

TEXAS HISTORICAL COMMISSION

**RECORDED TEXAS HISTORIC LANDMARK MARKERS:  
2010 Official Texas Historical Marker  
Sponsorship Application Form**

Valid September 1, 2009 to November 30, 2009 only

This form constitutes a public 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 therefore approval for a state marker will be made by the THC. This form is to be used for Recorded Texas Historic Landmark (building marker) requests only. Please see separate forms for either Historic Texas Cemeteries or subject markers.

**Proposed marker topic** (official title will be determined by the THC):

**County:**

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

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

**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:** Recorded Texas Historic Landmark markers must be placed at the structure being marked.

**Recorded Texas Historic Landmark markers definition:** Recorded Texas Historic Landmark (RTHL) markers are awarded to structures deemed worthy of preservation for their historical associations and architectural significance. RTHL is a legal designation and comes with a measure of protection; it is the highest honor the state can bestow on a historic structure, and the designation is required for this type of marker. The RTHL designation becomes effective upon approval by the THC. Official Texas Historical Markers signify the RTHL designation, which comes only through application to and approval by the THC and must include public display of an Official Texas Historical Marker. Owners of RTHL-designated structures must give the THC 60 days written notice before any alterations are made to the exterior of the structure. RTHL status is a permanent designation and 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. The marker must remain with the structure and may not be removed or displayed elsewhere until or unless the

THC gives express approval in writing for such action. Once designated as RTHL, properties are subject to provisions of Texas Government Code, Section 442.006(f).

**Criteria:**

1. **Age:** Structures 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 structure for the RTHL designation. It must have an equally significant historical association, and that association 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:** Structures deemed architecturally significant are 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 ineligible for RTHL designation. The THC reserves the sole right to make that determination relative to eligibility for RTHL markers.

**Special National Register considerations for RTHL marker applications:** If a structure has been individually listed in the National Register of Historic Places (NRHP) under either Criterion A or B **and** Criterion C (Architecture), the historical text compiled as part of the National Register nomination process may be submitted as part of the marker process, provided it includes the required reference notes and other documentation. Acceptance of the National Register information for the purposes of the marker process will be up to the sole determination of the THC. Listing in the NRHP does not guarantee approval for an RTHL marker. See the THC web site at <http://www.thc.state.tx.us/markerdesigs/madnrcrit.html> for National Register criteria.

Check this box if the property is individually listed in the NRHP.

**APPLICATION REQUIREMENTS**

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 and are submitted online as required can be accepted or processed by the THC (for RTHL markers, the required elements are: sponsorship application form; narrative history; documentation; legal description of the property; site plan; floorplan; historic photograph; and current photographs clearly showing each side of the structure—please resize 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 30, 2009.
- 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, significance and documentation.

- 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.
- Upon notification of the successful preliminary review of required elements by the THC, a non-refundable application fee of \$100 is required. The fee shall be submitted to the THC within ten working days of application receipt notification.

**APPROVAL BY COUNTY HISTORICAL COMMISSION**

The duly appointed marker representative (chair or marker chair) noted below for the county historical commission will be the sole contact with the THC for this marker application. To ensure accuracy, consistency and efficiency, all information from and to the THC relative to the application—and throughout the review and production processes—will be via direct communication with the CHC representative. All other inquiries (calls, emails, letters) to the THC will be referred to the CHC representative for response. By filling out the information below and filing the application with the THC, the CHC representative is providing the THC with notice that the application and documentation have been reviewed and verified by the CHC and that the material meets all current requirements of the Official Texas Historical Marker program.

**As chair or duly appointed marker chair, I certify the following:**

- 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. CHC members have reviewed the history and documentation for accuracy and made corrections or notes as necessary. It is the determination of the CHC that the topic, history and documentation meet criteria for eligibility.

**CHC comments or concerns about this application, if any:**

**Name of CHC contact** (chair or marker chair):

**Mailing address:**                      **City, Zip:**

**Daytime phone** (with area code):                      **Email address** (required):

**PERMISSION OF PROPERTY OWNER FOR MARKER PLACEMENT**

**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 other correspondence—notice of receipt, request for additional information, payment notice, inscription, shipping notice, etc.—will be sent via email to the CHC representative, who is encouraged to share the information with all interested parties as necessary. Given the large

volume of applications processed annually and the need for centralized communication, all inquiries about applications in process will be referred to the CHC for response. The CHC is the sole liaison to the THC on all marker application matters.

### **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:**

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

### **SHIPPING INSTRUCTIONS**

In order to facilitate delivery of the marker, neither post office box numbers nor rural route numbers can be accepted. 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**

As part of its review process, the THC will determine the appropriate size marker and provide options, if any, for the approved topic based on its own review criteria, including, but not exclusive of, historical significance, replication of information in other THC markers, relevance to the Statewide Preservation Plan and the amount of available documented information provided in the application narrative. In making its determination, however, the THC will also take into account the preference of the CHC, as noted below.

The sponsor/CHC prefers the following size marker:

- 27" x 42" RTHL marker with post (\$1500)
- 27" X 42" RTHL marker without post\* (\$1500)

- 18" x 28" RTHL marker with post (\$1000)
- 18" x 28" RTHL marker without post\* (\$1000)
- RTHL medallion and 16" x 12" plaque with post (\$750)
- RTHL medallion and 16" x 12" plaque without post\* (\$750)

\*For an RTHL marker without post, indicate to what surface material it will be mounted:

- wood
- masonry
- metal
- other (specify)

### **SUBMITTING THE APPLICATION (via email required)**

When the CHC has determined the application is complete, the history has been verified and the topic meets the requirements of the Official Texas Historical Marker Program, the materials should be forwarded to the THC via email at the following address:  
markerapplication@thc.state.tx.us.

- The CHC or marker chair should send an email containing the following attachments (see attachment function under file menu or toolbox on your computer):
  - This application form
  - The narrative history (including documentation)
  - Legal description of the property
  - Detailed floor plan for each floor of the structure
  - Detailed site plan of the property
  - At least one historic photograph
  - Current photographs clearly showing each side of the structure

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



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*