

**Certified Local Government Ordinance Internal Checklist**

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**APPLICATION FOR CERTIFICATION**

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**B.1. Requirements of Ordinance**

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Requirements	Ordinance Citation
a) Purpose clearly stated	_____
b) Authority for appointment of suitable commission	_____
c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)	_____
d) Clearly defined process for designation of historic properties including the consequences of designation	_____
e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established	_____
f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties	_____
g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	_____
h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	_____
i) Provisions for enforcing decisions	_____
j) Penalties for non-compliance	_____
k) Specific time frames for reviews	_____
l) Right of appeal	_____
m) Specific time frames for consideration of development proposals	_____

**B.2. Commission**

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**Requirements**

**Ordinance Citation**

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- a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000) \_\_\_\_\_
- b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction \_\_\_\_\_
- c) Appointments made by appropriate local official or appropriate governing body \_\_\_\_\_
- d) Commission members are residents of the jurisdiction which they serve \_\_\_\_\_
- e) Terms of office staggered \_\_\_\_\_
- f) Terms of office at least two (2) years, but not more than five (5) years \_\_\_\_\_
- g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days \_\_\_\_\_
- h) Provisions for at least four (4) meetings per year at regular intervals \_\_\_\_\_
- i) Provisions for recording minutes of each meeting \_\_\_\_\_
- j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences \_\_\_\_\_
- k) Provisions for Commission review of proposed National Register nominations within its jurisdiction \_\_\_\_\_
- l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission \_\_\_\_\_
- m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities \_\_\_\_\_
- n) Rules of Procedure adopted by Commission \_\_\_\_\_
- o) Commission responsibilities complementary to those of the State Historic Preservation Office \_\_\_\_\_

### B.3. Survey and inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File)	_____
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	_____
c) Inventory material open to the public	_____
d) Provisions to update inventory materials periodically	_____
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office	_____
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	_____

### B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced	_____
b) Provisions that Commission meetings will be open to the public	_____
c) Provisions that Commission meetings will have a previous advertised agenda	_____
d) Provisions to make meeting records available to the public	_____
e) Provisions that all Commission decisions will be given in a public forum	_____
f) Rules of Procedure adopted by the Commission must be available for public inspection	_____
g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days' prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	_____

- h) Objections by property owners must be notarized to prevent nomination to the National Register \_\_\_\_\_
- i) Provisions for public and owner notification for designation \_\_\_\_\_
- j) Provisions for public and owner notification for project reviews \_\_\_\_\_
- k) Provisions for public hearings for designations and project reviews \_\_\_\_\_

**B.5. Satisfactory Performance**

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Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings	_____
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days	_____
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting	_____
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting	_____
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action	_____
f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations	_____
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption	_____
h) Submit an annual report by November 1 covering activities of previous October 1 through September 30	_____
i) Information to be included in annual report (at a minimum)	_____
1) A copy of the Rules of Procedure	
2) A copy of historic preservation ordinance	
3) Resume of Commission members	
4) Changes to the Commission	
5) New Local designations	
6) New National Register listings	
7) Review of survey and inventory activity with a description of the system used	
8) Program report on each grant-assisted activity	
9) Number of projects reviewed	