

State of Louisiana
Certified Local Government
Application

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
OFFICE OF CULTURAL DEVELOPMENT
DIVISION OF HISTORIC PRESERVATION

Mail To:

Certified Local Government Program
Division of Historic Preservation
Office of Cultural Development
P. O. Box 44247
Baton Rouge, Louisiana 70804-4247
PH 225•342•8160 / FAX 225•342•8173

Instructions:

1. Use official application form only.
2. All answers must be typewritten.
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 through the entire application, instructions and requirements.

Name of local government _____

Parish Of _____ **Application Date** _____

Congressional District _____

Economic Development District _____

Title of Chief Elected Official _____

Name _____

Mailing Address _____

Email _____

Telephone _____

Name and Title of CLG Contact Person _____

Mailing Address _____

Email _____

Telephone _____

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

Name _____

Mailing Address _____

Telephone _____

1. **Name of Historic Preservation Commission** _____

Mailing Address _____

Email _____

Time of Regular Meetings _____ Place _____

Name of Chairperson _____

5. Briefly describe why you are seeking certification.

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 with corresponding titles and numbers.

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 sample copy of the historic resource survey and inventory form currently being used.
5. _____ A copy of the rules of procedure for the historic preservation commission.
6. _____ A copy of any 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 notice of the historic preservation commission's meeting.
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 Guidelines for Certified Local Government Program and agree to comply with all items and conditions set forth therein.

Chief Elected Official

Date