

**TEXAS HISTORICAL COMMISSION**

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**SUBJECT MARKERS:  
2024 Official Texas Historical Marker  
COVERSHEET**

Complete the form and send to [markers@thc.texas.gov](mailto:markers@thc.texas.gov)  
Valid March 1 – 2 p.m. CDT, May 15, 2024, only

This form constitutes a request for the Texas Historical Commission (THC) to consider approval of an Official Texas Historical Marker for the topic noted in this application. The THC will review the request and make its determination based on rules and procedures of the program. Filing of the application for sponsorship is for the purpose of providing basic information to be used in the evaluation process. The final determination of eligibility and approval for a state marker will be made by the THC. This form is to be used for subject marker requests only. Please see separate forms for either Historic Texas Cemeteries or Recorded Texas Historic Landmarks (buildings and structures).

**APPROVAL BY COUNTY HISTORICAL COMMISSION (required)**

**As chair or duly appointed marker chair, I certify the following:**

The topic qualifies for an Official Texas Historical Marker according to marker policies on the THC website. Representatives of the CHC have talked with the potential marker sponsor and discussed the marker program policies on the THC website. The application has been filled out correctly. The narrative history and documentation have been reviewed for accuracy.

**CHC Comments or concerns about this application (required):**

Name of CHC Contact (chair or marker chair):

Mailing Address:

City, Zip:

Daytime Phone:

Email Address:

**CHECKLIST APPROVAL (required)**

The topic meets age requirements

- Most topics must date back at least 50 years
- Historic events may be marked after 30 years
- Individuals of historic significance may be marked or mentioned in marker text after they have been deceased 10 years

The topic is eligible for a subject marker according to marker policies

Permission of current property owner for marker placement and proof of ownership (deed or tax appraisal) has been obtained (Attachment A; unless marker will be placed on TxDOT right-of-way)

Invoice for application fee is complete, printed and ready to be mailed to THC along with \$100 check (Attachment B)

Note: Resubmissions will no longer have their application fees waived.

Sponsor Name:

Date:

# TEXAS HISTORICAL COMMISSION

## SUBJECT MARKERS: 2024 Official Texas Historical Marker SPONSORSHIP APPLICATION

<b>PROPOSED MARKER INFORMATION</b>					
Proposed marker topic (required):					
County:					
Town (nearest town in same county on current state highway map):					
Street address of marker site or directions from town noted above:					
Marker Coordinates, if you know the location coordinates of the proposed marker site, enter them in one of the formats below:					
UTM Zone	Easting	Northing	Lat:	Long:	(deg, min, sec or decimal degrees)
Precise verbal description of placement of marker (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of Post Oak Creek):					
Will the marker be placed at the actual site of the topic being marked? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If the answer is no, provide the distance and directions to the actual location from the marker (i.e. 100 yards east).					
<b>SPONSOR CONTACT INFORMATION:</b>					
Marker sponsor (may be individual or organization):					
Contact person (if applicable):					
Mailing address:			City, zip:		
Phone:			Email address (required):		
<b>SHIPPING ADDRESS:</b>					
Will the marker be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, then no shipping address or proof of ownership of property is needed.					
Organization (may be blank if individual):					
Contact Name:					
Street address:			City, zip:		
Daytime phone (required):			Email (required):		
<b>TYPE AND SIZE OF SUBJECT MARKER</b>					
The sponsor/CHC prefers the following size marker. Note: Prices will be given at a later date.					
<input type="checkbox"/> 27" x 42" Subject marker		<input type="checkbox"/> with post		<input type="checkbox"/> without post*	
<input type="checkbox"/> 18" x 28" Subject marker		<input type="checkbox"/> with post		<input type="checkbox"/> without post*	
*For a Subject marker without post, indicate to what surface material it will be mounted:		<input type="checkbox"/> wood <input type="checkbox"/> masonry <input type="checkbox"/> metal <input type="checkbox"/> other (specify)			

## SUBJECT MARKERS

### Purpose

Subject markers are educational in nature and reveal aspects of local history important to a community or region. These markers honor topics such as schools, communities, businesses, events and individuals. Subject markers are placed at sites that have historical associations with the topics, but no legal restriction is placed on the use of the property or site, although the THC must be notified if the marker is ever to be relocated.

### Criteria

1. **Age:** Most topics marked with subject markers must date back at least 50 years, although historic events may be marked after 30 years, and individuals of historic importance may be marked, or may be mentioned in a historical marker text, after they have been deceased 10 years. The THC may waive age requirements for topics of overwhelming state or national importance, although exceptions are rarely granted and the burden of proof for all claims and documentation is the responsibility of the narrative author.
2. **Historical significance:** A topic is considered to have historical significance if it had influence, effect or impact on the course of history or cultural development; age alone does not determine significance.

## APPLICATION PROCEDURES

Any individual, group or county historical commission (CHC) may apply to the THC to request an Official Texas Historical Marker for what it deems a worthy topic. Only complete marker applications that contain all the required elements can be accepted or processed by the THC. For subject markers, the required elements are sponsorship application form, 5-10 page narrative history and documentation.

- Completed applications must be duly reviewed, verified and approved by the CHC in the county in which the marker will be placed.
- The sponsorship application form, 5-10 page narrative history and documentation must be in the form of Microsoft Word or Word-compatible documents and submitted by email attachments to the THC from the CHC no later than 2 p.m. CDT, May 15, 2024. Paper copies of applications, whether mailed or delivered in person, cannot be accepted in lieu of the electronic version. THC email accepts mail no larger than 10 MB. You may split the application and materials into separate emails. Please note this in the email subject line. (Ex. Post Oak Co., Smith House, Email 1 of 3, etc.)
- Proposed marker topic must be given on the application. The THC will determine the official title should the application be approved.
- For markers without posts, the CHC must receive prior approval from the THC for the planned placement. Such prior approval is based on the following:
  - Submittal of a detailed plan for where the marker will be mounted, including the surface to which it will be placed (masonry, metal, wood); and
  - A statement of why a marker with a post is not feasible or preferred.
- Required font style and type size are a Times variant and 12-point.
- Narrative histories must be 5-10 pages typed in a double-spaced (or 1.5-spaced) format and include separate sections on context, overview and significance. Approved marker topics

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have their inscriptions written based on the narrative submitted. The majority of the narrative must be solely about the marker topic.

- The narrative history must include documentation in the form of reference notes, which can be either footnotes, endnotes or parenthetical citations. Documentation associated with applications should be broad-based and demonstrate a survey of available resources, both primary and secondary.
- **The CHC or Marker Chair will forward the application and 5-10 page narrative history to [markers@thc.texas.gov](mailto:markers@thc.texas.gov).** An email confirming receipt of your application will be sent to both the CHC and the Sponsor listed on the application. Be sure to check your junk mail box. If you do not receive confirmation from the THC Marker Team within five business days of sending your application, please contact our office.
- Once the CHC sends in the application, the sponsor mails the Marker Application Fee Invoice (Attachment B) and a \$100 payment to the THC mailing address noted on the Sponsor Fee Invoice postmarked by 2 p.m. CDT, May 15, 2024. Payment of the application fee does not guarantee approval of the historical marker and this fee is non-refundable.
- A copy or scan of proof of current ownership is required to verify the property owner information listed on the application (Attachment A), due by 2 p.m. CDT, May 15, 2024, unless the marker will be placed on a TxDOT right-of-way. You may access this information through county appraisal or tax records.
- **Marker application and supplemental materials must be submitted between March 1<sup>st</sup> and 2 p.m. CDT May 15<sup>th</sup>. Applications will not be considered for approval if received before or after the open marker application period of March 1 – 2 p.m. CDT, May 15, 2024.**

Once marker applications have passed preliminary review and the application fee and signed proof of property ownership have been received by THC, the application will be scored to determine whether the marker will be submitted to the Commissioners of the THC for final approval.

### SCORING CRITERIA

- (1) 5 pts. max. Age;
- (2) 10 pts. max. Historical Significance/Architectural Significance;
- (3) 10 pts. max. State of Repair/Integrity;
- (4) 10 pts. max. Diversity of topic for addressing gaps in historical marker program;
- (5) 15 pts. max. Value of topic as an untold or untold aspect of Texas history;
- (6) 10 pts. max. Endangerment level of property, site or topic;
- (7) 10 pts. max. Available documentation and resources;
- (8) 10 pts. max. Diversity among this group of candidates;
- (9) 5 pts. max. Relevance to other commission programs; and
- (10) 15 pts. max. Relevance to the commission's current thematic priorities.

### SPONSORSHIP PAYMENT INFORMATION

Prospective sponsors please note the following:

- Topics approved as Official Texas Historical Markers will require payment of the full marker amount within 45 days of the official approval notice. Payment must be received in full, accompanied by the THC payment form, postmarked by 5 p.m. CDT, September 15, 2024.
- Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be

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notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.

- The THC is unable to process partial payments or to delay payment due to processing procedures of the sponsor. Applications not paid in the time frame required may, at the sole discretion of the THC, be cancelled or postponed.
- Payment does not constitute ownership of a marker; Official Texas Historical Markers are the property of the State of Texas.
- If at any time during the marker process sponsorship is withdrawn, a refund can be processed, but the THC will retain the application fee of \$100.
- The Official Texas Historical Marker Program provides no means of recognizing sponsors through marker text, incising or supplemental plaques.

### SHIPPING INSTRUCTIONS

If the proposed marker site is on TxDOT right-of-way, the marker will be shipped directly to the district highway engineer for placement, with consultation from the CHC. If the marker will go on property other than TxDOT right-of-way, provide information in the space below. In order to facilitate marker delivery, residence addresses, post office box numbers and rural route numbers are not permitted. To avoid additional shipping charges or delays, use a business street address (open 8 a.m.—5 p.m., Monday through Friday). **THC is not responsible for additional shipping charges if multiple delivery attempts are made.**

### RECORDS RETENTION BY CHC:

The CHC must retain hard copies of the application, as well as an electronic version, at least for the duration of the marker process. The THC is not responsible for lost applications, incomplete applications or applications not properly filed according to the program requirements. For additional information about any aspect of the Official Texas Historical Marker Program, visit the Markers page on the THC website (<http://www.thc.texas.gov/markers>).

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### IMPORTANT DATES TO KNOW:

March 1 – 2 pm CDT May 15th	CHC submits marker application and supporting documentation via email to: <a href="mailto:markers@thc.texas.gov">markers@thc.texas.gov</a>
March 1 - May 15, 2024	Sponsor must mail \$100 application fee (postmarked by May 15th) to: Marker Program P.O. Box 12276 Austin, TX 78711-2276
After THC July Quarterly Meeting, by August 2, 2024	Staff send out notifications via email to sponsor & CHC Chair or Marker Chair. If approved, an invoice for the marker fee will be attached with a postmarked due date of September 15 <sup>th</sup> .
September 15, 2024	Marker Fee due (postmarked by September 15 <sup>th</sup> )

SUBJECT MARKERS  
PERMISSION OF PROPERTY OWNER FOR MARKER PLACEMENT

Please fill out this attachment, print, and sign. Return completed form **along with proof of ownership (in form of deed or tax appraisal records)** to our offices via email ([markers@thc.texas.gov](mailto:markers@thc.texas.gov)), fax, or mail postmarked by 2 p.m. CDT, May 15, 2024.

Proposed marker topic:

County:

Will the marker be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT)?

Yes  No

If the answer is yes, the THC will secure the necessary permission from TxDOT, and no other information is required. If the answer is no, please provide the following information for the person or group who owns the property.

**Property owner:**

**Address:**

**City, State, Zip:**

**Phone:**

**Email address:**

I, \_\_\_\_\_, certify that I am the legal owner or authorized representative of the property owner noted herein, and further certify that I have read the information regarding Official Texas Historical Markers and that I voluntarily seek the marker for the property described herein, and proof of ownership is attached to this form. I further certify that I will comply with the policies and procedures of the Official Texas Historical Marker Program.

**Signature:** \_\_\_\_\_

**NOTE:** The property owner will not receive copies of correspondence from the THC. All procedural correspondence (notice of receipt, requests for additional information, inscription, shipping notice, etc.) will be sent by email to the CHC representative, who is encouraged to share the information with all interested parties as necessary.

Texas Historical Commission  
History Programs Division  
P.O. Box 12276, Austin, TX 78711-2276  
Phone 512/463-5853  
[markers@thc.texas.gov](mailto:markers@thc.texas.gov)



TEXAS HISTORICAL COMMISSION

ATTACHMENT B

OFFICIAL TEXAS HISTORICAL MARKER  
Sponsorship Fee Invoice

Please fill out this attachment, print, and sign. Return to our offices via mail postmarked by 2 p.m. CDT, May 15, 2024, along with a \$100 check or payment information noted below. Do not send this form via email.

Proposed Marker Topic:

County:

Note:

- We will not accept multiple payments for one marker, only one form of payment please.
- If overnighting mail, please send by UPS or FedEx to: 1511 Colorado St. Austin, TX 78701.
- Note that the \$100 application fee will not be waived for resubmissions from previous years.

Please fill out the information below for billing purposes, even if paying by check:

Name of sponsor(s):

Address: City, State, Zip:

Phone: Email address:

Payment enclosed (make check payable to Texas Historical Commission)

OR

Bill to credit card (only VISA or MC accepted):  Visa  MasterCard

Card number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name (as it appears on card) \_\_\_\_\_

\*\*\*THC Staff Services will run credit card payments in batches using a state approved payment processing program. "THC Virtual Austin" will show as the Merchant Name on your credit card statement once the payment has been processed.

Signature: \_\_\_\_\_

Texas Historical Commission  
History Programs Division  
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