**MARYLAND CERTIFIED LOCAL GOVERNMENT PROGRAM**

**APPLICATION MATERIALS**

**SAMPLE LETTER FROM CHIEF ELECTED OFFICIAL**

(Date)

Ms. Elizabeth A. Hughes

Director and State Historic Preservation Officer

Maryland Historical Trust

100 Community Place

Crownsville, Maryland 21032

Re: Participation in Maryland's Certified Local Government Program

Dear Ms. Hughes:

(City or County), Maryland hereby applies to be designated a Certified Local Government, as provided for in the National Historic Preservation Act, as amended.

As (Title of Chief Elected Official), I understand that it will be necessary for (City or County) to fulfill the minimum standards for certification and ongoing participation in the Certified Local Government Program, as outlined in the Certified Local Government Procedures Manual. This will include historic preservation commission review of all proposed National Register nominations within the local government’s jurisdiction, submission of an Annual Report and participation in periodic evaluations.

Please find enclosed all requested materials to be considered for certification. Should you need additional materials or have any questions, please contact (name) at (telephone number and email).

Sincerely,

(Chief Elected Official Name and Title)

enclosures

**MARYLAND CERTIFIED LOCAL GOVERNMENT PROGRAM APPLICATION FORM**

**I. Contact Information**

Name of Local Government:

Address:

Primary Contact Name and Title:

Primary Contact Phone:

Primary Contact Email:

Primary Contact Address (if different from above):

Name and Title of Chief Elected Official:

Name of Historic Preservation Commission Chairperson:

Name of Historic Preservation Commission:

Date, Time and Place of Historic Preservation Commission Meetings:

**II: Historic Preservation Commission Qualifications**

1. Does the historic preservation commission have at least five members? [ ] Yes [ ] No
2. Do all members have a demonstrated interest, competence or knowledge in historic preservation?

 ***\**** *Please attach Exhibits as shown in the application checklist* [ ] Yes [ ]  No

1. Does the commission have at least two (2) members appointed from the disciplines of architecture, historic architecture, history, architectural history, or archeology as defined in the Secretary of the Interior’s *Professional Qualification Standards*?

***Name Area of Expertise Term Expiration***

1.

2.

3.

1. Does the commission have at least three (3) other members who have a demonstrated special interest, expertise, or knowledge in architecture, history, architectural history, planning, prehistoric or historic archeology, cultural anthropology, historic preservation or related disciplines?

***Name Area of Interest Term Expiration***

1.

2.

3.

4.

5.

1. Are terms of commission members staggered and of 3 years in duration? ☐Yes ☐ No
2. Are commission vacancies filled within 60 days? ☐Yes ☐ No

**III. Legislation for the Designation and Protection of Historic Properties**

1. Has the local government provided legally enforceable legislation for the designation and protection of historic properties consistent with Section 302501 of the National Historic Preservation Act, as amended, and the Land Use Article, Title 8. Historic Preservation, Annotated Code of Maryland, as amended? ☐Yes ☐ No

 ***\*****Please attach the historic preservation ordinance or legislation as Exhibit 1.*

1. Is the purpose of the ordinance clearly stated and does it coincide with the purpose clause of the Land Use Article, Title 8. Historic Preservation, Annotated Code of Maryland as amended? ☐Yes ☐ No
2. Has the local government adopted rules and regulations for the transaction of commission business? ☐Yes ☐ No
3. Does the commission conduct design reviews according to guidelines consistent with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*? ☐Yes ☐ No
4. Does the ordinance provide for the designation of sites, structures and/or historic districts that meet established state or local criteria? ☐Yes ☐ No

***\*****Please attach maps clearly indicating the boundaries of historic sites and districts as Exhibit 2*

1. Does the commission have the authority to review and render decisions upon alterations to, relocation of, or demolition of all structures or sites within designated boundaries? ☐Yes ☐ No

Are these commission decisions binding? ☐Yes ☐ No

1. Does the commission review and render a decision on all proposed new construction within locally designated boundaries? ☐Yes ☐ No

Are these commission decisions binding? ☐Yes ☐ No

1. Has the commission set forth clear criteria upon which proposals for alteration, relocation, new construction and demolition will be reviewed and do they coincide, at minimum, with the language of the criteria clause of Section 8-303 of the Land Use Article? ☐Yes ☐ No
2. Does the commission have the authority to delay demolition for a period of no less than 90 days, in cases of structures that the commission deems to be of unusual importance to the jurisdiction, state or nation? ☐Yes ☐ No
3. Does the ordinance contain specific time limits, parallel to Section 8-307 of the Land Use Article, within which the HPC and applicant must act? ☐Yes ☐ No
4. Does the ordinance contain provisions for enforcing decisions and a right of appeal? ☐Yes ☐ No

If the historic preservation ordinance does not contain these provisions, please describe the relevant enforcement and appeal process and provide a citation:

**IV: Survey and Inventory**

1. Will the commission initiate or continue the process of surveying historic properties within the local government’s jurisdiction in a manner that follows MHT guidelines? ☐Yes ☐ No
2. Does the commission maintain a detailed inventory of historic sites, structures, and districts under the local government’s jurisdiction? ☐Yes ☐ No
3. Is the inventory accessible to the public? ☐Yes ☐ No
4. Is the inventory data available through duplicates at MHT? ☐Yes ☐ No
5. Is the inventory data updated periodically, both locally and at MHT? ☐Yes ☐ No

**V: Public Participation**

1. Are meetings of the commission open to the public? ☐Yes ☐ No
2. How is notice of commission meetings given (*e.g.*, in local newspaper, on website, posted in courthouse)? ***\**** *Please attach of a copy of such notice as Exhibit 4.*
3. Is there a previously advertised agenda? ☐Yes ☐ No
4. How regularly do commission meetings occur (e.g. one per month)? ☐Yes ☐ No
5. Is public notice provided for special meetings? ☐Yes ☐ No
6. Are minutes kept of all meetings, and are these available for public inspection? ☐Yes ☐ No

***\**** *Please attach copies of minutes from three consecutive commission meetings as Exhibit 5.*

1. Do all applicants receive written notification of decisions of the commission? ☐Yes ☐ No

***\**** *Please attach a copy of such notice as Exhibit 6.*

1. Are the commission’s rules of procedure available for public inspection? ☐Yes ☐ No

***\**** *Please attach a copy of the rules of procedure as Exhibit 7.*

1. Are the commission’s criteria for design review and any associated documents, such as design guidelines, made available for public inspection? ☐Yes ☐ No

***\**** *Please attach a copy of criteria and/or design guidelines, if you have them, as Exhibit 8.*

**Application Attachments Checklist** *(Please attach each item with completed application form.)*

* Exhibit 1: A copy of the adopted historic preservation (or district) ordinance
* Exhibit 2: Clearly defined map(s) of the boundaries of designated districts or landmark sites
* Exhibit 3: A completed Historic District Commission Member Background Information Sheet (see attached) with attached resume for each member of the commission
* Exhibit 4: A sample notice to the public about a meeting of the commission
* Exhibit 5: Copies of minutes from three consecutive commission meetings
* Exhibit 6: A sample notice to an applicant of the decision of the commission
* Exhibit 7: A copy of the commission’s rules of procedure
* Exhibit 8: A copy of the commission’s review criteria and/or design guidelines

**HISTORIC DISTRICT COMMISSION MEMBER**

**BACKGROUND INFORMATION SHEET**

**Name:**

**Address:**

**Daytime Telephone:**

**Email:**

**Occupation:**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Commission members participating in the Certified Local Government Program must be minimally qualified by a demonstrated special interest, knowledge, or training in such fields as history, architecture, preservation, or urban design. At least two commission members must possess academic or professional training in one or more of these fields.

**1. Please give a brief description of your demonstrated special interest, knowledge, or academic or professional training in such fields:**

**2. List any special training and date received:**

**3. Are you presently or have you ever been a member of any other government board or commission?** ☐Yes ☐ No

If yes, please list:

1. **Appointment term:**
2. **Please Attach Full Resume**