

LCHIP

Land & Community Heritage
Investment Program



HISTORIC RESOURCE

CURRENT CONDITIONS REPORT

The purpose of a Current Conditions Report (CCR) is to document the observed physical condition of the resource at the time the recipient enters into a Grant Agreement with LCHIP. The CCR is an integral part of the stewardship of the resource; and a good, thorough CCR will make evaluation of ongoing compliance with LCHIP requirements, along with any review and approval of future alterations to the building, easier.

Developing the Current Conditions Report - The CCR can be completed by the Recipient or by a paid (or volunteer) consultant. Any costs associated with completing the CCR can be included in your project budget. The CCR must be approved by LCHIP staff. A preliminary draft of the CCR must be submitted with the Midpoint Project Documentation Package, with the final report submitted with the Final Project Documentation Package.

- Midpoint – Sections 1 and 2, and Appendices A, B, and C (*see below*) must be submitted in draft form.
- Final – Sections 1 – 4, and Appendices A, B and C, reflecting comments provided at midpoint.

Coordinating the Current Conditions Report, Stewardship Plan, and Qualified Preservation Plan - The Current Conditions Report works in concert with, and refers to, the Qualified Preservation Plan (QPP) and Stewardship Plan for the resource (see separate guidance documents). Recipients may find it helpful to work on the CCR and Stewardship Plan simultaneously.

Where a QPP for the resource has been accepted by LCHIP, Recipients may provide references to the QPP and applicable page numbers rather than drafting new text or copying text from the QPP.

Recipients who have previously submitted a CCR (or baseline documentation report) to LCHIP need only to update the existing report, supplemented by any additional information not already provided. Contact LCHIP's Historic Resource Specialist to discuss further.

CURRENT CONDITIONS REPORT CONTENTS

1. Cover Page

- Title, Author(s), Date of Report (*the report date will be updated when finalized*)
- Resource name and location (street address or tax parcel ID)

2. Resource Description – A brief description of the resource, including:

- any commonly used names (aliases) for the resource,
- a brief description of the property on which the resource is located
- the year of original construction, and any additional construction
- the original and current function or use of the resource

Example: The Town Hall (also known locally as the Price Academy Building) sits on a grassy knoll overlooking Main Street. There is a clear, unobstructed view of the building from Main St., with no trees

or vegetation blocking the view. The building was originally constructed in 1856 as a private school (the “Price Academy”) but was acquired by the Town in 1923 and has served as the Town Hall since.

3. Inventory of Current Condition – A detailed written description of the current condition of the resource, its spaces, and elements, including a description of building materials and systems. The inventory should be organized room by room, wall by wall, and include a description of each material used and its condition.

Much of this information will be included in a QPP, if one has been completed. In that case, referencing the QPP by title, author, and report date with applicable page numbers will suffice.

Note: Standardize the use of terms across all LCHIP reports (i.e. Stewardship Plan and Qualified Preservation Plan), retaining names and terms used in the QPP where possible. For example, if the QPP refers to the “North Chamber”, referring to that same room in the CCR as the “Main bedroom” will confuse future readers.

4. Photographs – Provide photographs that reflect the current condition of the resource following completion of the LCHIP-funded Scope of Work. High quality detailed images should be embedded directly into the document (no more than two per page), each numbered and labeled with a clear description of what is shown, along with its location (for example, “1. Front elevation” or “2. From entry, looking north”). *Photo numbers will be used in Appendices B and C below.*

Photos should document:

- All significant exterior features (close-up)
- All significant interior features (close-up)
- The entire structure, clearly showing all major faces or elevations
- The contextual setting around the structure

Appendix A – Historical Information

- 1) Statement of Significance – Consult the NH Individual Inventory Form, the NH Determination of Eligibility, or the nomination to the National Register of Historic Places.
- 2) Historical Evolution of the Resource - A description, or timeline, of the physical evolution of the property, noting major additions and/or alterations. If need be, consult the NH Individual Inventory Form, the NH Determination of Eligibility, or the nomination form to the National Register of Historic Places.
- 3) Character-Defining Features - A bulleted list of Character-Defining Historic Features. If need be, consult the National Park Service’s “Preservation Brief 17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.”

Appendix B – Site Plan – A plan describing the property and identifying the resource, the property boundaries, and any material structures or vegetation, with photo key.

Appendix C – Sketch Floor Plan with photo key

** Photo Key: A photo key is a notation on the plan identifying the photographer’s location and facing direction for each applicable photograph from Section 4 above. See examples on next page.

