**Section 4150.80 Regulations Pertaining to the Approval of Local Governments**

a) The chief elected official of a local government may request in writing the certification by the Director that the local government is an approved local government.

b) The request will be accompanied by assurances that the local government:

1) enforces legislation for the designation of historic buildings,

2) has an approved county or municipal ordinance in accordance with Section 4150.60 of this part,

3) maintains a historic review commission which shall, in addition to the requirements in Section 4150.60(b)(3):

A) be represented at at least one informational or educational workshop, seminar, or meeting each year pertaining to the work and functions of the commission or to historic preservation,

B) transmits to the Director an annual report of its activities including, at a minimum, the number of cases reviewed, new designations made, progress on survey activities, revised resumes for commission members, attendance records, and documentation for the meetings referenced in Section 4150.80(b)(3)(A), above, and shall submit these reports within sixty days after the end of the fiscal year for the local government,

C) monitor and report to the Director any activity affecting any property in its jurisdiction listed in the Illinois Register of Historic Places, and

D) transmit records of proceedings to the Director at the same time they are transmitted to the members of the commission.

4) maintains a system for the survey and inventory of historic properties.

A) The local government shall initiate or continue a process for survey and inventory for properties within the local jurisdiction.

B) All inventory material shall be maintained securely and shall be accessible to the public.

C) All inventory material shall be updated to reflect changes, alterations, and demolitions.

D) There shall be a building by building survey and inventory for each designated historic district.

5) provides for adequate public participation in the local historic preservation program by:

A) fulfilling the responsibilities of the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.).

B) keeping careful minutes of all actions of the commission including the reasons for making decisions and keeping these minutes on file and available to the public.

6) maintains a system for reviewing applications for certifications of rehabilitations.

A) The approved local government shall assume the responsibilities of the Director under Section 4150.40(c).

B) Within 45 days of the receipt of the complete and correct application for a certification of rehabilitation, the approved local government shall approve or disapprove the application and transmit a copy of the application and recommendation to the Director. The local government shall approve the application if it meets the criteria in Section 4150.50(b) (1), (2) and (3).

C) Within thirty days of receipt of the application and recommendation, the Director shall approve or disapprove the recommendation based on the criteria in Section 4150.50(b) (1) (2) and (3). The approved local government and applicant shall be notified of the Director's final administrative decision in writing.

c) Within forty-five days of the receipt of the request and the correct and complete assurances, the Director shall certify that the local government is an approved local government and notify the chief elected official in writing if he determines that the local government has satisfied conditions in Section 4150.80 (a) and (b).