



Susana Martinez  
Governor

STATE OF NEW MEXICO  
**DEPARTMENT OF CULTURAL AFFAIRS**  
**HISTORIC PRESERVATION DIVISION**

BATAAN MEMORIAL BUILDING  
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SANTA FE, NEW MEXICO 87501  
PHONE (505) 827-6320 FAX (505) 827-6338

**CLG CERTIFICATION APPLICATION CHECKLIST**

State: New Mexico Jurisdiction: \_\_\_\_\_

Date Submitted to State: \_\_\_\_\_ Date Approved by State: \_\_\_\_\_

(1) Applicant meets the Federal definition of local government and has authority to enforce acceptable legislation for the designation and protection of historic properties.

(2) Applicant has established a historic preservation review commission consisting of \_\_\_\_\_ members. This meets State procedure requirements for number of members (5 members).

There are \_\_\_\_\_ lay members.

There are \_\_\_\_\_ professional members qualified in the fields of:

- |              |              |
|--------------|--------------|
| ▪ List field | ▪ List field |
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This meets State procedure requirements for professional membership.

(3) All commission members have a demonstrated, positive interest, competence, or knowledge in historic preservation.

(4) Professional members of the commission have been appointed to the extent available in the community, and we have reviewed resumes that document professional qualifications acceptable under the Secretary of the Interior's Historic Preservation Professional Qualification Standards. If not, the applicant satisfactorily documented an adequate search for the requisite professional members and how it will obtain access to expertise when needed.

(5) The role and responsibilities of the local government have been specific in detail in the enclosed agreement, including:

A. The four basic responsibilities:

1. Enforcing State or local legislation for the designation and protection of historic resources.

2. Maintaining a system for survey and inventory of historic properties.
3. Providing for adequate public participation in the historic preservation program.
4. Reviewing National Register nominations through a qualified local commission.

B. Additional responsibilities.

1. Required of all CLGs
  - a. Maintain adequate financial management systems.
  - b. Adhere to all requirements of the Historic Preservation Fund Grants Manual.
  - c. Adhere to any requirements mandated by Congress regarding use of federal historic preservation funds.
  - d. Adhere to requirements outlined in the State of New Mexico Local Government Participation Procedures issued by the State Historic Preservation Office.
2. Requirements specific to this CLG (if any stipulated).

(6) The CLG contact person, including title/position, mailing address, and telephone number:

Contact person name  
Title  
Mailing Address  
City, New Mexico  
Telephone

(7) The Certification Agreement has been signed by SHPO and Chief Elected Local Official.

(8) Any other information relevant to this application:

**STATE REVIEWER:**

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_