

Baseline Documentation for Historic and Cultural Resources

The purpose of Baseline Documentation is to provide documentation of the physical condition and historic character of your resource once the project is completed, to provide a permanent record of the work that was accomplished by your LCHIP grant. The baseline documentation is an integral part of the stewardship of your resource; and good, thorough Baseline Documentation will make review and approval of future alterations to the building easier.

Location, address and boundaries of property (legal description)

Brief statement of significance of property

Description of physical evolution of property, noting major additions, alterations

Assessment of condition of property from visual inspection

Site Plan from tax map or survey with photo key

Sketch Floor Plan with photo key

Photographic Record:

In order to make the photographs more useful, they should be keyed to a sketch map of the property. Black and white 35mm photographs printed on archival quality paper are preferable; however, color 35mm photos or good quality digital prints may be acceptable on a case-by-case basis. Please contact LCHIP staff to discuss photography requirements for your project. Photographs should be printed in at least 4X6 format, and each photo must be labeled on reverse (write directly on the photo, do not use an adhesive label) with property name, date, photographer's name and description/location of where the photo was taken (for example, "front elevation" or "from entry, looking north").

Photos should include:

- Whole structure showing major faces or elevations
- Setting around the structure
- Significant exterior features
- Significant interior features
- Photos showing the improved areas

Grant recipients must produce at least 2 unbound sets of Baseline Documentation, **one is retained by the Recipient and one submitted to LCHIP.**

Baseline Documentation can be completed by the Recipient or by a paid (or volunteer) consultant. Any costs associated with completing the Baseline Documentation can be included in your Total Project Cost. The Baseline Documentation must be approved by LCHIP staff for completeness. If staff determines that the submitted Baseline Documentation is not complete, it will be returned to the Recipient with notes from LCHIP regarding what additional material is necessary. If a second submittal is not complete, LCHIP reserves the right to require the Recipient to hire a consultant to complete the Baseline Documentation.