

TEXAS HISTORICAL COMMISSION

**RECORDED TEXAS HISTORIC LANDMARK MARKERS:
2013 Official Texas Historical Marker
COVERSHEET**

Complete the form and send to 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 building/structure is at least 50 years old
- The building/structure is eligible for the RTHL designation according to marker policies (good state of repair, in compliance with preservation practices, etc.)
- Permission of current property owner for marker placement has been obtained (page 5)

Sponsor Name:

Date:

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

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RECORDED TEXAS HISTORIC LANDMARK 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 Recorded Texas Historic Landmark (RTHL) requests only for buildings or structures. Please see separate forms for either Historic Texas Cemeteries or subject markers.

Proposed marker topic (THC will determine official title):

County:

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

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

Texas State Representative Name: **District #:**

Texas State Senator Name: **District #:**

Marker Coordinates:

If you know the location coordinates of the proposed marker site, enter them in one of the formats below:

UTM Zone Easting Northing
Lat: Long: (deg, min, sec or decimal degrees)

Otherwise, give a precise verbal description here (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of McWhorter Creek):

NOTE: RTHL markers must be placed at the structure being marked.

RECORDED TEXAS HISTORIC LANDMARK MARKERS

Purpose

Recorded Texas Historic Landmark (RTHL) markers are awarded to buildings and structures deemed worthy of preservation for their historical associations and architectural significance. Once designated as RTHL, properties are subject to provisions of Texas Government Code Section 442.006(f). The RTHL designation becomes effective upon approval by the THC. Owners of RTHL-designated properties must give the THC 60 days written notice before any alterations are made to the exterior of the structure. RTHL status is a permanent

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designation and a RTHL marker is not to be removed from the property in the event of a transfer of ownership. Only the THC can remove the designation or recall the marker.

Criteria

1. **Age:** Properties eligible for the RTHL designation and marker must be at least 50 years old.
2. **Historical significance:** Architectural significance alone is not enough to qualify a property for RTHL designation. It must have a significant historical association, which can come from an event that occurred at the site; through individuals who owned or lived on the property; or, in the case of bridges, industrial plants, schoolhouses and other non-residential properties, through documented significance to the larger community.
3. **Architectural significance:** Properties deemed architecturally significant include outstanding examples of architectural history through design, materials, structural type or construction methods. In all cases, eligible architectural properties must display integrity; that is, the structure should be in a good state of repair, maintain its appearance from its period of significance and be considered an exemplary model of preservation. Architectural significance is often best determined by the relevance of the property to broader contexts, including geography. Any changes over the years should be compatible with original design and reflect compliance with accepted preservation practices, e.g., the *Secretary of the Interior's Standards for Rehabilitation*.
4. **Good state of repair:** Structures not considered by the THC to be in a good state of repair are not eligible for RTHL designation. The THC reserves the sole right to make that determination.

SPECIAL CONSIDERATION FOR RTHL DOCUMENTATION:

National Register properties

Properties individually listed in the National Register of Historic Places (NR) under either Criterion A or B **and** Criterion C (Architecture) may not require additional documentation of the building's history or architecture. In such cases, only an RTHL application needs to be submitted. The THC has sole discretion to determine whether such documentation is satisfactory and correct or if documentation needs to be updated.

Check this box if the property is individually listed in the NR. Year listed:

Courthouses

Historic county courthouses with documented master plans accepted through the THC's Texas Historic Courthouse Preservation Program (THCPP) may not require additional documentation of the building's history or architecture. In such cases, only an RTHL application needs to be submitted. The THC has sole discretion to determine whether such documentation is satisfactory and correct or if documentation needs to be updated.

Check this box if the property is a courthouse with a master plan accepted through the THC's THCPP.

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 RTHL markers, the required elements are a sponsorship application form, narrative history, documentation, legal description, site plan, floor plan, historic photograph, and current photographs clearly showing each side of the structure—please resize digital photographs to 1-2 MB, or approximately 1024 x 768 pixels).

- Completed applications must be duly reviewed, verified and approved by the county historical commission (CHC) in the county in which the marker will be placed.
- The sponsorship application form, narrative history and documentation must be submitted as Microsoft Word or Word-compatible documents and sent via email attachments to the THC by no later than November 15, 2012. Paper copies of applications, whether mailed or delivered, 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 all available resources, both primary and secondary.
- The CHC or Marker Chair will forward the application and narrative history to 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 copy or scan of proof of current ownership is required to verify the property owner information listed on the application. This is due at the same time as the \$100 application fee. You may access this information through county appraisal or tax records.

Once marker applications have passed preliminary review and the application fee and signed proof of property ownership 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 PROPERTY OWNER FOR MARKER PLACEMENT
(Additional proof of property ownership will be required along with the \$100 application fee)

Property owner:

Address: **City, state, zip:**

Phone: **Email address:**

Legal Description of the property (metes and bounds, lot and block, etc.):

Upon receipt of the application, the THC will provide the owner with a letter that outlines the legal responsibility of ownership under the Recorded Texas Historic Landmark statute. The letter must be signed by the owner and returned to the THC before the evaluation can be completed.

NOTE: The property owner will not receive any additional copies of correspondence from the THC. All procedural correspondence (notice of receipt, request for additional information, inscription, shipping notice, 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; Recorded Texas Historic Landmark 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 or property owners through marker text, incising or supplemental plaques.

Marker sponsor (may be individual or organization):

Contact person (if applicable):

Mailing address: **City, zip:**

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

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 RECORDED TEXAS HISTORIC LANDMARK 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" RTHL marker with post
- 27" X 42" RTHL marker without post*
- 18" x 28" RTHL marker with post
- 18" x 28" RTHL marker without post*
- RTHL medallion and 16" x 12" plaque with post
- RTHL medallion and 16" x 12" plaque without post*

*For an RTHL 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, see the Markers page on the THC web site (<http://www.thc.state.tx.us/markerdesigns/madmark.html>)

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