

# LCHIP

Land & Community Heritage  
Investment Program



## Guidance Document:

### Current Conditions Report

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The purpose of a Current Conditions Report (CCR) is to document the physical condition and historic character of the resource at the time the recipient enters into a Grant Agreement with LCHIP.

The CCR must document the work accomplished by the LCHIP Grant.

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, and review and approval of future alterations to the building, easier.

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.

The CCR must be submitted in draft form to LCHIP for comment as part of the Midpoint Documentation Package, and must be submitted to, and approved by, LCHIP prior to the release of the final grant installment.

#### CONTENTS:

1. Title, Author(s), Date of Report
2. Resource Description – A brief description of the resource, including its location, address, and boundaries of the property (from the legal description, typically found in the deed). Describe, briefly, the year of original construction, its original and current function or use, and any commonly used names for the resource. (Example: The Town Hall, also known locally as the Price Academy 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. Current Condition – A detailed description of the current condition of the property. Label rooms, facades, directions, etc. consistently. This description should correlate to the Maintenance Survey provided in the Stewardship Plan (i.e., use the same terms for each room, façade, etc.)
4. Photographs – High-quality detailed photographs provide the most useful, and reliable documentation of the resource.

Photographs should be embedded directly into the document (no more than two per page), and each labeled with a clear description of what is shown, along with its location (for example, “front elevation” or “from entry, looking north”).

Photos should document:

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

- d. All significant interior features (close-up)

## APPENDICES

- A. Overview of Historical Significance – This information, which may also be included in the Stewardship Plan, should include:
  - 1) A statement of significance of the property (Consult the NH Individual Inventory Form, the NH Determination of Eligibility, or the nomination to the National Register of Historic Places.)
  - 2) A description, or timeline, of the physical evolution of the property, noting major additions and/or alterations (Consult the NH Individual Inventory Form, the NH Determination of Eligibility, or the nomination to the National Register of Historic Places.)
  - 3) A bulleted list of Character-Defining Historic Features (Consult your Historic Building Assessment or Historic Structure Report, if you have one. If you do not, 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.”)
- B. Statement of Work - A brief description of the LCHIP-funded Scope of Work completed
- C. Site Plan from tax map or survey with photo key
- D. Sketch Floor Plan with photo key