How to fill out the application form

- Year-long+ process
- Applications accepted each spring
- CHCs must approve and send the application to THC
- Cemeteries must go through Historic Texas Cemetery (HTC) designation process first
- HTC Name & date plaques may be ordered year-round
- Property owner consent & proof of ownership is required for all markers (except those on TxDOT ROW)
- $100 application fee (non-refundable) is due up-front
**Official Texas Historical Markers**

**Important Dates:**

- May 15, 2023 – Last day for CHCs to submit marker applications to THC by 2pm, CDT
- May 29, 2023 – Final day to submit deficient items by 5 p.m.
- July 2023 – THC Commissioners review and discuss topics
- August 4, 2023 – Applicants and CHCs are notified; approved topics will receive an invoice for marker payment
- September 18, 2023 – Marker fee is due by 5 p.m.
- September 2023 – March 2024 – staff writes inscriptions

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**2019 Work Plan**

**2023 Work Plan Details**

- THC will process no more than 170 marker applications and no more than 15 through the Undertold Program
- Priority Themes for 2023:
  - Community Planning and Development
  - Education
  - Military
- Priority themes will receive extra points during scoring

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**Marker Application Process**

**Marker Application Process**

Sponsor researches topic, writes narrative & prepares application

Applicant submits info to CHC; CHC reviews application packet

CHC reviews and forwards application to THC; sponsor sends in app fee

THC reviews & scores applications

THC accepts public comments on applications

Applications are approved in July

THC requests marker payment

Sponsor sends in payment

**Write the narrative history**

- At least 5 pages, double spaced (no more than 20 pages)
- Endnotes, footnotes or parenthetical citations
- Bibliography
- Include birth and death dates of individuals

Marker Research Guides:

Recorded webinar on how to write a narrative history:
[https://attendee.gotowebinar.com/register/449239329301051491](https://attendee.gotowebinar.com/register/449239329301051491)
Tools available on THC website

- THC Marker webpages
- Texas State Library & Archives
- UT map collection
  - Sanborn maps
  - Topo maps
- State agencies
- Portal to Texas History
- National archives
- Familysearch.org
- Findagrave.com

Marker Tool-kit

http://www.thc.texas.gov/MarkerToolkit

Marker Toolbox


Marker Research Guides

MARKER RESEARCH GUIDES

COMMUNITY RESEARCH CHECKLIST
• Current and former names, with background information on the origins of the names
• Current location; include specific locations within county, as well as relation to significant natural features (rivers, creeks, mountains, etc.) and other communities
• Former locations and reasons for relocations (railroads, natural disasters, etc.)
• Establishment of the post office
• Incorporation information (if applicable)
• Significant people associated with the community; provide brief biographical information with dates of association, as well as birth and death. Significant persons include:
  - Pioneer settlers
  - Founders
  - Political leaders
  - Business/civic leaders
  - Economic base, including commercial, agricultural or industrial development
  - Cultural institutions or ethnic associations
  - Religious institutions
  - Causes of growth or decline
  - Important events
• Significant structures/architecture/design or plat of community

HOUSES AND BUILDINGS RESEARCH CHECKLIST
• Historic name, with background information
• Location
• Date of construction and complete construction history, including building materials used, major alterations, etc.
• Architect, if known, and some biographical history
• Builder/contractor, if known
• First owner, and subsequent owners and occupants, with background information:
  - Owner/occupant names
  - Vital dates of occupancy
  - Dates owners/occupants were associated with the structure
  - Owners/occupants' association with any major alterations to the structure
  - Owners/occupants' biographical data, such as family information, education, vital dates, professional/business activities, community activities, military service, public service, etc.
• Brief architectural description
• Organizations/businesses that have occupied the structure, with a brief history of each
• Information on surroundings and setting, such as significant outbuildings, landscape features, relationship to adjacent properties, etc.

CEMETERY RESEARCH CHECKLIST
• Current, former or other known names of the cemetery, with background information on the origins of the names
• Current location, including relation to communities, towns or natural features
• Historical information on surrounding communities or settlements
• Land ownership information, with relevant background on previous owners or land donors
• Founding information, including date established and biographical information on individuals who established the cemetery (if applicable)
• Cultural, ethnic or religious associations
• Cemetery association history
• Biographical and vital information (e.g. birth and death dates) related to earliest burials (marked/unmarked)
• Significant individuals or organizations buried in the cemetery, including birth and death dates, and biographical background
• Physical description of the cemetery, including types of stones and markers, landscaping features, funeral practices and customs, folk art, sections (carved plots for family or individuals, segregated areas, baby fields, etc.) and interesting or noteworthy features (carvings, memorials, tabernacles, stonework, etc.)
Tools available on THC website

https://www.thc.texas.gov/education/webinars-and-workshops

What to submit for an application?

http://www.thc.texas.gov/MarkerToolkit

What to submit

• Completed application
• $100 application fee (non-refundable)
• Five-page narrative
  • Not required for HTC name & date plaque orders
• Property owner consent
• Proof of ownership (matches owner consent)
  • RTHL owner consent requires a notary public
• RTHL applications require a historic photo, current photos and plans

http://www.thc.texas.gov/MarkerToolkit

SUBJECT

Application
$100 application fee
Property owner consent (notarized)
Proof of ownership
Five-page narrative
Historic photo
Current photos (N, S, E, W elevations)
Floor plan (hand-drawn)
Site plan (hand-drawn)

Application
$100 application fee
Property owner consent
Proof of ownership
Five-page narrative
Historic photo
Current photos
Floor plan
Site plan

*Note: a narrative is not required for a name & date plaque or a medallion only
Email Subjects

Subject contains county name, email number and topic name

Each PDF is labeled with topic

Email Subjects – what not to do

What county? What city? What’s the (working title of the) RTHL? Have I received other documents for this property?

No message or further information

Marker Application Form (coversheet)

CHCs complete this section

CHC/sponsor complete this section
Application, page 5 - With or without a post?

Marker with a post
Mount to stone

Mounted to wood
Mounted to masonry

If without a post, indicate the surface material

Property owner consent (page 6)

Proposed title and county
Will it be placed on a TxDOT ROW?

If NO, then the bottom section must be filled out by the property owner or administrator and SIGNED.

*RTHL forms must be notarized

Property owner consent (page 6)

Must be filled out by the property owner or administrator and SIGNED.

*RTHL forms must be notarized
Proof of ownership

http://www.taxnetusa.com/

This should match Attachment A on application form

Sponsorship Fee Invoice (page 7 or last page)

Once the CHC notifies the sponsor that they will send in the application, the sponsor sends in the Sponsorship Fee Invoice and the $100 via mail

DUE BY September 18,
In office by 5 p.m., CST

What should be submitted?

Subject marker:
• Application
• $100 application fee
• 5-page narrative
• Property owner consent
• Proof of ownership

Cemetery (HTC) marker:
• Application
• $100 application fee
• 5-page narrative (excluding name & date plaques)
• Property owner/cemetery administrator consent
• Proof of ownership

Recorded Texas Historic Landmark (RTHL) marker:
• Application
• $100 application fee
• 5-page narrative
• Property owner consent (notarized)
• Proof of ownership
• Site plan & floor plan
• Photographs (historic and current)

### 2023-2024 Marker Program Schedule

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>July-Dec 2023</td>
<td>Complete inscriptions for 2023 markers</td>
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<tr>
<td>Jan-Mar 2024</td>
<td>Webinars and regional workshops on historical research and marker policies</td>
</tr>
<tr>
<td>Oct-Nov 2023</td>
<td>Undertold marker applications accepted</td>
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<tr>
<td>Feb 1, 2024</td>
<td>2024 applications available on website</td>
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<tr>
<td>Mar-May</td>
<td>New applications accepted for 2024 program</td>
</tr>
<tr>
<td>May-July</td>
<td>Staff evaluates applications</td>
</tr>
<tr>
<td>July 2024</td>
<td>Commissioners authorize markers for 2024 program; sponsors &amp; CHCs notified Aug 1, 2024</td>
</tr>
<tr>
<td>Feb-Dec</td>
<td>Inscriptions written for 2024 markers</td>
</tr>
</tbody>
</table>

### THC social media

- Visit the THC blog: [http://www.thc.texas.gov/blog](http://www.thc.texas.gov/blog)
- Follow THC on Twitter: @TxHistComm
- "Like" THC on Facebook: Texas Historical Commission

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