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 1st – November 15th).
- 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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