



**WEST VIRGINIA DIVISION OF CULTURE & HISTORY**  
State Historic Preservation Office  
The Cultural Center, 1900 Kanawha Blvd. E.  
Charleston, WV 25305-0300  
Phone: 304.558.0240 Fax: 304.558.3560

# **Certified Historic Preservation Community Application Packet**

**Part 1 – Application Form**

**Part 2 – Additional Requirements**

**Part 3 – Procedural Rule**



WEST VIRGINIA DIVISION OF CULTURE & HISTORY  
State Historic Preservation Office  
The Cultural Center, 1900 Kanawha Blvd. E.  
Charleston, WV 25305-0300  
Phone: 304.558.0240 Fax: 304.558.3560

DO NOT WRITE IN THIS SPACE

Date Received: \_\_\_\_\_  
Application #: \_\_\_\_\_

**PART 1**  
**Certified Historic  
Preservation Community  
*Application Form***

**Applicant Legal Name (Organization):**

\_\_\_\_\_  
**Proposed jurisdiction to be recognized:**

\_\_\_\_\_

- Agency of municipal or county government, or other civil jurisdiction  
 not-for-profit, tax exempt WV corporation

**Mailing Address:** \_\_\_\_\_  
Street

\_\_\_\_\_  
City Zip County

**Telephone (day):** \_\_\_\_\_

**Telephone  
(eve.):** \_\_\_\_\_

**Email/website:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**WEST VIRGINIA DIVISION OF CULTURE & HISTORY**  
State Historic Preservation Office  
The Cultural Center, 1900 Kanawha Blvd. E.  
Charleston, WV 25305-0300  
Phone: 304.558.0240 Fax: 304.558.356

**PART 2**  
**Certified Historic**  
**Preservation Community**  
*Additional Requirements/Checklist*

**Provide documentation indicating the community has: (Both Required)**

- \_\_\_\_\_ a. Supported (within the last three years) an historic preservation project that promotes heritage tourism or otherwise fosters economic vitality (the project must have involved a public-private partnership between government entities and at least one civic association, non-profit organization, or business enterprise)
- \_\_\_\_\_ b. Adopted a resolution in the last three years indicating its commitment to the preservation of its heritage assets.

**PLEASE LABEL EACH ATTACHMENT AS FOLLOWS AND CHECK OFF HERE: (example 1.a)**

**Provide documentation which indicates at least three of the criteria below are met, including at least one from each category.**

**Category 1: Discovering Heritage through Historic Places**

- \_\_\_\_\_ a. An ongoing, publicly available inventory of historic places OR
- \_\_\_\_\_ b. An active community supported museum, or interpretive facility archive, or local history records collection (public or private) OR
- \_\_\_\_\_ c. Active citizen volunteer involvement, such as a docent or guide program for interpretation of local history and culture, or volunteer participation in improving the condition of heritage assets within the community OR
- \_\_\_\_\_ d. Ongoing opportunities for children to learn about local heritage in the schools, either through established curriculum or a special outreach program



**WEST VIRGINIA DIVISION OF CULTURE & HISTORY**  
**State Historic Preservation Office**  
**The Cultural Center, 1900 Kanawha Blvd. E.**  
**Charleston, WV 25305-0300**  
**Phone: 304.558.0240 Fax: 304.558.356**

**Category 2: Protecting Historic Resources**

- \_\_\_\_\_ a. An active historic landmark commission, created by the local governmental entity through an ordinance, charged with leading historic preservation activities within the community OR
- \_\_\_\_\_ b. An adopted community-wide historic preservation plan that is being implemented OR
- \_\_\_\_\_ c. An historic preservation review ordinance and volunteer or professional staff to implement it OR

**Category 3: Promoting Historic Assets**

- \_\_\_\_\_ a. An active local heritage tourism program or participation in a regional program, with such promotional material as a walking/driving trail or itinerary, map of historic resources, etc OR
- \_\_\_\_\_ b. A regularly scheduled heritage observation or event. OR
- \_\_\_\_\_ c. An historic preservation awards or recognition program

The activity that is the subject of this program has been financed with federal funds from the National Park Service, Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

## **The Certified Historic Preservation Community Program Fact Sheet**

1. The applications may be sent in at any time throughout the year. The application will be taken to the Archives and History Commission meeting that falls 60 days after receipt of the application.
2. The applications are reviewed by the State Historic Preservation Office staff for completeness and eligibility. The staff will make recommendations to the Archives and History Commission who will make the final decisions.
3. Applications are available at and shall be submitted to, the Director of the State Historic Preservation Office at the Division of Culture and History. They are also available on our website at [www.wvculture.org](http://www.wvculture.org).
4. A community approved by the Commission to receive the designation of Certified Historic Preservation Community will be eligible to display banners, signs and other promotional devices to announce the designation.
5. Attached is a copy of the Legislative Rule 82 series 11 that gives additional information on the program.

**TITLE 82  
PROCEDURAL RULE  
DIVISION OF CULTURE AND HISTORY**

**SERIES 11  
WEST VIRGINIA CERTIFIED HISTORIC PRESERVATION COMMUNITY DESIGNATION**

**§82-11-1. General.**

Scope. -- This Procedural Rule provides the administrative procedures and requirements for application by a city, town, county or other civil jurisdiction for designation as a "Certified Historic Preservation Community" under West Virginia Archives and History Commission, West Virginia Certified Historic Preservation Community Program.

Authority. -- W. Va. Code §29-1-5.

Filing Date. -- October 21, 2005.

Effective Date. -- November 21, 2005.

**§82-11-2. Definitions.**

2.1. "Commission" means West Virginia Archives and History Commission established by W. Va. Code §29-1-5.

2.2. "Director of Historic Preservation Section and Staff" as established by W. Va. Code §29-1-8.

2.3. "Preservation community" means that city, town, county or other civil jurisdiction making application to the program.

2.4. "required attachments" means letters of support, resolutions of governing authorities, and other documentation of fulfillment of qualification under Eligibility Requirements §82-11-3 (below).

**§82-11-3. Eligibility Requirements.**

Organizations eligible for review must be able to meet the following requirements by the application deadline:

3.1. An applicant must be one of the following:

3.1.1. An agency of municipal government, county government, or other civil jurisdiction.

3.1.2. A not-for profit, tax-exempt West Virginia corporation as defined in 501(c)(3) and 501 (c)(4) of the Federal Internal Revenue Code of 1954 and as designated in compliance with §170 of that code at the time of application and prior to the release of funds.

3.2. An applicant must submit:

3.2.1. A completed and signed Certified Historic Preservation Community Designation Program Application Form, including any required attachments.

**§82-11-4. Application Review and Evaluation.**

4.1. Applications for the West Virginia Certified Historic Preservation Community Designation will be reviewed by the Director of the Historic Preservation Section and staff at the West Virginia Division of Culture and History. All applications will be forwarded to the Commission. Applications receiving a successful review will be recommended for designation as a Certified Historic Preservation Community.

4.2. The applications and recommendations of the Director of Historic Preservation Section will be reviewed, approved, amended, or rejected by a quorum of the Commission.

4.3. A Certified Historic Preservation Community will be required to (a) have supported (within the last three years) an historic preservation project that promotes heritage

tourism or otherwise fosters economic vitality (the project must have involved a public-private partnership between government entities and at least one civic association, non-profit organization, or business enterprise); and (b) have adopted (within the last three years) a resolution indicating its commitment to the preservation of its heritage assets.

4.4. The community will be evaluated and required to meet at least three of the criteria below, including at least one from each category:

**Category 1: Discovering Heritage through Historic Places**

- a. An ongoing, publicly available inventory of historic places.
- b. An active community supported museum, or interpretive facility archive, or local history records collection (public or private).
- c. Active citizen volunteer involvement, such as a docent or guide program for interpretation of local history and culture, or volunteer participation in improving the condition of heritage assets within the community.
- d. Ongoing opportunities for children to learn about local heritage in the schools, either through established curriculum or a special outreach program.

**Category 2: Protecting Historic Resources**

- a. An active historic landmark commission, created by the local governmental entity through an ordinance, charged with leading historic preservation activities within the community.
- b. An adopted community-wide historic preservation plan that is being implemented.
- c. An historic preservation review ordinance and volunteer or professional staff to implement it.

**Category 3: Promoting Historic Assets**

a. An active local heritage tourism program or participation in a regional program, with such promotional material as a walking/driving trail or itinerary, map of historic resources, etc.

b. A regularly scheduled heritage observation or event.

c. An historic preservation awards or recognition program.

4.5. Applications are available at, and shall be submitted to, the Director of the Historic Preservation Section at the West Virginia Division of Culture and History.

4.6. Deadlines for submittal of completed applications shall be 60 days before any scheduled meeting of the WV Archives and History Commission.

**§82-11-5. Appeals.**

5.1. General. Any applicant denied the Certified Historic Preservation Community Designation under the provisions of this rule may appeal to the Commission by writing to the Director of Historic Preservation, requesting that the application be reconsidered. The letter of appeal must be received no later than sixty days after notice of denial.

5.2. Limited Consideration. Appeals will be considered only if the applicant can document specific examples that demonstrate that the application was misinterpreted or improperly reviewed.

5.3. Appeal Process. The Director of Historic Preservation will review the letter of appeal and submit it with the original application to the Commission for consideration at their next regular meeting. The Commission will review the appeal and act on it during that meeting. The Director of Historic Preservation shall notify the applicant within ten days of the decision of the Commission.

5.4. New Materials and New Requests. If an applicant appeals a denial and submits new

material or adds new purposes to the project which is the subject of the appeal, the request will be treated as a new application. New applications will be reviewed in the next regularly scheduled Commission meeting.

**§82-11-6. Entitlements of the Designation as a West Virginia Certified Historic Preservation Community.**

6.1. A community approved by the Commission to receive the designation of Certified Historic Preservation Community will be eligible to display banners, signs and other promotional devices to announce the designation.

6.2. The design and content of the banners, signs and other promotional devices will be approved by the WV Division of Culture and History and will include the logo of the Division.

6.3. The cost of the banners, signs or other promotional devices will be borne by the community receiving the designation and not by the WV Division of Culture and History or funds under the discretion of the WV Archives and History Commission, unless such funds are dedicated.

**§82-11-7. Evaluation and Decertification.**

7.1. Certified Historic Preservation communities may be evaluated by the WV Archives and History Commission at any time after the effective date of certification.

7.2. If the evaluation conducted finds that the Certified Historic Preservation Community no longer meets the previously stated criteria, or if actions by the community have not supported the criteria, the Commission may choose to de-certify the community, which would remove all entitlements previously received as a Certified Historic Preservation Community. Upon the decision of the Commission, the Director of the Historic Preservation Section will notify the Certified Historic Preservation of its decertification, within fourteen days of the Commission's decision.

7.3. A Certified Historic Preservation Community which has been decertified may submit a new application. The application will be reviewed as stated in section §82-11-4.