The Historical Marker Application Process
(Figure 5 from the CHC Handbook)

1. Applicant researches the topic, writes the history, gathers photos and maps, and fills out the application form.
2. Applicant submits application and documentation to county historical commission (CHC) for review and approval.
3. CHC forwards application to Texas Historical Commission (THC).
4. THC reviews application; additional information and/or clarification may be requested.
5. THC requests application fee and property ownership approval.
6. THC accepts public comment on applications received.
7. THC approves application, if eligible, and requests payment.
8. Applicant forwards payment to THC.
9. THC prepares draft inscription and submits it to applicant and CHC for review.
10. THC sends final approved inscription to foundry for casting.
11. Foundry ships completed marker to designated addressee.
12. Applicant and CHC plan marker dedication ceremony.
13. THC staff enters marker into the Texas Historic Sites Atlas, an online inventory of marker information and inscriptions (http://atlas.thc.state.tx.us)

Revised 7/2012