TEXAS HISTORICAL COMMISSION

RECORDED TEXAS HISTORIC LANDMARK MARKERS:
2017 Official Texas Historical Marker
COVERSHEET

Complete the form and send to markerapplication@thc.texas.gov
Valid September 1, 2016 to November 15, 2016 **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 building/structure is at least 50 years old**

☐ **The building/structure is eligible for the RTHL designation according to marker policies (good state of repair, in compliance with preservation practices, etc.)**

☐ **Permission of current property owner for marker placement has been obtained (page 6)**

Sponsor Name: **Date:**

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

RECORDED TEXAS HISTORIC LANDMARK MARKERS:
2017 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 Recorded Texas Historic Landmark (RTHL) requests only for buildings or structures. Please see separate forms for either Historic Texas Cemeteries or subject markers.

Proposed marker topic (THC will determine official title):

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):

NOTE: RTHL markers must be placed at the structure being marked.

RECORDED TEXAS HISTORIC LANDMARK MARKERS

Purpose
Recorded Texas Historic Landmark (RTHL) markers are awarded to buildings and structures deemed worthy of preservation for their historical associations and architectural significance. Once designated as RTHL, properties are subject to provisions of Texas Government Code Section 442.006(f). The RTHL designation becomes effective upon approval by the THC. Owners of RTHL-designated properties must give the THC 60 days written notice before any alterations are made to the exterior of the structure. RTHL status is a permanent

designation and a RTHL marker is not to be removed from the property in the event of a transfer of ownership. Only the THC can remove the designation or recall the marker.

Criteria

1. **Age:** Properties eligible for the RTHL designation and marker must be at least 50 years old.
2. **Historical significance:** Architectural significance alone is not enough to qualify a property for RTHL designation. It must have a significant historical association, which can come from an event that occurred at the site; through individuals who owned or lived on the property; or, in the case of bridges, industrial plants, schoolhouses and other non-residential properties, through documented significance to the larger community.
3. **Architectural significance:** Properties deemed architecturally significant include outstanding examples of architectural history through design, materials, structural type or construction methods. In all cases, eligible architectural properties must display integrity; that is, the structure should be in a good state of repair, maintain its appearance from its period of significance and be considered an exemplary model of preservation. Architectural significance is often best determined by the relevance of the property to broader contexts, including geography. Any changes over the years should be compatible with original design and reflect compliance with accepted preservation practices, e.g., the *Secretary of the Interior's Standards for Rehabilitation*.
4. **Good state of repair:** Structures not considered by the THC to be in a good state of repair are not eligible for RTHL designation. The THC reserves the sole right to make that determination.

SPECIAL CONSIDERATION FOR RTHL DOCUMENTATION:

National Register properties

Properties individually listed in the National Register of Historic Places (NR) under either Criterion A or B **and** Criterion C (Architecture) may not require additional documentation of the building's history or architecture. In such cases, only an RTHL application needs to be submitted. The THC has sole discretion to determine whether such documentation is satisfactory and correct or if documentation needs to be updated.

☐ Check this box if the property is individually listed in the NR. Year listed:

Courthouses

Historic county courthouses with documented master plans accepted through the THC's Texas Historic Courthouse Preservation Program (THCPP) may not require additional documentation of the building's history or architecture. In such cases, only an RTHL application needs to be submitted. The THC has sole discretion to determine whether such documentation is satisfactory and correct or if documentation needs to be updated.

☐ Check this box if the property is a courthouse with a master plan accepted through the THC's THCPP.

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 RTHL markers, the required elements are a sponsorship application form, narrative history, documentation, legal description, site plan, floor plan, historic photograph, and current photographs clearly showing each side of the structure—please resize digital photographs to 1-2 MB, or approximately 1024 x 768 pixels).

- Completed applications must be duly reviewed, verified and approved by the county historical commission (CHC) in the county in which the marker will be placed.

- The sponsorship application form, narrative history and documentation must be submitted as Microsoft Word or Word-compatible documents and sent via email attachments to the THC by no later than November 15, 2016. Paper copies of applications, whether mailed or delivered, 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 all available resources, both primary and secondary.
- **The CHC or Marker Chair will forward the application and narrative history to markerapplication@thc.texas.gov.**
- 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 9, 2016. 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 must 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; Recorded Texas Historic Landmark markers and other 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 or property owners through marker text, incising or supplemental plaques.

Marker sponsor (may be individual or organization):

Contact person (if applicable):

Mailing address: **City, zip:**

Phone: **Email address** (required):

SHIPPING INSTRUCTIONS
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 (required)**:** **Email** (required)**:**

TYPE AND SIZE OF RECORDED TEXAS HISTORIC LANDMARK MARKERS

The sponsor/CHC prefers the following size marker:
☐ 27" x 42" RTHL marker with post ($1800)
☐ 27" x 42" RTHL marker without post* ($1600)
☐ 18" x 28" RTHL marker with post ($1100)
☐ 18" x 28" RTHL marker without post* ($1100)
☐ RTHL medallion and 16" x 12" plaque with post ($800)
☐ RTHL medallion and 16" x 12" plaque without post* ($800)

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

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, for incomplete applications or for applications not properly filed according to the program requirements. For additional information about any aspect of the Official Texas Historical Marker Program, see the Markers page on the THC website (http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers).

RECORDED TEXAS HISTORIC LANDMARK: PROPERTY OWNER AUTHORIZATION

This form does not constitute designation of the building, structure, or resource.
Official designation will occur following staff and commissioner review.
Please fill out attachment, print and sign. Return to our offices before December 9, 2016.

Property Name: _____

Physical Address: _____

City: _____ **County:** _____ **Zip:** _____

Property reference number (*Appraisal District/Tax Office property number, etc.*): _____

Legal Description (*Lot and block, metes and bounds, etc.)*: _____

Additional description *("property encompassing the bridge and abutments," "the 1936 portion of the County Consolidated High School building," "the historic homestead, including the main house, barn, windmill, smokehouse and water well," etc.*):

_____

The Recorded Texas Historic Landmark (RTHL) designation is awarded to historic structures deemed worthy of preservation for their architectural integrity and historical associations. Designated properties are afforded a measure of legal protection and become part of the recorded history of the state's built environment.

Benefits of the RTHL designation:

- Recognition that a property is of local, regional or state significance.
- Protection for up to 90 days from exterior alterations, including demolition or relocation.
- Ad valorem tax exemptions, where granted by local taxing authorities.
- Inclusion in the Texas Historic Sites Atlas.
- Technical preservation assistance through the THC.

Responsibility of the property owner under the RTHL provision, as noted in Texas Government Code section 442.006 (f):

A person may not damage the historical or architectural integrity of a structure the commission has designated as a Recorded Texas Historic Landmark without notifying the commission at least 60 days before the date on which the action causing the damage is to begin. After receiving the notice, the commission may waive the waiting period or, if the commission determines that a longer period will enhance the chance for preservation, it may require an additional waiting period of not longer than 30 days. On the expiration of the time limits imposed by this section, the person may proceed, but must proceed not later than the 180th day after the date on which notice was given or the notice is considered to have expired.

Additionally:

- The designation requires the public display of the RTHL marker. The marker is the property of the State of Texas and may not be removed or relocated without the prior permission of the Texas Historical Commission.
- RTHL status is a permanent designation which is retained with the property even upon transfer of ownership. Only the Texas Historical Commission may remove the designation.

- Structures designated as RTHLs do not have to be open to the public, but the marker must be accessible to the public.
- RTHL designation does not imply eligibility for federal tax incentives for rehabilitation.

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 Recorded Texas Historic Landmarks and that I voluntarily seek the designation for the property described herein. I further certify that I will comply with the provisions of Texas Government Code § 442.006.

Name (print): _____

Mailing address: _____

City, state, zip: _____

Phone: _____ Date: _____

Signature: _____

THE STATE OF TEXAS §
§
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be a credible person, whose name is above subscribed, and said person swore to me the statements contained herein are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day of _____, 2016.

_____
NOTARY PUBLIC in and for the STATE OF TEXAS

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
history@thc.texas.gov

TEXAS HISTORICAL COMMISSION
real places telling real stories