

TEXAS HISTORICAL COMMISSION

HISTORIC TEXAS CEMETERY MARKERS:
2019 Official Texas Historical Marker
COVERSHEET

Complete the form and send to markerapplication@thc.texas.gov
Valid September 1, 2018 to November 15, 2018 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 cemetery has been designated as a Historic Texas Cemetery (HTC)

- Year designation filed in county records:
- Historic Texas Cemetery designation number:
(Ex. AT-C023; Number may be found on Exhibit A of the HTC designation)

A narrative history is included

Permission of cemetery administrator or landowner granting permission for marker placement has been obtained (page 6)

Invoice for application fee is complete, printed and ready to be mailed to THC along with \$100 check (page 7)

OR

The application fee has been previously paid. This topic is a resubmission from previous years. Previous Marker Job # (ex: 18PO01): _____

Sponsor Name:

Date:

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

TEXAS HISTORICAL COMMISSION

HISTORIC TEXAS CEMETERY MARKERS: 2019 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 a cemetery 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 Historic Texas Cemetery marker requests only. Use this form if (1) you already completed the HTC designation and (2) you want to apply for an interpretive historical marker for the cemetery. Please see separate forms for either HTC Medallion only and/or Name & Date Plaques, Recorded Texas Historic Landmarks (buildings and structures) or subject markers.

NOTE: A final Historic Texas Cemetery (HTC) designation is a prerequisite for HTC markers. Information regarding the HTC designation can be found on the THC website: (<http://www.thc.texas.gov/preserve/projects-and-programs/cemetery-preservation/historic-texas-cemetery-designation>).

Marker title (must be exactly as listed in the HTC designation):

County:

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

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

NOTE: Historic Texas Cemetery markers must be placed at the cemetery being marked. They cannot be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT).

HISTORIC TEXAS CEMETERY MARKERS

Purpose

Historic Texas Cemetery markers are only for use in burial grounds previously designated as an HTC. These markers recognize the historical significance of a cemetery and, with the use of interpretive plaques, provide background on associated communities, families, events and customs. HTC markers must be placed at the cemetery, but since cemeteries are protected under other existing laws, placement of a marker establishes no restrictions on the property.

Criteria

1. **HTC designation:** All steps of the HTC designation process must be completed by the time of application for the HTC marker.
2. **Historical/cultural significance:** Completion of the HTC designation does not ensure approval for an HTC marker; it is only a prerequisite. The application for an HTC

marker with an interpretive plaque must include the same type of detailed history required for other markers. In addition to Context, Overview and Significance sections, it must also include a description of the physical site, cemetery setting, and significant landscape features or noteworthy burial markers and funereal practices.

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 HTC markers with interpretive plaques, the required elements are sponsorship application, 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, 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 November 15, 2018. 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 so the application and supplemental materials may need to be sent in multiple emails. Please note this in the subject line of the email. (Ex. Post Oak Co., Smith House, Email 1 of 3, etc.)
- 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, 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 narrative history to markerapplication@thc.texas.gov.** You will receive confirmation of your application being received. If you do not receive confirmation from the THC Marker Team within one week of sending your application, please contact our office.
- Once the CHC sends in the application, the sponsor mails the Marker Application Fee Invoice (page 7) and a \$100 check to the THC mailing address noted on the invoice by November 30, 2018, 5 p.m., CST. Payment of the application fee does not guarantee approval of the historical marker and this fee is non-refundable. However, if not accepted, the application fee will carry over to a new submission.
- A signed form is required to show approval of marker placement by the cemetery administrator or landowner. This is due via email, fax or mail by November 30, 2018, 5 p.m., CST.

Once marker applications have passed preliminary review and the application fee and signed proof of cemetery administrator approval 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:

- Topics approved as Official Texas Historical Markers will require payment of the full marker amount within 45 of the official approval notice. Payment must be received in full, accompanied by the THC payment form, by March 15, 2019, 5 p.m., CST.
- 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; Historic Texas Cemetery 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 through marker texts, incising or supplemental plaques.

Marker sponsor (may be individual or organization):

Contact person (if applicable):

Mailing address: **City, Zip:**

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

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 HISTORIC TEXAS CEMETERY MARKERS

The sponsor/CHC prefers the following size marker:

- 27” x 42” HTC marker with post (\$1875)
- 27” x 42” HTC marker without post* (\$1675)
- 18” x 28” HTC marker with post (\$1175)
- 18” x 28” HTC marker without post* (\$1175)

*For HTC medallion only and/or with Name & Date Plaques, please fill out an HTC Name & Date Plaque application.

**For an HTC 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 electronic 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, visit the Markers page on the THC website (<http://www.thc.texas.gov/markers>).

**HISTORIC TEXAS CEMETERY MARKERS:
PERMISSION OF ADMINISTRATOR/LANDOWNER FOR
MARKER PLACEMENT**

Please fill out this attachment, print, and sign. Return to our offices via email, fax, or mail by **November 30, 2018, 5 p.m., CST**. If overnighting mail, please send by UPS or FedEx to: 105 W. 16th St. Austin, TX 78701.

Name of cemetery: _____ County: _____
Cemetery representative, property manager or landowner:
Address: _____ City, State, Zip: _____
Phone: _____ Email address: _____

I, _____, certify that I am the cemetery administrator or landowner of the property 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. I further certify that I will comply with the policies and procedures of the Official Texas Historical Marker Program.

Signature: _____

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



OFFICIAL TEXAS HISTORICAL MARKER

Sponsorship Fee Invoice

Please fill out this attachment, print, and sign. Return to our offices via mail by November 30, 2018, 5 p.m., CST, along with a \$100 check or payment information noted below. Do not send this form via email.

Name of Cemetery:

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: 105 W. 16th St. Austin, TX 78701.
- If the application fee has been previously paid and this topic is a resubmission from previous years, the \$100 application fee will be waived.

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
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
history@thc.texas.gov



TEXAS HISTORICAL COMMISSION
real places telling real stories