMENTS

- ☐ Resume for each HDC member
- ☐ Copies of notices, correspondence, or postings illustrating how the local government sought to identify qualified individuals as described above
- ☐ Conflict of interest policy for the HDC

## D. SURVEY AND INVENTORY OF HISTORIC RESOURCES

**Briefly summarize past efforts, if any, to identify historic resources in the community. Provide a summary of survey activities that the community hopes to complete in the next 4 years, including tentative timeframes.**

### CERTIFICATIONS

- ☐ The CLG will coordinate with SHPO's Survey Coordinator to develop survey strategies and confirm the appropriateness of survey methodologies prior to beginning a survey project.
- ☐ Surveys will follow SHPO requirements and guidelines for survey.
- ☐ A copy of all data and reports from future surveys will be provided to SHPO.

## E. PUBLIC PARTICIPATION

**Identify how property owners and the general public are notified of HDC meetings and activities**  
(check all that apply):

- ☐ Postings at the local government's office    ☐ Postings on the local government's website
- ☐ Postings on the local government's social media    ☐ Community listserv or e-bulletin board
- ☐ Local access channel    ☐ Mailings    ☐ On-site project signs
- ☐ Other:

**Identify where property owners and the general public can access HDC meeting agendas and minutes**  
(check all that apply):

- ☐ Local government's office    ☐ Local government's website
- ☐ Other:

**Identify how property owners and the general public are provided access to information on local historic districts, the design review process, and applicable documents (e.g., maps of local districts, design guidelines, COA applications, etc.)** (check all that apply):

- ☐ Guidance and documents are posted directly on the local government's HDC website
- ☐ The local government's website identifies who to contact for information on the HDC and procedures
- ☐ Documents are available in hardcopy at the local government's office
- ☐ Other:

### CERTIFICATIONS

- ☐ The community will, at minimum, meet the public participation requirements for review of National Register nominations as outlined in SHPO's CLG handbook.

### ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

- ☐ Screen capture(s) of the local government website showing how information on the local preservation program and HDC activities is presented to the public
- ☐ Copy of standard public participation policies for committees and/or commissions showing compliance with the Open Meetings Act and Freedom of Information Act

## F. GOALS

**Briefly describe 2-4 goals the community has for its preservation program over the next 4 years.** Goals should relate to identifying, evaluating, protecting, and telling the story of important historic resources and/or educating the public on the value of preservation. At least one goal should relate to survey work the community hopes to complete.

<b>Goal 1:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

<b>Goal 2:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

<b>Goal 3:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

<b>Goal 4:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

## G. PROGRAM ADMINISTRATION

### CERTIFICATIONS

- ☐ The local government will comply with all federally and SHPO-imposed requirements pertaining to the CLG program
- ☐ The local government will comply with SHPO reporting and review procedures as described in the SHPO's CLG handbook.

I hereby certify that I have read SHPO's **Certified Local Government Program: Program Requirements and Certification Handbook**. Upon approval of the community's application by SHPO, the chief elected official of the local government will sign a Certification Agreement with SHPO prior to entering the program.

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CLG Point of Contact Signature

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Date