

# LCHIP

## Land & Community Heritage Investment Program



### Guidance Document: Baseline Documentation Report

---

The purpose of Baseline Documentation is two-fold: to provide documentation of the physical condition and historic character of the resource at the time the recipient enters into a Stewardship Agreement with LCHIP, and to provide a permanent record of the work that was accomplished by the 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.

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 project budget. The Baseline Documentation must be approved by LCHIP staff.

#### Required Sections:

1. Brief (one paragraph) statement of significance of property (Consult the NH Individual Inventory Form, the NH Determination of Eligibility, or the nomination to the National Register of Historic Places.)
2. Brief description, or timeline, of physical evolution of 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. 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.](#)")
4. Detailed description of the current condition of the property. Label rooms, facades, directions, etc. consistently
5. Site Plan from tax map or survey with photo key
6. Sketch Floor Plan with photo key
7. Location, address, and boundaries of property (legal description, typically found in deed)

#### Photographs:

Photographs should be embedded directly into the document, and each photo must be labeled with 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
- Areas subject to the LCHIP-funded Scope of Work