













# TEXAS HISTORICAL COMMISSION

## Historical Marker Application Process

-  Applicant researches the topic, writes the history, gathers photos and maps, and fills out the application form.
-  Applicant submits application, narrative history and documentation to county historical commission (CHC) for review and approval (check with CHC for preferred application due date).
-  CHC forwards application to Texas Historical Commission (THC) and applicant pays application fee (September 1<sup>st</sup> – November 15<sup>th</sup>).
-  THC reviews application; additional information and/or clarification may be requested.
-  THC approves application, if eligible, and requests payment (after Quarterly meeting end of January – February 1st).
-  Applicant forwards payment to THC (due by mid-March).
-  THC prepares draft inscription and submits it to applicant and CHC for review and approval (April – December).
-  Inscription is reviewed and approved by THC Commissioners at quarterly meeting.
-  THC sends final approved inscription to foundry for casting.
-  Foundry ships completed marker to designated addressee.
-  Applicant and CHC install marker and plan marker dedication ceremony.
-  THC staff enters marker into the Texas Historic Sites Atlas, an online inventory of marker information and inscriptions (<http://atlas.thc.state.tx.us>)

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**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

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