

City/Town AMHERST
 Name of District DICKINSON LHD
 Date 2/17/2012

Local Historic District Study Committee Preliminary Study Report Checklist

This checklist should be used when submitting a Preliminary Study Report to the Massachusetts Historical Commission (MHC). In towns with an existing Historic District Commission, all sections may not be applicable.

According to M.G.L. Chapter 40C, a Local Historic District Study Committee (LHDSC) submits a Preliminary Study Report to the Massachusetts Historical Commission. Your submitted Preliminary Study Report should contain the following completed sections or it may be considered incomplete by MHC. If you have any questions on submitting the Preliminary Study Report, please feel free to contact Christopher Skelly, Director of Local Government Programs at (617) 727-8470. MHC staff is available to assist Local Historic District Study Committees in developing a Preliminary Study Report.

- The format of the report should be 8 ½ x 11. The map may be a different size if needed.
- The report may be submitted in a 3 ring binder or stapled. Do not use a spiral binder.
- MHC may, in certain cases, decide to accept a Preliminary Study Report that does not meet all the requirements.
- MHC reserves the right to change this checklist, after a public hearing.

Preliminary Report Required Sections	Checklist
<p>Summary Sheet <i>A summary sheet should be included as part of the preliminary study report. The summary sheet should include contact information (such as the chairperson's name, address and phone number), the names of the study committee members, the expected date of the public hearing, the expected date of the town meeting/city council vote and the total number of properties included in the proposed local historic district.</i></p>	
<p>Introduction <i>The introduction should explain what an historic district is, why it is needed and how it will benefit the community.</i></p>	
<p>Methodology <i>The methodology should explain when the LHDSC was created, how the LHDSC chose this area for consideration, how the residents and property owners of the district and town were involved in this process, how the inventory was used and how the historic district will help to address loss of resources. This section should also describe when the public hearing will be held and when the district will be proposed at town meeting.</i></p>	

<p>Significance <i>The significance section should provide a clear and concise explanation of the historical significance of the district. While a brief history of the area can be included here, this section should state why this area is significant in its contemporary form. This section should also very briefly describe each property by street address. This would include a brief summary of historical information about the property as well architectural information on the existing structures. If an inventory form is present, then the address should include the inventory form number as well.</i></p>	
<p>Justification of the Boundaries <i>This section should explain how the LHDSC determined where the boundaries of the proposed district should be. This section should clarify why the proposed district is not larger or smaller.</i></p>	
<p>Options and Recommendations for the Ordinance or Bylaw <i>This section should explain why the LHDSC is recommending the draft bylaw. This should include an explanation on how and why the bylaw is including the following items: membership on the historic district commission, what exemptions are included and what the appeal process should be.</i></p>	
<p>Map <i>The map should very clearly demonstrate the boundaries of the district, preferably on an assessors map. The map should include street names, a north arrow, scale, title, date and legend.</i></p> <ul style="list-style-type: none"> ◦ <i>If there is a National Register District already present, a separate map should include both boundaries for comparison purposes.</i> ◦ <i>If it is a local historic district expansion, the map should include existing boundaries and proposed boundaries on one map.</i> 	
<p>Property Index <i>The property index is a simple list of all properties in the proposed district by street address. The index should include the street addresses and the total number of properties included in the proposed district. The property index or a separate index should include whether each property has an inventory form, the date of construction if known, the historic name of the property if any and the architectural style.</i></p>	
<p>Ordinance or Bylaw <i>The proposed ordinance or bylaw should be included. The ordinance or bylaw may be based on examples provided by MHC.</i></p>	
<p>Inventory Forms or Photographs <i>The preparation of inventory forms for all properties in the proposed district is highly recommended but not required. If an inventory form is not present or will not be prepared, a current black and white photograph should be included for each property.</i></p>	
<p>Slides <i>At least six labeled slides that demonstrate the overall character and context of the proposed district should be included.</i></p>	