

**CERTIFIED LOCAL GOVERNMENT  
PARTICIPATION IN THE  
NATIONAL REGISTER OF HISTORIC PLACES NOMINATION PROCESS**

The Certified Local Government program establishes a partnership between the State Historic Preservation Officer (SHPO) and Certified Local Governments (CLG) as nominating authorities for Colorado's National Register program. It does not delegate to CLGs the sole authority to nominate properties directly to the Register. The following procedures make clear the shared role of CLGs and the SHPO in the nomination process:

1. Nominations of Colorado properties to the National Register of Historic Places shall be made directly to the SHPO. Nominations may be made by any parties, including CLGs.
2. Upon receipt of an adequately documented nomination of a property within the jurisdiction of a CLG, the SHPO shall notify the owner, the chief elected official, and the local Historic Preservation Commission of the proposed nomination and shall transmit the nomination to the commission for comment.
3. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register.
4. Within sixty (60) days of receipt of the nomination from the SHPO, the chief elected official shall transmit the report of the commission and his or her recommendation to the SHPO. The report should concentrate on the property's eligibility under the National Register criteria of eligibility.
  - a. In the event that the Historic Preservation Commission and the chief elected official agree that the proposed nomination meets the criteria for listing the property in the National Register, the SHPO will transmit the proposed nomination and the CLG's comments to the Colorado Historic Preservation Review Board for consideration. The Review Board is an independent advisory board appointed by the Governor and SHPO that evaluates and recommends sites for nomination to the National Register.
  - b. In the event the Historic Preservation Commission and the chief elected official disagree that the proposed nomination meets the criteria for listing in the National Register, both opinions shall be forwarded to the SHPO, who will transmit the proposed nomination and the CLG's comments to the Review Board for consideration.
  - c. In the event the Historic Preservation Commission and the chief local elected official agree that the proposed nomination does not meet the criteria for listing in the National Register, the CLG shall inform the owner of the property and the applicant of its recommendation and shall inform them that within thirty (30) days an appeal of the recommendation may be made by letter directly to the SHPO. The Historic Preservation Commission shall forward the CLG's recommendations and the nomination to the SHPO, who will take no further action unless within thirty (30) days of the receipt of such recommendations by the SHPO, an appeal is filed by any person with the SHPO. If such an appeal is filed, the SHPO shall transmit the nomination and CLG's recommendations to the Review Board for consideration.
5. If no report is received by the SHPO from the chief elected official within the allotted sixty (60) days, the state shall make the nomination pursuant to section 101(a) of the National Historic Preservation Act, as amended. Failure of the CLG to submit reports on proposed nominations within its jurisdiction will be considered by the SHPO in its review of the CLG.

6. Appeals of the SHPO's decisions may be made directly to the Keeper of the National Register in accordance with federal regulations (36CFR60).
7. For proposed nominations of historic districts to the National Register of Historic Places, the CLG shall assist the SHPO in:
  - a. Assisting the preparer of the form in verifying the names and addresses of the owners of properties within the proposed districts, if necessary.
  - b. Providing for public information meetings at times and places agreeable to the SHPO and CLG.
8. The SHPO will notify the CLG, the owner, and the applicant when a property within the CLG's jurisdiction is listed in the National Register.
9. The Historic Preservation Commission shall be responsible for providing oversight and monitoring of historic properties and historic districts listed in the National Register of Historic Places. The commission is responsible to recommend in writing to the SHPO removal from the National Register of any property or district which has lost its integrity because of the demolition or alteration of structures.

**NOTE:** This section addresses only properly completed National Register nomination forms which have been prepared in accordance with the Secretary of the Interior's Standards for Registration and Guidelines for Registration (Federal Register, v.48, no. 190, September 29, 1983, pp. 44726-44728) and the National Park Service's National Register Bulletin *How to Complete National Register Registration Forms*.