

**TEXAS HISTORICAL COMMISSION**

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**HISTORIC TEXAS CEMETERY MARKERS:  
2013 Official Texas Historical Marker  
COVERSHEET**

Complete the form and send to [markerapplication@thc.state.tx.us](mailto:markerapplication@thc.state.tx.us)  
Valid September 1, 2012 to November 15, 2012 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 web site. 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 completed the Historic Texas Cemetery (HTC) designation process

- 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 (only if an interpretive plaque is desired – a narrative is not required if purchasing a name & date plaque)

Permission of cemetery administrator granting permission for marker placement has been obtained (page 4)

**Sponsor Name:**

**Date:**

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

## TEXAS HISTORICAL COMMISSION

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### HISTORIC TEXAS CEMETERY MARKERS: 2013 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 the topic 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 cemetery marker requests only. Please see separate forms for either Recorded Texas Historic Landmarks 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 web site: (<http://www.thc.state.tx.us/cemeteries/cemhtc.html>).**

**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:**

**Texas State Representative Name:**

**District #:**

**Texas State Senator Name:**

**District #:**

**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.

#### **Special Considerations for HTC markers:**

- HTC medallions can only be placed with a previously-awarded THC subject marker that provides interpretation for the cemetery.
- Cemeteries are no longer eligible for subject markers or Recorded Texas Historic Landmark markers.
- The narrative history component is not required if the sponsorship application is for an HTC medallion or for an HTC medallion with name and date plaque. It is required, however, for all other HTC markers. In all cases, though, a complete, current sponsorship application form is required.

#### **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 form, 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 form, narrative history and documentation must be in the form of Microsoft Word or Word-compatible documents and submitted by email attachments to the THC no later than November 15, 2012. 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.
- 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 or endnotes. 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.state.tx.us](mailto:markerapplication@thc.state.tx.us).
- Upon notification of the successful preliminary review of required elements by the THC, a non-refundable application fee of \$100 is required. Please send payment with the invoice which THC provides. Payment of the application fee does not guarantee approval of the historical marker.
- A signed form is required to show approval of marker placement by the cemetery administrator. This is due at the same time as the \$100 application fee.

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.

### **PERMISSION OF CEMETERY ADMINISTRATOR FOR MARKER PLACEMENT (Additional proof of approval will be required along with the \$100 application fee)**

**Cemetery association representative or property manager:**

**Address:**           **City, State, Zip:**

**Phone:**           **Email address:**

**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.

### **SPONSORSHIP PAYMENT INFORMATION**

Prospective sponsors please note the following:

- Payment must be received in full within 45 days of the official approval notice and must be accompanied by the THC payment form. 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).

**Name:**

**Street address:**            **City, Zip:**

**Daytime phone** (required):            **Email** (required):

### TYPE AND SIZE OF HISTORIC TEXAS CEMETERY MARKERS

All historical markers will be 27" x 42" markers unless otherwise requested by the CHC, Marker Chair or sponsor.

The sponsor/CHC prefers the following size marker:

- 27" x 42" HTC marker with post
- 27" X 42" HTC marker without post\*
- 18" x 28" HTC marker with post
- 18" x 28" HTC marker without post\*
- HTC medallion (only for cemeteries with existing Official Texas Historical Marker) -  
check diameter of marker post:     2 3/4"             3 1/2"
- HTC medallion and name and date plaque, with post
- HTC medallion and name and date plaque, without post

\*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 online 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 web site (<http://www.thc.state.tx.us/markerdesigns/madmark.html>).

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Texas Historical Commission  
History Programs Division  
P.O. Box 12276, Austin, TX 78711-2276  
Phone 512/463-5853  
[history@thc.state.tx.us](mailto:history@thc.state.tx.us)

