

Maine Downtown Center Historic Preservation Due Diligence Checklist for

Elements	Yes	Need	Notes
Community Planning			
Comprehensive Plan			
Land Use Regulations/Zoning			
Downtown Master Plan			
Historic Preservation Ordinance			
Historic Preservation Commission			
Code Enforcement: Supportive? Unaware?			
Maps			
National Register District boundaries - designated			
National Register District boundaries - eligible?			
Individually listed NR properties			
Local historic districts: Potential? Designated?			
Zoning districts			
TIF districts			
Inventory			
File folder for each building			
SHPO Inventory forms - reconnaissance level?			
Copy of complete National Register nomination(s)			
Green buildings (flat roofs, energy alternatives)			
Building facts (assd value, size, condition, ADA)			
Historic photos for each building / streetscapes			
Design Review			
Design Guidelines?			
Design Standards - mandatory			
Design Review process (advisory/mandatory)			
Demolition Protection			
Demolition Delay Ordinance?			
Demolition Review/Protection in Ordinance?			
Incentives			
Community Development Block Grants?			
Façade grants? (source)			
Tax Increment Financing District?			
Historic tax credit project(s)?			
New Markets Tax Credit or Low Income Tax Credit?			
Zoning (e.g., special uses, parking easing)			
Revolving Fund? (source)			
Contract zoning?			
Other: (describe)			
Public Awareness			
Tours (walking/trolley/bike/segway/video)			
Social Networking (E-news/web/Facebook/etc)			
Interpretive signage			
Date/name plaques on [# of] buildings			
HP section on your website?			
Local Historical Society (working relationship?)			
Advocacy groups (conservation/libraries/etc)			

Last updated: _____