TEXAS HISTORICAL COMMISSION

SUBJECT MARKERS:
2015 Official Texas Historical Marker
COVERSHEET

Complete the form and send to markerapplication@thc.state.tx.us
Valid September 1, 2014 to November 15, 2014 only

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 met or talked with the potential marker sponsor and discussed the marker program policies as outlined 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 has been obtained (page 6; unless marker will be placed on TxDOT right-of-way)**

Sponsor Name: **Date:**

NOTICE: Incomplete applications will be returned to the CHC Chair or Marker Chair.

SUBJECT MARKERS:
2015 Official Texas Historical Marker
SPONSORSHIP APPLICATION

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.

Proposed marker topic (Official title will be determined by the THC):

County:

Town (nearest town in same county on current state highway map):

Street address of marker site or directions from town noted above:

Texas State Representative Name: **District #:**

Texas State Senator Name: **District #:**

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)

Otherwise, give a precise verbal description here (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of McWhorter Creek):

Will the marker be placed at the actual site of the topic being marked? ☐ Yes ☐ No
If the answer is no, provide the distance and directions to the actual location from the marker (i.e. 100 yards east).

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, 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, narrative history and documentation must be in the form of Microsoft Word or Word-compatible documents and submitted by email attachments to the THC no later than November 15, 2014. 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.
- Required font style and type size are a Times variant and 12-point.
- Narrative histories must be typed in a double-spaced (or 1.5-spaced) format and include separate sections on context, overview and significance.
- The narrative history must include documentation in the form of reference notes, which can be either footnotes or endnotes. 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 narrative history to markerapplication@thc.state.tx.us.**
- Upon notification of the successful preliminary review of required elements by the THC, a non-refundable application fee of $100 is required. Please send payment with the invoice which THC provides. Payment of the application fee does not guarantee approval of the historical marker.
- A copy or scan of proof of current ownership is required to verify the property owner information listed on the application (page 6). Both items are due by December 12, 2014 unless the marker will be placed on a TxDOT right-of-way. You may access this information through county appraisal or tax records.

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 undertold 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:

- Payment must be received in full within 45 days of the official approval notice and be accompanied by the THC payment form. 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.

Marker sponsor (may be individual or organization)**:**

Contact person (if applicable)**:**

Mailing address: **City, State, Zip:**

Phone: **Email address:**

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.**

Name:

Street address: **City, zip:**

Daytime phone: **Email:**

TYPE AND SIZE OF SUBJECT MARKER

The sponsor/CHC prefers the following size marker:
☐ 27" x 42" subject marker with post ($1800)
☐ 27" x 42" subject marker without post* ($1600)
☐ 18" x 28" subject marker with post ($1100)
☐ 18" x 28" subject marker without post* ($1100)

*For a subject marker without post, indicate to what surface material it will be mounted:
☐ wood ☐ masonry ☐ metal ☐ other (specify)

*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.

RECORDS RETENTION BY CHC:
The CHC must retain hard copies of the application, as well as an online 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.state.tx.us/preserve/projects-and-programs/state-historical-markers).

SUBJECT MARKERS:

PERMISSION OF PROPERTY OWNER FOR MARKER PLACEMENT

Please fill out this attachment, print and sign. Proof of current property ownership is also required and may be found at the county appraisal or tax office. Return both items to our offices via email, fax or mail by December 12, 2014.

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
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Phone 512/463-5853
history@thc.state.tx.us

TEXAS HISTORICAL COMMISSION
real places telling real stories