

SAMPLE APPLICATION LETTER

On City or County Letterhead

CLG Coordinator
State Historic Preservation Office
Iowa Economic Development Authority
1963 Bell Avenue, Suite 200
Des Moines, IA 50315

Re: Request for Certified Local Government Status Dear Certified Local Government Coordinator,

In accordance with the National Historic Preservation Act of 1966, as amended, and the Certified Local Government Historic Preservation Program in Iowa, I hereby request Certified Local Government status for **(insert name of city or county)'s historic preservation program**.

Enclosed are:

1. A copy of the local historic preservation legislation **(insert ordinance if applicant is a city/ insert resolution if applicant is a county)**, including any amendments.
2. A list of locally recognized properties and districts, accompanied by brief statements on their historical significance, and street address.
3. A copy of the local preservation plan, if available, or a statement describing the long-range goals of the historic preservation commission and proposed activities to achieve the goals.
4. A list of the members of the historic preservation commission and complete biographical sketch forms for non-professional members and resumes for professional members.
5. A disclaimer letter regarding the absence of professionals on the commission. **(include this statement and the disclaimer letter only if none of the commission members meet the Secretary of the Interior's Professional Qualifications Standards)**.

Submitted to demonstrate that (insert the name of city or county) has met the requirements for local government certification, as described in the program guidelines.

I understand that an additional requirement for certification is execution of a written certification agreement between the State of Iowa and (insert name of city or county) specifying responsibilities of the local government, and that upon certification (insert name of city or county) will be eligible to apply for special Certified Local Government matching grants to be used for eligible local historic preservation projects.

Signature of mayor or chair. Board of Supervisors

Print Name and Title

Date