

City/Town South Hadley  
 Name of District Old Firehouse Museum  
 Date May 15, 2024

## 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 MGL Chapter 40C, a Local Historic District Study Committee (LHDSC) submits a Preliminary Study Report to the Massachusetts Historical Commission and the Planning Board. Your submitted Preliminary Study Report should contain the following completed sections or it will likely be considered incomplete by MHC. If you have any questions on submitting the Preliminary Study Report, please feel free to contact the MHC. 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 report may be submitted in a 3 ring binder or stapled or sent in electronically. If submitting a hard copy, do not use a spiral binder.
- MHC may, in certain cases, decide to accept as complete a Preliminary Study Report that does not meet all the requirements.
- MHC may make changes to this checklist from time to time. It is recommended that the LHDSC remain in contact with MHC while preparing the study report.

Preliminary Report Required Sections:	Checklist
<b>Summary Sheet</b> <i>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>	<b>X</b>
<b>Introduction</b> <i>The introduction should explain what an historic district is, why it is needed and how it will be benefit the community.</i>	<b>X</b>
<b>Methodology</b> <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 local historic district will help to address loss of resources. This section should also describe when the</i>	<b>X</b>

<i>public hearing will be held and when the district will be proposed at town meeting.</i>	
<p><b>Significance</b>  <i>The significance section should provide a clear and concise explanation of the historical and architectural 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.</i></p>	<b>X</b>
<p><b>Justification of the Boundaries</b>  <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>	<b>X</b>
<p><b>Options and Recommendations for the Ordinance or Bylaw</b>  <i>This section should explain why the LHDSC is recommending the proposed 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. If the proposed bylaw is different than the MHC sample bylaw, this section should explain what those differences are. If your city or town already has a local historic district ordinance or bylaw, then this section does not need to be included in the study report.</i></p>	<b>X</b>
<p><b>Map</b>  <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"> <li>• <i>If there is a National Register District already present, a separate map should include both boundaries for comparison purposes.</i></li> <li>• <i>If it is a local historic district expansion, the map should include existing boundaries and proposed boundaries on one map.</i></li> </ul>	<b>X</b>
<p><b>Property Index</b>  <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>	<b>X</b>
<p><b>Ordinance or Bylaw</b>  <i>The proposed ordinance or bylaw should be included. The ordinance or bylaw should be based on sample provided by MHC. If your city or town already has a local historic district ordinance or bylaw, then this section does not need to be included in the study report.</i></p>	<b>X</b>
<p><b>Digital Images</b>  <i>At least ten digital images that demonstrate the overall character and context of the proposed district should be included. The selected images should include a mix of individual buildings and streetscapes and be of sufficient presentation quality on a large screen.</i></p>	<b>X</b>