Official Texas Historical Marker Program:

Role of a CHC Marker Chair
Texas Historical Commission Programs and Projects:
- Find, evaluate and protect historic resources
- Provide local assistance and training
- Increase economic development in Texas
Texas Historical Commission Divisions:

- Archeology
- Architecture
- Communications
- Community Heritage Development
- Friends of THC
- Historic Sites
- History Programs
- Staff Services
History Programs Division (HPD)

History Programs Division:

• County Historical Commission Outreach Program
• Historic Resources Surveys/Historic Highways
• Official Texas Historical Markers Program
• Historic Texas Cemetery designation
• National Register of Historic Places
• Military Sites Program
• Museum Services
• Federal Review (Section 106)
• Youth Outreach
Marker Program Staff

Bob Brinkman
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Lynnette Cen
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What does the Marker Program do?

- Write new inscriptions
- Process replacements
- Conduct research
- File requests
- Create publications
- Social media
- Training
- Surveys & site visits
- Marker dedications
- Intra-agency projects
- Relocations
- General history questions
- and much more!
History of the Marker Program

- First state markers erected in 1890s
- Early 1900s – markers placed along with DAR, DRT
- 1936 Texas Centennial – over 1,100 markers and monuments placed in TX
- 1962 – State marker program with aluminum markers began
Marker Types - Centennial

- **1936 Centennial Markers**
  - Around 1,000 were placed by the State to celebrate Texas Independence
  - Topics include individuals, events, battle sites, counties, homesteads and more
  - Some are in disrepair
  - Current effort to restore Centennial markers

Marker Types – RTHL

- Recorded Texas Historic Landmark (RTHL) Markers
  - Buildings and structures only
  - Legal designation
  - Application also requires photos, plans and notarized owner consent
  - THC review of exterior work
  - May qualify for economic incentives
  - THC architectural assistance
  - Tag line at the bottom of marker

http://www.thc.texas.gov/preserve/projects-and-programs/recorded-texas-historic-landmarks
Marker Types – HTC

• **Historic Texas Cemetery (HTC) Markers**

  • HTC designation is a prerequisite
  • Designation associated with marker
  • Different seal
  • Tag line at bottom of marker
  • Some cemeteries have subject marker (pre-1998) and may apply for HTC medallion only

Marker Types - Subject

• Subject Markers

• Not associated with a designation
• Individuals, events, communities, church congregations, sites, institutions and more
• Educational tool
Marker Chair description

• Marker Chair is appointed by the CHC Chair
• Familiarize yourself with the THC Marker procedures, forms and research aids
• Familiarize yourself with the CHC procedures for review
• Serves as the sole liaison with the THC throughout the marker process
  • Facilitator and communicator
  • Responsive to the public and THC

CHC Chairs/Marker Chairs should read and understand:

- THC Marker policies
- THC Marker procedures
  - Marker process
- Applications and forms
- Local CHC procedures
- Marker scoring guidelines
  - Marker style guide

Policies v. Procedures

Policies cover:

- Marker authority
- Marker disputes
- Appeals of action or inaction
- Marker placement
- Accessibility
- Deadlines
- Funding
- and more

Procedures cover:

- Subject marker requirements & criteria
- RTHL requirements & criteria
- HTC requirements & criteria
- Application procedures

Marker Chair resources

Information for County Historical Commissions

Please see this chart from the Texas Preservation Handbook for County Historical Commissions that outlines the basic steps of the marker application process (PDF).

County Historical Commission Chairs may submit to THC the Marker Chair Authorization Form (PDF) to appoint a CHC contact for all marker correspondence.

What is a marker chair? While many county historical commission (CHC) chairs personally oversee the local reviews, approvals and coordination of Official Texas Historical Marker applications, others choose to appoint a marker chair to serve in that capacity. Regardless of how your CHC is structured, the basic requirements for local review are the same. The CHC chair or marker chair (appointed by the CHC chair) serves as the sole liaison with the Texas Historical Commission (THC) throughout the marker process. See the Marker Chair Job Description (PDF) for more details.

If you need to move a marker, submit the Marker Relocation Form in Word (or PDF) to the THC.

Share

In This Section
- Apply for a Historical Marker
- Undertold Markers
- History of State of Texas Historical Markers
- Information for County Historical Commissions
- Information for Existing Markers
- Marker Dedication Ceremony Information
- Recorded Texas Historic Landmarks
- Relocating Official Texas Historical Markers
Marker Chairs and new applications

• Serves as liaison between the THC and sponsors
• Communicate with potential sponsors
  • Explain THC and CHC procedures
  • Answer any questions
• Review applications
• Verify documentation
• Help develop applications
Two ways to apply for a marker

<table>
<thead>
<tr>
<th>Regular Program</th>
<th>Undertold Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Accepted in the spring</td>
<td>❑ Accepted in the fall</td>
</tr>
<tr>
<td>❑ 6-page application required</td>
<td>❑ 2-page application required</td>
</tr>
<tr>
<td>❑ 5-page minimum, documented narrative required + supplemental</td>
<td>❑ 250-word narrative and 3 sources required</td>
</tr>
<tr>
<td>❑ $100 Application fee</td>
<td>❑ No application fee</td>
</tr>
<tr>
<td>❑ Marker fee: $750 - $1900+</td>
<td>❑ Marker fee: free, if accepted</td>
</tr>
<tr>
<td>❑ CHC must review and send the application to THC</td>
<td>❑ CHC does not need to approve (although it is recommended that they are consulted)</td>
</tr>
<tr>
<td>❑ Acceptance rate: 80-90%</td>
<td>❑ Acceptance rate: 15-20%</td>
</tr>
</tbody>
</table>

*The main three types of markers (RTHL, HTC, subject) are used for both programs*
Regular Marker Program

• THC accepts marker applications once a year (March 1 – May 16, 2022)
  **HTC Name & Date plaques are now accepted year-round**

• CHC approval required
• Application fee and marker fee required
• Cemeteries must have designation complete
• Larger lot of applicants
• Year-long process

http://www.thc.texas.gov/MarkerToolkit
How to Apply for a Historical Marker

The Texas Historical Commission (THC) accepts historical marker applications each fall for the following calendar year. The next application period will be from September 1 to November 15, 2014 for 2015 markers.

Official Texas Historical Marker fact sheet

Here are the three major steps to complete a THC historical marker application:

1. Make contact

The first step in the historical marker process is contacting the county historical commission (CHC) in your area. The marker application process begins at the county level with CHCs providing review and comment for all applications. Once approved, CHCs submit completed marker applications to the THC for consideration at the state level. If you are interested in submitting a marker application, it is best to get in touch with your CHC sooner rather than later.

At times, CHCs can assist you with research and completing the marker application process, but more importantly, CHCs need time to review your marker application before the THC application deadline. CHCs receive anywhere from one to 30 marker applications each year depending on the size and interest level of their county. Applications are due to the THC from September 1 – November 15, however, we suggest sending completed applications to the CHC no later than August 15 to allow time for the CHC to review the application and gather additional documentation when necessary. An even better suggestion would be to contact the CHC in the spring to find out if there is a county-level review timeline for which you should plan.

In order for your marker application to be considered complete, an applicant must contact the owner of the property where the marker will be placed. Property owner consent is required for all markers.

PLEASE KEEP IN MIND:

- The marker process is a year-long process.
- Property owner consent is required for all markers.
- The Historic Texas Cemetery designation is a prerequisite for a marker associated with a cemetery.
- CHCs must approve and send the application to the THC.

2. Research and write the story

The most important section of a historical marker application is the narrative history. A narrative history is simply a research paper that documents the significance of the property or topic. This research paper must be complete, orderly, concise, and fully documented with endnotes or footnotes. Composing narrative histories takes time, so use the 10 months prior to the application deadline to research, document, and write your marker application narrative.

Tools for research

THC staff have written several “how-to” guides to help the public with research projects. Guide topics include how to access and use Sanborn Fire Insurance Maps, photographic collections, oral history, and census records, as well as other source materials. We strongly suggest reviewing these guides to help ensure a balanced and well-researched narrative history. We also recommend using multiple types of sources during the course of research and, whenever possible, consulting primary source material.

THC Marker “How-To” Guides may be found on the Marker Tools webpage.

Some source material is accessible online. Please download our handy website list to view websites that may assist in your research.

Tools for writing the narrative history

The THC also created guides to help CHCs and applicants develop a strong narrative history for a historical marker application. These guides cover researching and preparing a narrative history and include a breakdown of each suggested section of the narrative (context, overview, significance, and documentation). They also include a checklist, suggested sources that may be examined, and a sample narrative history.

The information will help you prepare a narrative for a variety of topics, including structures (STHLs), cemeteries, individuals, events, churches, communities, World War II topics, and institutions.

To view the guides, visit the Marker Research Guides webpage.

3. Fill out the application form

http://www.thc.texas.gov/MarkerToolkit
Webinars to watch – Regular program

• Application process:  
  https://attendee.gotowebinar.com/recording/4108254134749837831

• How to write the narrative:  
  https://attendee.gotowebinar.com/recording/1298893067789960962

https://www.thc.texas.gov/education/webinars-and-workshops#markers
Undertold Marker Program

• Intended to address historical or geographical gaps in marker program
• Funded by the $100 application fee for regular markers
• Applications accepted in the fall (Oct. 1 – Nov. 15, 2021)
• Application is shorter, shorter narrative required, does not need CHC approval/review
• Funded topics receive a FREE 27” x 42” marker or the equivalent in historical research

Webinars to watch – Undertold Markers

- [https://attendee.gotowebinar.com/recording/389058207967486479](https://attendee.gotowebinar.com/recording/389058207967486479)

**Undertold Program Requirements**

**What do you need to apply?**

- Completed application form
- Property owner consent for marker placement
- Proof of ownership
- 250 words or a completed narrative history (5-10 pages)
- 1-2 photos of the proposed marker location
- If applying for a RTHL (building or structure), also include a historic photo, current photos of each side of the structure, site plan, floor plan
### Regular Program
- Accepted in the spring
- 6-page application required
- 5-page minimum, documented narrative required + supplemental
- $100 Application fee
- Marker fee: $750 - $1900+
- CHC must review and send the application to THC
- Acceptance rate: 80-90%

### Undertold Program
- Accepted in the fall
- 2-page application required
- 250-word narrative and 3 sources required
- No application fee
- Marker fee: free, if accepted
- CHC must review and send the application to THC
- Acceptance rate: 15-20%

* The main three types of markers (RTHL, HTC, subject) are used for both programs *
Marker Process

Historical Marker Application Timeline
(from application deadline to marker dedication can take 9-18 months)

1. Applicant contacts county historical commission (CHC) and researches the topic, writes the history (5-10 page paper), gathers photos and maps, and fills out the application form.
2. Applicant submits application, narrative history and documentation to CHC for review and approval (check with CHC for preferred application due date).
3. CHC forwards application to Texas Historical Commission (THC) and applicant pays application fee (March 1st – 2 p.m. CDT, May 15th).
4. THC reviews application; additional information and/or clarification may be requested.
5. THC approves application, if selected, and requests payment (after Quarterly meeting and by July 1st).
6. Applicant forwards payment to THC (due by mid-September).
7. THC prepares draft inscription and submits to applicant and CHC for review and approval (September of current year through June of next year).
8. Applicant and CHC review inscription and either approve or submit revisions within 45 days. If suggested revisions are submitted, THC reviews inscription for applicant and CHC for review as soon as possible.
9. Once the applicant and CHC approve of the inscription, then it is forwarded to the THC Commissioners for approval at the next quarterly meeting.
10. THC reads and approves inscription on Thursday for casting (5-5 weeks).
11. Foundry ships completed marker to designated address.
12. Applicant and THC install marker and plan marker dedication ceremony.
13. THC staff enter marker into the Texas Historic Sites Atlas, an online database and map, including photos, information, and inscriptions (https://atlas.thc.texas.gov/).

Texas Historical Commission
PO Box 12276
Austin, TX 78711-2276
512-465-6100
Fax 512-475-4872
thc@thc.texas.gov

Marker Process (part 1)

1. Applicant researches topic and writes narrative
2. Applicant contacts CHC
3. CHC forwards application to THC
4. Applicant sends in application fee
5. THC reviews & scores applications
6. THC requests marker payment
7. Applicant sends in payment
8. THC accepts public comments on applications
9. Applications are approved in July
Tips: scoring guidelines for regular markers

- Age
- Significance (historical and/or architectural)
- Integrity/state of repair
- Diversity of topic in the marker program
- Diversity among this group
- Undertold or untold aspect of history
- Endangerment level
- Documentation and resources
- Relevance to other THC programs
- Relevance to current thematic priorities
Undertold Program Scoring

**Scoring criteria:**

- **30 pts max.** Diversity of topic for addressing gaps in historical marker program; value of topic as an undertold or untold aspect of Texas history
- **20 pts max.** Endangerment level of property, site or topic
- **10 pts max.** Historical or architectural significance
- **10 pts max.** Historical or architectural integrity
- **10 pts max.** Relevance to statewide preservation plan and other THC programs
- **10 pts max.** CHC support and existing documentation
- **10 pts max.** Diversity among this group of candidates
Tips: application forms

CHCs complete this section. Please include whether the CHC supports the application and why.
Tips: proof of ownership

http://www.taxnetusa.com/

This should match the property owner name on application form
Tips: submitting the application

Subject line – includes county

Attached the application form, narrative, photo of the proposed marker location

Property owner consent attached in the form of a letter from the City

markers@thc.texas.gov

Oct. 1 – Nov. 15, 2021 (Undertolds)
March 1 – May 16, 2022 (Regular)
Marker Process (part 2)

1. Marker staff prepares inscription
2. Inscription is sent to CHC and applicant for review
3. Changes, if any, are made to inscription
4. Once approved by CHC & sponsor, marker is reviewed by THC Commissioners
5. Marker is ordered. Foundry casts and ships the marker
6. CHC and/or applicant installs marker
7. CHC and/or applicant plans marker dedication
8. Marker staff enters information on Atlas
The applicant and CHC collectively determine what needs to be changed on the inscription. CHC sends changes to THC through inscription email form.

| TO: Fayette County Historical Commission
| FROM: THC Marker Team
| RE: 17FY04 – Fayette County Jail
| DATE: April 25, 2018

Thank you for helping to coordinate the above-referenced historical marker. Below is the proposed inscription. Distribute the inscription to all interested parties involved with this marker application, and coordinate authorization or any suggested revisions. Read the text carefully (check the spelling of all names and verify dates) and mark (x) the appropriate line below with suggested corrections if applicable. Note that we can only make corrections relative to factual, typographical or interpretive errors, which would include significant facts from the original narrative history you feel should be in the text. When we receive your authorization by email, we will order the marker from the foundry. Please send authorization of the inscription or your comments by June 15, 2018. Contact us if you have any questions. Thank you for your continued coordination and support.

---

| Paragraph #1, Sentence #1: | Replace the sentence with: In 1853, the county purchased two lots in block 33 for a new jail. | Reason: Eliminating unnecessary words to make space for added information in the following sentence |
| Paragraph #1, Sentence #2: | Replace sentence with: “Architect William Lewis and Local Stonemason, Heinrich Kreische, were hired to design and build the two story structure.” | |
| Paragraph #1, Sentence #3: | Add information that well-known local stonemason Kreische built that jail. | |
| Paragraph #2, Sentence #4: | |

If you suggest corrections, a revised inscription will be sent via email for review. Please note the following:
- The final wording, phrasing and punctuation of Official Texas Historical Marker texts are the sole responsibility of the Texas Historical
Commas before qualifiers:
Use commas to set off information that qualifies or describes the previous word.
EX: Jim Smith, the bank president, moved away in 1923.
EX: The property belonged to Jim Smith, who later sold the property to his son.

Commas in a series:
Don’t use the last comma in a series unless there is an additional “and” in the phrase.
EX: The town included a cotton gin, school and church.
EX: The town included a cotton gin, block and tackle factory, and a church.

Introductory Clauses:
Set off introductory clauses with a comma.
EX: In 1910, the first settlers began arriving in the community.
EX: During World War II, Texas became an industrial power.

Lists of names:
The listing of names in marker texts should be avoided in lieu of historical text. In general, if the list of individuals is brief (2-6 names), relevant and inclusive, such names can be included if the space permits. Allowable lists would include institutional trustees, charter members, original land donors, etc.

Women’s names:
Women’s given names must be used, where known. Additional research may be necessary to find that information, but it is strongly preferred. Avoid using the husband’s name as the woman’s name.
EX: (acceptable) Priscilla (Smith) Jones or Priscilla Ann Smith Jones
EX: (unacceptable) Mrs. Joseph Jones
Marker Process (part 2)

1. Marker staff prepares inscription
2. Inscription is sent to CHC and applicant for review
3. Changes, if any, are made to inscription
4. Once approved by CHC & sponsor, marker is reviewed by THC Commissioners
5. Marker is ordered. Foundry casts and ships the marker
6. CHC and/or applicant installs marker
7. CHC and/or applicant plans marker dedication
8. Marker staff enters information on Atlas
Documents to help plan a marker dedication:

- Planning checklist
- Sample press releases
- Sample program
- Installation instructions

Send dedication announcements to markers@thc.texas.gov

Marker Resources for new markers

THC application deadline. CHCs receive anywhere from one to 20 marker applications each year depending on the size and interest-level of their county. Applications are due to the THC from March 1st to May 15th, however, we suggest sending completed applications to the CHC no later than February 15th to allow time for the CHC to review the application and even gather additional documentation when necessary. An even better suggestion would be to contact the CHC in the fall to find out if there is a county-level review timeline for which you should plan.

In order for your marker application to be considered complete, an applicant must contact the owner of the property where the marker will be placed. Property owner consent is required for all marker applications and an application is not considered complete unless that signature has been secured. Proof of property owner consent is also required in the form of deed records, tax appraisal records, etc.

2. Research and write the story

The most important section of a historical marker application is the narrative history. A narrative history is simply a research paper that documents the significance of the property or topic. This research paper must be complete, orderly, concise and fully documented with endnotes or footnotes. Composing narrative histories takes time, so use the 10 months prior to the application deadlines to research, document, and write your marker application narrative.

Tools for research

THC staff have written several “how-to” guides to help the public with research projects. Guide topics include how to access and use Sanborn Fire Insurance Maps, photographic collections, oral history, and census records, as well as other source materials. We strongly suggest reviewing these guides to help ensure a balanced and well-researched narrative history. We also recommend using multiple types of sources during the course of research and, whenever possible, consulting primary source material.

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Some source material is accessible online. Please download our handy website list to view websites that may assist in your research.

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The THC also created guides to help CHCs and applicants develop a strong narrative history for a historical marker application. These guides cover researching and preparing a narrative history and include a breakdown of each suggested section of the narrative (context, overview, significance, and documentation). They also include a checklist, suggested sources that may be examined, and a sample narrative history. The information will help you prepare a narrative for a variety of topics, including structures (RTHS), cemeteries, individuals, events, churches,

https://www.thc.texas.gov/MarkerToolkit
Marker Research Guide for Cemeteries

The Texas Historical Commission created this guide to help ensure historical markers and marker stories develop a strong appreciation for a cemetery as a topic for historical analysis. It is a guide to determining and preparing the historic context.

Introduction

This is the only element to accompany applications and the template.

Context

The context of this work is the historical development and demographic development of the cemetery, and the context remains.

Types of Sources for Cemetery Research

The THC will consider the objectivity and reliability. Features, possible cause and effect.

Cemetery Research Checklist

1. Context
2. Photographs
3. Published Records
4. Published Photographs
5. Map and Plans
6. Types of Sources for Cemetery Research
7. Sample History
8. Gilchrist Cemetery
9. Overview

Marker Research Guides (MRG)
COMMUNITY RESEARCH CHECKLIST
Narrative histories submitted to the THC in support of marker applications for communities should include, but not necessarily be limited to, the following information. (Note: Communities may be considered eligible for subject markers if they have existed for at least 50 years or are historically significant.)

- Current and former names, with background information on the origin
- Current location, including specific locations within county, as well as related features (rivers, creeks, mountains, etc.) and other communities
- Former locations and reasons for relocations (railroads, natural disasters)
- Establishment of the post office
- Incorporation information (if applicable)
- Significant people associated with the community; provide brief biography of association, as well as birth and death. Significant persons include:
  - Pioneer settlers
  - Founders
  - Political leaders
  - Business/civic leaders
- Economic base, including transportation
- Cultural institutions or events
- Religious institutions
- Causes of growth or decline
- Important events
- Significant structures/architectural achievements

HISTORIC INDIVIDUALS RESEARCH CHECKLIST
Narrative histories submitted to the THC in support of marker applications for historic individuals should include, but not necessarily be limited to, the following information. Note: Historically significant individuals may be considered eligible for subject markers or grave markers ten years after death.

- Full name and any nicknames
- Birth and death dates
- Location of birth, death, and burial
- Places of residence
- Family information, such as parents, spouse(s), children, along with biographical information; include vital dates (births, marriage, death, etc.)
- Education information
- Occupation/career information

EVENTS RESEARCH CHECKLIST
Narrative histories submitted to the THC in support of marker applications for historic events should include, but not necessarily be limited to, the following information. Note: Historic events may be considered eligible for listing if they took place more than 30 years ago, if they are historically significant and if they have definite beginning and ending dates.

- Background information on the causes of the event
- Beginning and ending dates
- Location of the event, with current site information
- Major participants, with relevant background information and vital dates (birth and death)
- Discussion of the immediate impact and the long-term effects of the event (local/state/national)
- Associations with organizations or institutions
- Remaining physical reminders (structures, inventions, memorials, etc.)
CEMETERY RESEARCH CHECKLIST

• Current, former or other known names of the cemetery, with background information on the origins of the names
• Current location, including relation to communities, towns or natural features
• Historical information on surrounding communities or settlements
• Land ownership information, with relevant background on previous owners or land donors
• Founding information, including date established and biographical information on individuals who established the cemetery (if applicable)
• Cultural, ethnic or religious associations
• Cemetery association history
• Biographical and vital information (e.g. birth and death dates) related to earliest burials (marked/unmarked)
• Significant individuals or organizations buried in the cemetery, including birth and death dates, and biographical background
• Physical description of the cemetery, including types of stones and markers, landscaping features, funereal practices and customs, folk art, sections (curbed plots for family or individuals, segregated areas, baby fields, etc.) and interesting or noteworthy features (cairns, memorials, tabernacles, stonework, etc.)

Marker Tools – How To Guides

- Census records
- Sanborn maps
- Newspapers
- Confederate Pension records
- Oral history
- Photographic collections
- Primary and secondary sources

Marker Tools – resources for documentation

- THC Marker webpages
- Texas State Library & Archives
- UT map collection
- Sanborn maps
- Topo maps
- State agencies
- Portal to Texas History
- National archives
- Familysearch.org
- Findagrave.com
Marker Tools – common websites

- Historic Sites Atlas: [https://atlas.thc.texas.gov/](https://atlas.thc.texas.gov/)
- Handbook of Texas: [https://tshaonline.org/handbook-search-results](https://tshaonline.org/handbook-search-results)
- Find a Grave: [https://www.findagrave.com/](https://www.findagrave.com/)
- Portal to Texas History: [https://texashistory.unt.edu/](https://texashistory.unt.edu/)
- UT Libraries & Maps: [https://legacy.lib.utexas.edu/maps/](https://legacy.lib.utexas.edu/maps/)
- Ancestry.com: contact me for details
- Many more public and online resources (see resources list)
Marker Chairs and existing markers

- Surveys
  - RTHLs
- Relocations
- Replacements & supplemental plaques
- Marker Review Requests
- Miscellaneous
  - TxDOT brown signs
  - Vandalism/Damage
  - Research inquiries from the public
Surveys of historical markers and resources

Surveys.....

• align with THC mission and statewide plan
• help learn more about your county
• help identify gaps in county history
• help identify markers in need of repainting, repair or relocation
• help with planning print and online projects and literature
• can be done alone or with small group, working cooperatively
• are an educational opportunity for the surveyor

https://www.thc.texas.gov/preserve/projects-and-programs/historic-resources-survey
Relocation requests

- Site is no longer accessible
- Road construction
- More appropriate site is available
- CHC approval/review is required

http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/information-existing-markers
Replacement Markers

- Updated narrative may be required
- Current marker policies apply
- May submit any time of the year
- CHC approval/review is required

https://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/information-existing-markers
Supplemental plaques

• May submit any time
• Include suggested wording on application
• CHC approval/review is required

https://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/information-existing-markers
Marker Review Request form and process

- Misspellings
- Inaccurate date
- Inaccurate statement
- Installed in wrong location
- Based on verifiable evidence
- Only 1 per year per organization or person

https://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/information-existing-markers/marker-review
Refinishing faded markers

- Easy and fun activity
- Notify the CHC and send THC before & after photos
- Instructions are on website
- Video instructions on youtube.com

• TxDOT brown signs
• Vandalism
• Damage
• Research questions

https://www.txdot.gov/inside-txdot/district.html
Where to find markers and more?

http://atlas.thc.texas.gov/

- Keyword
- County
- Address
- Designation
- Site Name

http://atlas.thc.texas.gov/
Contact us!

Bob Brinkman  
Coordinator  
512/463-8769  
bob.brinkman@thc.texas.gov

Sarah McCleskey  
Historian  
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markers@thc.texas.gov
The Texas Historical Commission (THC) works to save the real places that tell the real stories of Texas. Staff consults with citizens and organizations to preserve Texas’ architectural, archeological, and cultural landmarks. The agency is recognized nationally for its preservation programs.

WHO WE ARE
The THC is composed of 15 citizen members appointed by the governor to staggered six-year terms. The agency employs about 285 people who work in various fields, including archeology, architecture, history, economic development, heritage tourism, public administration, and urban planning.

The Texas Legislature established the agency in 1953 as the Texas State Historical Survey Committee, with the task to identify important historic sites across the state. The Texas Legislature changed the agency’s name to the Texas Historical Commission in 1973. Along with the name change came more protective powers, an expanded leadership role, and broader educational responsibilities.

WHAT WE DO
THE THC:
• Works with communities and individuals to help identify important historic resources.
• Encourages communities to evaluate their historic resources and develop a plan to preserve them.
• Provides leadership and training to County Historical Commissions, heritage organizations, and museums in Texas’ 254 counties.
• Helps protect Texas’ diverse architectural heritage, including historic county courthouses.
• Partners with communities to stimulate tourism and economic development.
• Assists Texas cities in the revitalization of their historic downtowns through the Texas Main Street Program.
• Works with communities to create a preservation vision and plan for the future.
• Administers the state’s historical marker program — currently there are more than 17,000 historical markers across the state.
• Consults with citizens and groups to nominate properties as Recorded Texas Historic Landmarks, as State Antiquities Landmarks, and to the National Register of Historic Places.
• Operates 31 state historic sites including museums, military forts, and archeological sites.
• Works with property owners to save archeological sites on private land.
• Ensures archeological sites are protected as land is developed for highways and other public construction projects.
COMMUNITY ASSISTANCE
THC staff provides assistance to communities and organizations through activities such as regional workshops, individual and group consultations, and promoting our Statewide Preservation Plan. Staff members are divided into regional teams to serve Texans more effectively.

Capitalizing on the increasing popularity of learning vacations and heritage travel, the THC has developed a nationally recognized heritage tourism program. The agency works with local communities, preservation organizations, and other state agencies to increase visitation at heritage attractions and encourage economic development. The program creates print and travel materials, and provides technical and marketing assistance to constituents across the state.

GRANTS
CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM
Cities and counties participating in the CLG Program, a local, state, and federal partnership, are eligible to received matching grants for local preservation projects.

TEXAS HISTORIC COURTHOUSE PRESERVATION PROGRAM
In 1999, the Texas Legislature created the program to provide matching grants to assist county courthouse restoration projects throughout the state.

TEXAS PRESERVATION TRUST FUND
Created by the Texas Legislature in 1989, the program awards matching grants for preservation and heritage education projects on a yearly basis.

TAX CREDITS SPECIAL PROJECTS AND PROGRAMS
TEXAS HERITAGE TRAILS PROGRAM
The Texas Heritage Trails Program is an economic development initiative encouraging community partnerships to promote Texas’ historic and cultural resources. These successful local preservation efforts, combined with statewide marketing of heritage regions as tourism destinations, increase visitation to cultural and historic sites and bring more dollars to Texas communities, especially rural ones.

LA SALLE ARCHEOLOGICAL PROJECT
The 1996–97 Matagorda Bay excavation of La Belle, the 1686 wreckage of French explorer La Salle’s ship, received worldwide interest and media attention. The project continued with the 1999–2002 excavation of La Salle’s colony at Fort St. Louis.

REAL PLACES CONFERENCE
The THC coordinates with the Friends of the THC to produce an annual historic preservation and heritage tourism conference featuring interactive workshops, tours, and a variety of broad-based and technical sessions from industry leaders throughout Texas and the U.S.

TOWN SQUARE INITIATIVE AND DOWNTOWNTX.ORG
Operating as an affiliate of the Texas Main Street Program, the Town Square Initiative (TSI) is an interdisciplinary team that addresses complex downtown problems through designing and facilitating planning processes and assisting with project implementation. The TSI created and maintains DowntownTX.org, a real estate and building inventory tool that lists available commercial buildings in historic Texas downtowns, linking investors and developers to properties that are potentially eligible for historic preservation tax incentives.

HOW TO FIND US
THC divisions are located in a cluster of buildings in the Capitol Complex in downtown Austin:

• THC HEADQUARTERS AND COMMUNICATIONS DIVISION
  Carrington-Covert House, 1511 Colorado St.

• ARCHEOLOGY AND ARCHITECTURE DIVISIONS
  Elrose Building, 108 W. 16th St.

• COMMUNITY HERITAGE DEVELOPMENT DIVISION
  Christianson-Leberman Building, 1304 Colorado St.

• HISTORIC SITES DIVISION
  Thomas Jefferson Rusk State Office Building, 208 E. 10th St.

• HISTORY PROGRAMS DIVISION
  Luther Hall, 105 W. 16th St.

• THC LIBRARY AND FRIENDS OF THE THC
  16th St. and Congress Ave.
The Texas Historical Commission (THC) History Programs Division works with citizens, county historical commissions, museums, cemetery associations, local governments, state and federal agencies, and other interested parties to identify, evaluate, and interpret the historic and cultural resources of Texas.

WHAT WE DO

STATE HISTORICAL MARKER PROGRAM
Official Texas Historical Markers provide Texans and visitors tangible links to the past. A vital part of the state’s heritage tourism efforts, markers convey stories of local, regional, state, and national history. More than 17,000 historical markers dot the Texas landscape, many with the Recorded Texas Historic Landmark designation, that the state bestows on historic properties for architectural and historical significance. Other available historical markers are Historic Texas Cemetery markers for historic graveyards and subject markers, which interpret a wide variety of topics throughout Texas. Staff members work with property owners, county historical commissions, and other preservation organizations to place historical markers all across the state. Details concerning the program can be found on the THC web site.

NATIONAL REGISTER OF HISTORIC PLACES
The National Register of Historic Places serves as an honor roll of properties worthy of preservation. Properties of national, state, or local significance may be listed for historical associations and architectural significance once the properties reach 50 years of age. Working in partnership with the National Park Service, division staff members assist citizens and property owners each year in researching the history and significance of historic sites to achieve this designation. Listing property in the National Register often bolsters a community’s economic development efforts and heritage tourism programs.

CEMETERY PRESERVATION PROGRAM
The THC’s Cemetery Preservation Program responds to public inquiries, manages the Historic Texas Cemetery (HTC) designation process, updates the THC’s Historic Sites Atlas (Atlas), and focuses on providing technical assistance to help preserve and protect endangered historic cemeteries. The HTC designation was created in 1997, and today more than 1,600 historic cemeteries have been designated through the efforts of local volunteers, preservationists, and avocational and professional historians and archeologists. Abandoned or lost cemeteries may be recorded through the HTC designation process and by filing a Notice of Existence of Cemetery form. Staff also provides technical assistance on maintaining historic cemeteries, creating cemetery master plans, and forming cemetery associations.

COUNTY HISTORICAL COMMISSION OUTREACH PROGRAM
County historical commissions (CHC) are authorized by state law to carry out preservation activities in counties throughout the state. Volunteer CHC members are appointed by the county and act as stewards of historic and cultural resources in their counties. CHCs submit reports annually to the THC describing their ongoing preservation activities, and THC staff recommends agency programs, training, and services based on these reports. CHC staff also work with CHCs to highlight preservation through education and promotion of their projects and accomplishments.
MUSEUM ASSISTANCE
Staff members consult with history museums throughout the state on the preservation and interpretation of museum collections. Services include email and telephone consultations; dissemination of educational and reference materials; and workshops dealing with such topics as strategic planning for museums, collections management, exhibit development, fundraising, and general museum operations.

HISTORIC RESOURCES SURVEY
Staff members maintain the Historic Sites Inventory which documents more than 100,000 historic and cultural resources in Texas. Access to this information is available through the Texas Historic Sites Atlas on the THC web site. Staff members also coordinate and provide technical assistance to ongoing survey efforts in local communities.

PUBLIC PROJECT (SECTION 106) AND FEDERAL TAX CREDIT REVIEWS
Projects utilizing federal funds or requiring federal approval or license are subject to Section 106 of the National Historic Preservation Act, which requires federal agencies to take into account the effects of their undertakings on historic properties. To do so, federal agencies consult with the THC, along with local governments and other stakeholders, to determine if any properties in the project area are listed in, or eligible for listing in, the National Register of Historic Places. If so, THC consults further, seeking to avoid, minimize, or mitigate any adverse effects to those historic properties. Applicants for federal or state historic rehabilitation tax credits also begin by consulting with THC to determine if their property currently has federal or state historical designation, or if it is eligible for historical designation.

TEXAS HISTORIC ROADS AND HIGHWAYS PROGRAM
In 2009, House Bill 2642 established the Texas Historic Roads and Highways Program, the goal of which is to identify, designate, interpret, and market historic roads and highways in Texas. The THC and the Texas Department of Transportation have entered into an agreement to administer this program. Projects include surveying historic highways such as the Bankhead and Meridian highways, identifying extant road-related buildings and sites along these highways, supplying road-related research materials, and providing maps and information that may be used by heritage tourists and armchair historians to recreate the experience of driving along these historic roadways, potentially increasing visitation to our Texas communities with a positive effect on local economies.

MILITARY SITES PROGRAM
The Military Sites Program documents, commemorates, preserves, and promotes historic sites where Texas military personnel served, both inside and outside the state. Projects include surveying sites in Texas associated with both military and home front activities. Popular heritage tourism brochures produced through this program include Texas in the Civil War and Texas in World War II, which are available for download on the agency’s website. The agency’s Texas in the Cold War initiative offers oral history training workshops to assist in documenting Texas Cold War veterans’ stories and accomplishments.

YOUTH EDUCATION AND OUTREACH PROGRAM
Staff creates educational outreach opportunities for youth involvement in agency activities. Staff works with all agency divisions to improve, expand, and produce new and exciting programming opportunities, as well as develop new ways to use THC programs to inspire, educate, and inform Texas youth about the importance of the history and preservation of Texas’ historic resources.

How to Reach Us
Staff members are available to answer questions and provide preservation assistance. Please contact us at:
Phone: 512-463-5853
Fax: 512-475-3122
Email: history@thc.texas.gov

Oral histories enhance our understanding of the past by illuminating personal experience.
The Texas Historical Commission's (THC) Official Texas Historical Marker Program commemorates diverse topics from the history and architecture of houses, commercial and public buildings, religious congregations, and events that changed the course of local and state history, to individuals who have made lasting contributions to our state, community organizations, businesses, military sites, and many more.

**WHAT WE DO**
Official Texas Historical Markers provide Texans and travelers tangible links to the past. A vital part of the state’s heritage tourism efforts, markers convey stories of local, regional, state, and national history. More than 17,000 historical markers dot the Texas landscape, many with the Recorded Texas Historic Landmark designation, which the state bestows on historic properties for architectural and historical significance. The other types of historical markers are Historic Texas Cemetery markers for historic graveyards and subject markers, which interpret a wide variety of topics throughout Texas. Staff members work with property owners, county historical commissions (CHC), and other preservation organizations to place historical markers all across the state.

**REQUIREMENTS**
Age, significance, and architectural requirements govern the eligibility of topics and sites when applying for a subject marker, Historic Texas Cemetery marker, or a Recorded Texas Historic Landmark marker. Applications must be submitted to the CHC for review and approval. Each new and replacement historical marker includes a $100 application fee that funds special markers to address historical gaps, promote diversity of topics, and proactively document undertold stories of our state.

**TYPES OF MARKERS**
**RECORDED TEXAS HISTORIC LANDMARKS (RTHL)**
are properties judged to be historically and architecturally significant. The THC awards RTHL designation to buildings at least 50 years old that are judged worthy of preservation for their architectural and historical associations.

RTHL is a legal designation and comes with a measure of protection. Purchase and display of a historical marker is a required component of the RTHL designation process. Owners of RTHL-designated structures must give the THC 60 days notice before any alterations are made to the exterior of the structure. Unsympathetic changes to these properties may result in removal of the designation and historical marker. To nominate a property, the owner’s consent is required.
HISTORIC TEXAS CEMETERY (HTC) MARKERS are only for burial grounds previously awarded a HTC designation. 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, they convey no restrictions on the property.

SUBJECT MARKERS are solely educational, and reveal aspects of local history that are important to a community or region. These markers honor topics such as church congregations, schools, communities, businesses, events, and individuals. A subject marker is placed at a site that has a historical association with the topic, but no restriction is placed on the use of the property or site. No legal designation is required for a subject marker.

CENTENNIAL MARKERS were placed in nearly every Texas county in 1936 to commemorate the 100th anniversary of Texas' independence from Mexico. The State of Texas placed about 1,100 exposition buildings, memorial museums, statues, and granite and bronze markers and monuments around the state. The THC, created in 1953, monitors the 1936 Centennial markers and coordinates their repair or relocation when necessary.

MORE INFORMATION
Additional information about the Official Texas Historical Marker program, forms, research guides, and tools can be found at thc.texas.gov/markers.

HOW TO REACH US
Staff members are available to answer questions and provide marker assistance. Please contact us at:
Phone: 512-463-5853
Fax: 512-463-5750
Email: markers@thc.texas.gov

Left: Aransas County centennial marker. Right: Bull Hill Cemetery marker in Falls County.
Call for Undertold Marker Applications

Are you interested in a **FREE** historical marker?

*We want to hear from you!*

From October 1 to November 15, 2021, the Texas Historical Commission (THC) will accept nominations for qualified topics for the marker application fund.

The criteria for judging candidates include:

- ability of the topic to address gaps in the THC historical marker program
- value of the topic as an undertold or untold aspect of Texas history
- endangerment level of property, site or topic, and the contribution of a marker toward its preservation
- historical or architectural significance
- historical or architectural integrity
- relevance to the statewide preservation plan and other THC programs
- potential CHC assistance and availability of existing documentation
- diversity among the group of candidates

Through the marker application fund, the THC can:

- pay for a marker for an underrepresented topic which meets documentation requirements, when financial assistance is not readily available
- share the cost of a marker with a County Historical Commission or other interested party
- conduct a site visit to research and document a qualified historic property or topic
- hire a professional historian to complete local research for one site or a thematic study

Visit [https://www.thc.texas.gov/undertold](https://www.thc.texas.gov/undertold) for more information.

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.state.tx.us
Official Texas Historical Markers are those markers and plaques the Texas Historical Commission (THC) awards, approves or administers. They include Centennial markers the State of Texas awarded in the 1930s; Civil War Centennial markers from the 1960s; and medallions and markers awarded by the THC’s predecessor, the Texas State Historical Survey Committee.

1. **THC authority over historical markers:** Official Texas Historical Markers are the property of the State of Texas. The Texas Historical Commission (THC) is the final determinant of all matters related to design, eligibility, content, manufacturing, placement or replacement, and compliance oversight. The markers may, at the sole discretion of the THC, be recalled for any reason it so determines, including inaccuracies or non-compliance with rules and policies. THC authority over historical markers in Texas is further described in Texas Government Code, Section 442.006.

2. **Marker sponsor:** The sponsor of an Official Texas Historical Marker is the individual or group that pays for a portion of the marker process in partnership with the THC. In general, the THC funds the costs associated with statewide program development and oversight, product design and inscriptions, quality review and all procedural matters. Sponsors, in turn, help defray the cost of manufacturing through their associated fees.

3. **Role of the County Historical Commission (CHC):** The CHC is the sole liaison to the THC for all matters related to the marker application process. The appropriate contact person is either the chair or marker chair, but the latter must be duly appointed by the CHC chair and authorized to act in that capacity for purposes of marker applications. It is the duty of the CHC chair to properly notify the THC History Programs Division of the marker chair’s name and contact information.

4. **Marker disputes:** In the event the placement or content of an Official Texas Historical Marker is contested, the THC, after consultation with interested parties, has the sole authority to make the final decision related to retention, replacement or removal.

5. **Pre-application review:** If there are any questions about the potential eligibility of proposed marker topics, including structures, the CHC may provide basic information online to the THC staff for the purpose of a pre-application review of eligibility. Such reviews are only for the purpose of topic eligibility, and they do not replace the full review required of the regular application process. The informal inquiries can be made at any time of the year, although ample time should be given the staff if a decision is needed prior to the application deadline.

6. **Marker inscriptions:** The wording of the state marker inscriptions is the sole responsibility of the THC. Suggested inscriptions will not be accepted as part of the application, nor can they be incorporated as part of the text preparation.

7. **Local dedication deadlines:** The THC marker process is determined by a number of variable factors, including workload, other agency projects and shipping or manufacturing delays. As a result, the THC staff cannot be responsible for meeting local deadlines for any planned dedication events. Planning for such events should be finalized only after the marker is received.

8. **County or municipal funding concerns:** The THC marker process is not subject to county or municipal funding restrictions or fiscal year requirements, and the THC is not responsible for such deadlines. If county or municipal policies or procedures are a factor in planning for marker applications, it is the responsibility of the CHC to meet those requirements or to work out other considerations for the encumbrance of funds.

9. **Appeals of CHC action or inaction:** CHC approval must be obtained for all Official Texas Historical Markers. If a CHC rejects or fails to act on application within 90 days, the sponsor may appeal directly to the THC for redress. At that point, the CHC will be required to submit a written statement relative to its action or inaction on the application. If the CHC has determined the application is not eligible for an
Official Texas Historical Marker, it has the responsibility to provide the THC with a detailed report explaining reasons why and how it made that determination.

10. **Appeals of THC action:** The decision of the THC on any matter related to historical markers is final and can only be appealed for review by the THC if additional information not previously made available to or reviewed by the agency is submitted. Any such information must comply with documentation standards of the program, including coordination with the appropriate County Historical Commission (CHC). Once received, the THC will determine if an appeal is warranted and, if so, will act on the appeal and render a final determination. Appeals may not necessarily correspond with annual application deadlines, and appeals directed to the THC must allow ample time for review prior to those deadlines. All details of appeals, including timing and participating parties, will be directed by the THC.

11. **Payment due upon approval:** The THC cannot accept partial payment for markers, nor can it hold funds in abeyance as other funds are collected. Payment for all markers is due in full within 45 days of the notice of approval. Delayed payments will result in cancellation of applications.

12. **Marker placement:** The placement of historical markers should be carefully considered to ensure maximum accessibility and protection of historic resources. Whenever possible, a marker for a historic structure receiving the Recorded Texas Historic Landmark designation should be placed on a post rather than on the structure to avoid damaging the historic fabric of the structure. To avoid confusion regarding historical designation, subject markers may not be attached to non-historic buildings. Sponsors or CHCs are responsible for the physical placement of a historical marker, unless the site is on a state-maintained highway right-of-way, in which case the Texas Department of Transportation will be responsible for erecting the marker in consultation with the CHC.

13. **Highway Advance and Directional Signs:** TxDOT provides advance and directional guide signs for all historical markers on TxDOT right of way outside of city limits on conventional highways. Official policies on highway directional signs may be found in the *Signs and Markings Manual*, Chapter 7, Section 19, and the Texas Government Code, Section 442.0065(c).

14. **Accessibility:** Markers must be accessible to the public.

15. **Site considerations:** RTHL and HTC markers must be placed at the actual sites being commemorated.

16. **Applications as state records:** All applications, correspondence and support materials become the property of the THC and are subject to rules governing open records. Information from the records may be utilized by the CHCs and its researchers provided any citations of the information properly include mention of the THC and its marker file holdings.

17. **Official policies:** Official policies regarding the Official Texas Historical Marker program, Recorded Texas Historic Landmark designation and Historic Texas Cemetery designation are codified in the Texas Administrative Code, Title 13, Part 2, Chapter 21. RTHL properties are also subject to provisions of Texas Government Code, Section 442.006(f).

18. **Texas Historic Sites Atlas:** Through its Historic Sites Atlas, the THC provides online access to marker inscriptions and locational information. The THC maintains the database and adds, deletes or changes information as necessary and as staff time permits. Every effort is made to keep the information updated, but a variety of factors may cause delays in the process. The Atlas serves as the primary tool for researchers and others interested in the Official Texas Historical Marker program, and information can be downloaded as needed.

19. **Requests for file information:** The THC maintains marker files as public records and makes them available for researchers at the agency library, or available in compliance with the Texas Open Records Act.
OFFICIAL TEXAS HISTORICAL MARKER PROCEDURES
Adopted by the Texas Historical Commission October 27, 2011

Official Texas Historical Markers are those markers and plaques the Texas Historical Commission (THC) awards, approves or administers. They include centennial markers the State of Texas awarded in the 1930s; Civil War Centennial markers from the 1960s; and medallions and markers awarded by the THC’s predecessor, the Texas State Historical Survey Committee.

**Historical marker application** means a current version of the THC’s *Official Texas Historical Marker Application Form* and all required supporting documentation as required in the Application Requirements (see below).

**TYPES OF HISTORICAL MARKERS**

**A. Subject Markers**

**Definition:** Subject markers are educational in nature and reveal aspects of local history that are important to a community or region. These markers honor topics such as church congregations, schools, communities, businesses, events and individuals. Subject markers are placed at sites that have a historical association with the topic, but no legal restriction is placed on the use of the property or site, although the THC must be notified if the marker is ever to be relocated.

**Criteria:**
1. **Age:** Most topics marked with *subject markers* must date back at least 50 years, although historic events may be marked after 30 years, and individuals may be marked, or may be mentioned in a historical marker text, after they have been deceased for 10 years. The THC may waive the age requirements for topics of overwhelming state or national importance, although these exceptions are rarely granted and the burden of proof for all claims and documentation is the responsibility of the author of the narrative history.
2. **Historical significance:** A topic is considered to have historical significance if it had influence, effect or impact on the course of history or cultural development; age alone does not determine significance. Topics do not necessarily have to be of statewide or national significance; many historical markers deal with local history and a local level of significance. Age alone is not sufficient for marker eligibility.

**B. 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; designation 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 anywhere 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 Recorded Texas Historic Landmark 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 Recorded Texas Historic Landmark designation. It must have an equally significant historical association, and that association can come through 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, either through design, materials, structural type or construction methods. In all cases, eligible architectural properties must display integrity, i.e., 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 — i.e. restored — are not eligible for RTHL designation. The THC reserves the sole right to make that determination relative to eligibility for RTHL markers.

**Special considerations for RTHL marker applications:** If a structure is 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 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 the sole determination of the THC. Listing in the NRHP does not guarantee approval for an RTHL marker.

**C. Historic Texas Cemetery Markers**

**Definition:** Historic Texas Cemetery (HTC) markers are only for burial grounds previously approved for HTC designation. 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, they convey 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 the context, overview and significance sections, it must also include a section that
provides a detailed physical description of the site that includes mention of the cemetery setting, and descriptions of significant landscape features or noteworthy burial markers and funerary practices.

Special considerations for HTC markers:
- HTC medallions can be ordered separately, but only for placement with a previously awarded THC subject marker or other plaque that provides interpretation for the cemetery. **NOTE: Under current rules, cemeteries are no longer eligible for subject markers.**
- HTC medallions and interpretive plaques (including name and date plaques) must be displayed together.

APPLICATION REQUIREMENTS
Only complete marker application packets that contain all the required elements can be accepted or processed. Incomplete applications will automatically be rejected. Any individual, group or county historical commission may apply to the THC for an Official Texas Historical Marker. The application shall include:

1. A completed application form duly reviewed and approved by the county historical commission (CHC) in the county in which the marker will be placed.
2. Application and text must be in the form of Word or Word-compatible documents.
3. Required font style and type size are a Times variant and 12 point.
4. Narrative histories must be typed in a double-spaced format and include separate sections on context, overview and significance.
5. 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.
6. Immediately upon notification of the successful preliminary review of required elements by the THC, a non-refundable application fee of $100 is required. The fee can be submitted to the THC within ten working days of application receipt notification.

Additional requirements for Recorded Texas Historic Landmark markers:
7. Legal description of the property.
8. A detailed floor plan for each floor of the structure, if a residence or building. The floor plan must include notations on the use of the room (bedroom, parlor, etc.) and on where changes have been made over the years (i.e. back porch added 1924). Floor plans can be sent separately to the THC, provided they are on letter-size paper and include the required notations. Incomplete floor plans will not be accepted.
9. A detailed site plan of the property, showing all major features, such as outbuildings, sidewalks, driveways, significant landscape features, etc.
10. At least one historic photograph of the structure.
11. One current photograph of each elevation of the structure.

Additional requirements for Historic Texas Cemetery markers:
12. Prior approval by the THC for the Historic Texas Cemetery designation is required. Note that the designation process must be complete by the time the marker application is submitted to the CHC and that the HTC designation does not guarantee approval for an Official Texas Historical Marker.
APPLICATION REVIEW PROCESS

1. Potential sponsor checks the THC web site for current basic information on the Official Texas Historical Marker Program.
2. Sponsor contacts the CHC to obtain marker application form, to review basic program requirements and to discuss county’s review process and procedures, which differs from county to county. The THC does not mandate a specific review process at the county level, so the sponsor will need to work closely with the CHC to be sure all local concerns and procedures are addressed properly. The CHCs cannot send the application forward until they can certify that the history and the application have been adequately reviewed.
3. CHC reviews the marker application for accuracy and significance, and either approves the application or works with the sponsor to develop additional information as necessary.
4. CHC-approved applications are forwarded online as a Word document to the History Programs Division of the THC. Once the application is received by the THC, additional notifications and correspondence will be between the CHC contact and the THC staff contact only, unless otherwise noted.
5. THC staff makes a preliminary assessment to determine if the topic is eligible for review and if all required elements are included. Upon notification the application has been accepted for review, a $100 application fee is due within ten days.
6. Eligible applications receive further review, and additional information may be requested via email. Failure to provide all requested materials as instructed in 45 days, unless special conditions are approved by the THC, will result in cancellation of the application.
7. THC staff and commissioners review applications and determine:
   a. Eligibility for approval
   b. Size and type of marker for each topic
   c. Priorities for work schedule on the approved applications
8. CHC and sponsor notified via email of approval and provided payment form; payment must be received in THC offices within 45 days or the application will be cancelled.
9. Inscriptions written, with one review copy provided via email to the CHC contact only for local distribution as needed. Inscription review is for accuracy of content only; the THC determines the content, wording, punctuation, phrasing, etc.
10. Upon receipt of the inscription, the CHC contact provides additional copies as necessary for committee, commission or sponsor review and conveys a single response to the THC.
   a. Upon receipt of emailed approval by the CHC, the THC proceeds with the order.
   b. If warranted changes recommended by the CHC are approved by the THC, staff will send a revised copy for content review. Because inscription reviews are for content only, only two reviews should be necessary to complete this step of the process. Additional requests for revisions are subject to approval by the THC, which will be the sole determinant of warranted requests for changes. Excessive requests for change, or delays in response, may, in the determination of the THC, result in cancellation of the order.
   c. Only the authorized CHC contact — chair or marker chair — can make the final approval of inscriptions at the county level. Final approval will be construed by the THC to mean concurrence with any interested parties, including the sponsor.
11. The order is sent to marker supplier for manufacturing. Subject to the terms of the THC vendor contract, only authorized THC staff may contact the manufacturer relative to any aspect of Official Texas Historical Markers, including those in process or previously approved.
12. THC staff reviews galley proofs of markers. With THC approval, manufacturing process proceeds. Manufacturer inspects, crates and ships completed markers and notifies THC, which in turn notifies CHC contact.
13. With shipment notice, planning can begin on marker dedication ceremony, as needed, in conjunction with CHC, sponsors and other interested parties.
   a. Information on planning and conducting marker ceremonies is provided by the THC through its web site.
   b. Once the planning is complete, the CHC posts the information to the THC web site calendar.
14. THC staff enters marker information into the Texas Historic Sites Atlas (atlas.thc.state.tx.us), an online inventory of marker information and inscriptions.
CORRECTIONS AND AMENDMENTS
An individual, organization or County Historical Commission (CHC) may apply for a replacement plaque or for a supplemental plaque to correct or amend an existing historical marker under two sets of circumstances:

- To correct the misspelling of a name, to correct a date, or to correct text that is not historically accurate. In such cases, the cost of the correction will be paid by the Texas Historical Commission (subject to availability of funds).
- For any other purpose, such as to provide additional or more detailed factual information, to clarify information, or to update obsolete information. In such cases the cost will be paid by the sponsor.

In either case, the sponsor is responsible for submitting a completed application and any necessary supplemental documentation. Proposed language will be reviewed by THC staff, and any new language must be approved by the Commission itself. THC staff will determine in each instance whether a replacement plaque or a supplemental plaque will be used, will coordinate the application with the sponsor and CHC and forward the submitted application materials, additional documentation, and a recommendation to the Commission to be considered at their next available quarterly meeting. A supplemental plaque should be attached to an existing marker post or installed along with or adjacent to an existing marker.

RELOCATIONS
An individual, organization or County Historical Commission (CHC) may apply for relocation of a historical marker. Common reasons for such an application include when relocation will result in improved public access, when a proposed new location has a closer historical association with the marker topic than the current location, or when a marker is being stored temporarily to accommodate a construction project. The sponsor is responsible for a completed application (which includes property owner permission and CHC approval), supplemental documentation, and any funds associated with relocation. In rare instances, if the marker was originally installed at the wrong location, the THC may pay costs associated with moving the marker to the correct location. The THC cannot assume liability for damages or injuries.

- If the proposed relocation is for one of the reasons listed above, THC staff will coordinate the application with the sponsor and CHC and will approve or deny the request for relocation. In some cases, THC staff will recommend the addition of a supplemental plaque to the marker post to clarify or correct part of the inscription due to the new location.
- Any other request for relocation must be approved by the Texas Historical Commission itself. THC staff will coordinate the application with the sponsor and CHC and forward the submitted application materials, additional documentation, and a recommendation to the Commission to be considered at their next available quarterly meeting.
REPLACEMENTS
An individual, organization or County Historical Commission (CHC) may apply for a replacement historical marker. Common reasons for an application include when a marker is missing or damaged, or when there is an opportunity for a more accurate and detailed inscription. The sponsor is responsible for a completed application (which includes property owner permission and CHC approval), supplemental documentation, and funds for the replacement.

- A replacement marker may have exactly the same inscription as the existing marker. In that case, THC staff will coordinate the application with the sponsor and CHC and will proceed with the foundry order when funds are received and the inscription has been approved by the CHC.
- A replacement marker may have a revised inscription to reflect more accurate or detailed information or to match modern stylistic considerations. In that case, THC staff will coordinate the application with the sponsor and CHC and will proceed with the foundry order when funds are received and the inscription has been approved by the CHC and the Commission itself.
- If the purpose of the replacement marker would be to correct the misspelling of a name, to correct a date, or to correct text that is not historically accurate, please see CORRECTIONS AND AMENDMENTS above.
- Proposed replacement of a marker for any reason not listed above must be approved by the Commission itself. In such a case, the THC will develop an inscription satisfactory to the requesting party and provide information to the CHC about the process, including how to submit any necessary documentation. THC staff will evaluate the request and forward the submitted application materials, additional documentation, and a recommendation to the Commission at their next available quarterly meeting.

REMOVALS
An individual, organization, County Historical Commission (CHC) or THC staff may identify a historical marker which they propose for removal. Common reasons for a request include severe damage or deterioration, an inscription that lacks proper context or which has poor educational value, or when an existing marker is in the process of being replaced. The sponsor must submit a written request (including property owner permission and CHC approval), supplemental documentation, and any funds associated with removal. The THC cannot assume liability for damages or injuries.

- Marker removals must be approved by the Texas Historical Commission. THC staff will coordinate the request with the sponsor and CHC and will forward the submitted materials, additional documentation, and a recommendation to the Commission at their next available quarterly meeting. If approved, the sponsor must arrange for removal in such a way as to protect the condition of the marker, and must deliver the marker to a location specified by THC at the sponsor’s expense.

For current application forms or more information contact:
Texas Historical Commission, History Programs Division, P.O. Box 12276, Austin, Texas 78711-2276, https://www.thc.texas.gov/markers, 512.463.6063, markers@thc.texas.gov

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.texas.gov
MARKER CHAIR JOB DESCRIPTION

While many county historical commission (CHC) chairs personally oversee the local reviews, approvals and coordination of Official Texas Historical Marker applications, others choose to appoint a marker chair to serve in that capacity. Regardless of how your CHC is structured, the basic requirements for local review are the same. The CHC chair or marker chair (dually appointed by the CHC chair) serves as the sole liaison with the Texas Historical Commission (THC) throughout the marker process, from the online submittal of the application to the review and approval of the inscription. Specific CHC requirements for the position may vary, but in general the responsibilities are as follows:

- Familiarize yourself with the THC application procedures, application forms and research aids (toolbox, marker research guides, etc.) available on the THC web site.
- Familiarize yourself with the CHC procedures for review.
- Survey the existing Official Texas Historical Markers in your county to determine their condition; report any missing or vandalized markers to the THC.
- Notify the THC and provide a completed request form for any proposed relocation of a marker.
- Analyze the existing markers within the context of the county’s history to determine where there might be gaps or untold, but significant, stories. Develop a proactive program for addressing any deficiencies and to promote a more diverse interpretation through future applications.
- Communicate with potential sponsors to explain the THC and CHC procedures, and to answer any questions they might have.
- Review applications for historical accuracy and for compliance with THC procedures and standards.
- Verify documentation, where feasible, to ensure accuracy and thoroughness. Work with sponsors to develop their applications to ensure a quality submittal to the THC.
- Communicate with the THC marker team about any concerns, questions or suggestions for program improvements. Keep the THC posted on successes, which serve to encourage other CHCs.
- Serve as the liaison between the THC and CHC and between the CHC/THC and the sponsors.
- Respond to all THC inquiries on behalf of the sponsors or CHC and disseminate copies to others as needed.
- Review marker inscriptions for accuracy.
- Promote the marker program at the county level through training workshops and materials, public information meetings and marker dedication ceremonies.
- Monitor the Recorded Texas Historic Landmarks (RTHL) in the county on a regular basis and work with property owners to understand their legal obligations under the designation procedures. Notify the THC of any exterior work on RTHL properties.
- Post marker dedication ceremonies to the THC’s web site calendar and publicize them in your community.
- Have fun with history and encourage others to appreciate the county’s history through the Official Texas Historical Marker program.
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.

**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 talked with the potential marker sponsor and discussed the marker program policies on the THC website. 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 and proof of ownership (deed or tax appraisal) has been obtained (Attachment A)

- Invoice for application fee is complete, printed and ready to be mailed to THC along with $100 check (Attachment B)

Note: Resubmissions will no longer have their application fees waived.

**Sponsor Name:**  
**Date:**
**RECORDED TEXAS HISTORIC LANDMARK MARKERS:**
2021 Official Texas Historical Marker

**SPONSORSHIP APPLICATION**
2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

<table>
<thead>
<tr>
<th>PROPOSED MARKER INFORMATION:</th>
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<tbody>
<tr>
<td>Proposed marker topic (required):</td>
</tr>
<tr>
<td>County:</td>
</tr>
<tr>
<td>Town (nearest town in same county on current state highway map):</td>
</tr>
<tr>
<td>Street address of marker site or directions from town noted above:</td>
</tr>
<tr>
<td>Marker Coordinates, if you know the location coordinates of the proposed marker site, enter them in one of the formats below:</td>
</tr>
<tr>
<td>UTM Zone</td>
</tr>
<tr>
<td>Number of total buildings on property:</td>
</tr>
<tr>
<td>How many buildings will be part of the designation?</td>
</tr>
<tr>
<td>Number of other historic items on the property:</td>
</tr>
<tr>
<td>Number of other historic items that will be part of the designation:</td>
</tr>
<tr>
<td>Precise verbal description of placement of marker (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of Post Oak Creek):</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SPONSOR CONTACT INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marker sponsor (may be individual or organization):</td>
</tr>
<tr>
<td>Contact person (if applicable):</td>
</tr>
<tr>
<td>Mailing address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
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<tr>
<th>SHIPPING ADDRESS:</th>
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<tbody>
<tr>
<td>Organization (may be blank if individual):</td>
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<tr>
<td>Contact Name:</td>
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</tbody>
</table>
TYPE AND SIZE OF RECORDED TEXAS HISTORIC LANDMARK MARKER:
The sponsor/CHC prefers the following size marker:

- [ ] 27” x 42” RTHL marker with post ($1875) [ ] without post* ($1675)
- [ ] 18” x 28” RTHL marker with post ($1175) [ ] without post* ($1175)
- [ ] RTHL medallion and 16” x 12” plaque with post ($850) [ ] without post* ($850)

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

- [ ] wood
- [ ] masonry
- [ ] metal
- [ ] other (specify)

**If placing marker directly on building/structure, then a waiver must be submitted for permission.

SPECIAL CONSIDERATION FOR RTHL DOCUMENTATION:

- [ ] Check this box if the property is individually listed in the NR. Year listed:
- [ ] Check this box if the property is a courthouse with a master plan accepted through the THC’s THCPP.

RECORDED TEXAS HISTORIC LANDMARK MARKERS

Future Review
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). Evidence of RTHL designation shall be recorded by the commission in the deed records for the county where the RTHL property is located. Designation becomes effective upon recording. 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 designation and a RTHL marker is not to be removed from the property in the event of a transfer of ownership. This designation, and therefore THC review authority, is awarded the moment that notification of RTHL approval is sent from the THC. Only the THC can remove the designation or recall the marker. For more information visit: [http://www.thc.texas.gov/RTHL](http://www.thc.texas.gov/RTHL).

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.

**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.

**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 evaluated and processed by the THC (for
RTHL markers, the required elements are a sponsorship application form, 5-10 page 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, 5-10 page narrative history and documentation must be
  submitted as Microsoft Word or Word-compatible documents and sent via email
  attachments to the THC from the CHC no later than 2 p.m. CDT, May 15, 2021. 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. You may split the
  application and materials into separate emails. Please note this in the email subject line. (Ex.
  Post Oak Co., Smith House, Email 1 of 3, etc.)
- Proposed marker topic must be given on the application. The THC will determine the
  official title should the application be approved.
- Required font style and type size are a Times variant and 12-point.
- Narrative histories must be 5-10 pages typed in a double-spaced (or 1.5-spaced) format and
  include separate sections on context, overview and significance. Approved marker topics
have their inscriptions written based on the narrative submitted. The majority of the narrative must be solely about the marker topic.

- The narrative history must include documentation in the form of reference notes, which can be either footnotes, endnotes, or parenthetical citations. Documentation associated with applications should be broad-based and demonstrate a survey of all available resources, both primary and secondary.
- RTHL markers are designed with a post and must be placed at the structure being marked. If the applicant prefers to place the marker directly on the building or structure, then a waiver must be submitted for permission due 2 p.m. CDT, May 15, 2021.
- The CHC or Marker Chair will forward the application and supplemental materials to markers@thc.texas.gov. An email confirming receipt of your application will be sent to both the CHC and the Sponsor listed on the application. Be sure to check your junk mail box. If you do not receive confirmation from the THC Marker Team within five business days of sending your application, please contact our office.
- Once the CHC sends in the application, the sponsor mails the Marker Application Fee Invoice (Attachment B) and a $100 payment to the THC mailing address noted on the Sponsor Fee Invoice by 2 p.m. CDT, May 17, 2021. 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 (Attachment A), due by 2 p.m. CDT, May 15, 2021. You may access this information through county appraisal or tax records.
- Marker application and supplemental materials must be submitted between March 1st and 2 p.m. CDT May 15th. Applications will not be considered for approval if received before or after the open marker application period of March 1 – 2 p.m. CDT, May 15, 2021.

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.

**SPONSORSHIP PAYMENT INFORMATION**

Prospective sponsors please note the following:

- Topics approved as Official Texas Historical Markers will require payment of the full marker amount within 45 days of the official approval notice. Payment must be received in full, accompanied by the THC payment form, by 5 p.m. CDT, September 16, 2021.
• Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.
• 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.

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). THC is not responsible for additional shipping charges if multiple delivery attempts are made.

RECORDS RETENTION BY CHC: The CHC must retain hard copies of the application as well as an electronic 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 website (http://www.thc.texas.gov/markers).
RECORDED TEXAS HISTORIC LANDMARK:
PROPERTY OWNER AUTHORIZATION

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

This form does not constitute designation of the building, structure, or resource. Official designation will occur following staff and commissioner review. Please fill out attachment, print and sign. Return completed form along with proof of ownership (in form of deed or tax appraisal records) to our offices via email (markers@thc.texas.gov), fax, or mail by 2 p.m. CDT, May 15, 2021. Must be received in our offices by deadline.

Property Name: _____
Physical Address: _____
City: _____ County: _____ Zip: _____
Property reference number (Appraisal District/Tax Office property number, etc.): _____
Legal Description (Lot and block, metes and bounds, etc.): _____

Designation description (this is what the THC will have review authority over, ex: “property encompassing the bridge and abutments,” “the 1936 portion of the County Consolidated High School building,” “the historic homestead, including the main house, barn, windmill, smokehouse and water well,” etc.):

_____

The Recorded Texas Historic Landmark (RTHL) designation is awarded to historic structures deemed worthy of preservation for their architectural integrity and historical associations. Designated properties are afforded a measure of legal protection and become part of the recorded history of the state’s built environment.

Benefits of the RTHL designation:
- Recognition that a property is of local, regional or state significance.
- Protection for up to 90 days from exterior alterations, including demolition or relocation.
- Ad valorem tax exemptions, where granted by local taxing authorities.
- Inclusion in the Texas Historic Sites Atlas.
- Technical preservation assistance through the THC.

Responsibility of the property owner under the RTHL provision, as noted in Texas Government Code section 442.006 (f):
A person may not damage the historical or architectural integrity of a structure the commission has designated as a Recorded Texas Historic Landmark without notifying the commission at least 60 days before the date on which the action causing the damage is to begin. After receiving the notice, the commission may waive the waiting period or, if the commission determines that a longer period will enhance the chance for preservation, it may require an additional waiting period of not longer than 30 days. On the expiration of the time limits imposed by this section, the person may proceed,
but must proceed not later than the 180th day after the date on which notice was given or the notice is considered to have expired.

- Any proposed alterations beyond routine maintenance (replacing nails, screws, painting a feature that was previously painted, etc.) needs to be formally submitted to the Texas Historical Commission at least 60 days prior to the proposed start of construction.
- The submission must include a cover letter explaining what building it is, who the project manager is, who the architect or contractor is, and who is doing the actual work on the building. In addition, a full scope of work submitted along with any plan drawings that can be provided are required. New materials that will be introduced to the building will also need to be listed (i.e. what type of new windows, vinyl, wood, or aluminum).
- Photographs of the building in its current state and close ups of the project areas are required to be sent in with all previously mentioned paperwork.
- Once the submission is received by the THC, the contents are reviewed within 30 days and determined if the proposed work is appropriate. At this time, if Architect Reviewers with the THC are concerned about the proposed work, then they may want to schedule a site visit to talk with the building owners and architects.
- The THC is allowed to extend the review period up to 90 if they feel there is improper work being proposed.
- At the end of the THC review period the building owner may continue the work as they choose. They are not required to follow the recommendations of the THC.
- If alterations to the building are detrimental to the historic integrity of the building the THC may involve the Marker Department and remove the RTHL designation from the building. However, the THC strives to work with owners as much as possible so this does not happen.

Additionally:

- The designation requires the public display of the RTHL marker. The marker is the property of the State of Texas and may not be removed or relocated without the prior permission of the Texas Historical Commission.
- RTHL status is a permanent designation which is retained with the property even upon transfer of ownership. Only the Texas Historical Commission may remove the designation.
- Structures designated as RTHLs do not have to be open to the public, but the marker must be accessible to the public.
- RTHL designation does not imply eligibility for federal tax incentives for rehabilitation.

I, _____, certify that I am the legal owner or authorized representative of the property owner noted herein, and further certify that I have read the information regarding Recorded Texas Historic Landmarks and that I voluntarily seek the designation for the property described herein. I further certify that I will comply with the provisions of Texas Government Code § 442.006.

Name (print): _____
Mailing address: _____
City, state, zip: _____
Phone: _____ Date: _____
Signature: ______________________________________

THE STATE OF TEXAS §
COUNTY OF ______________________________ §

BEFORE ME, the undersigned authority, on this day personally appeared ______________________________, known to me to be a credible person, whose name is above subscribed, and said person swore to me the statements contained herein are true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day of ______________, 2021.

________________________________________________ NOTARY PUBLIC in and for the STATE OF TEXAS

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
markers@thc.texas.gov
OFFICIAL TEXAS HISTORICAL MARKER
Sponsorship Fee Invoice

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

Please fill out this attachment, print, and sign. Return to our offices via mail by 2 p.m. CDT, May 17, 2021, along with a $100 check or payment information noted below. Do not send this form via email. Must be received in our offices by deadline.

Proposed Marker Topic: County:

Note:
- We will not accept multiple payments for one marker, only one form of payment please.
- If overnighting mail, please send by UPS or FedEx to: 1511 Colorado St. Austin, TX 78701.
- Note that the $100 application fee will not be waived for resubmissions from previous years.

Please fill out the information below for billing purposes, even if paying by check:

Name of sponsor(s):
Address: City, State, Zip:
Phone: Email address:

Payment enclosed (make check payable to Texas Historical Commission)
OR
Bill to credit card (only VISA or MC accepted): □ Visa □ MasterCard
Card number _____
Exp. Date _____ Security Code _____
Name (as it appears on card) _____

***THC Staff Services will run credit card payments in batches using a state approved payment processing program. “THC Virtual Austin” will show as the Merchant Name on your credit card statement once the payment has been processed.

Signature: ____________________________

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
markers@thc.texas.gov
HISTORIC TEXAS CEMETERY MARKERS:
2021 Official Texas Historical Marker

COVERSHEET

Complete the form and send to markers@thc.texas.gov
Valid March 1 – 2 p.m. CDT, May 15, 2021 only
2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

This form constitutes a request for the Texas Historical Commission (THC) to consider approval of an Official Texas Historical Marker for a cemetery 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 Historic Texas Cemetery marker requests only. Use this form if (1) you already completed the HTC designation and (2) you want to apply for an interpretive historical marker for the cemetery. Please see separate forms for either HTC Medallion only and/or Name & Date Plaques, Recorded Texas Historic Landmarks (buildings and structures) or subject markers.

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 talked with the potential marker sponsor and discussed the marker program policies on the THC website. 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 been designated as a Historic Texas Cemetery (HTC)
  • 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, or look for your cemetery on our Historic Sites Atlas: https://atlas.thc.texas.gov/)
☐ A 5-10 page narrative history is included
☐ Permission of cemetery administrator or landowner granting permission for marker placement has been obtained (Attachment A)
☐ Invoice for application fee is complete, printed and ready to be mailed to THC along with $100 check (Attachment B)

Note: Resubmissions will no longer have their application fees waived.
Sponsor Name: Date:
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 website: (http://www.thc.texas.gov/HTC).

**PROPOSED MARKER INFORMATION:**

<table>
<thead>
<tr>
<th>Cemetery Title (required):</th>
<th>County:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town (nearest town in same county on current state highway map):</td>
<td></td>
</tr>
<tr>
<td>Street address of marker site or directions from town noted above:</td>
<td></td>
</tr>
<tr>
<td>Marker Coordinates, if you know the location coordinates of the proposed marker site, enter them in one of the formats below:</td>
<td></td>
</tr>
<tr>
<td>UTM Zone</td>
<td>Easting</td>
</tr>
<tr>
<td>Precise verbal description of placement of marker (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of Post Oak Creek):</td>
<td></td>
</tr>
</tbody>
</table>

**SPONSOR CONTACT INFORMATION:**

<table>
<thead>
<tr>
<th>Marker sponsor (may be individual or organization):</th>
<th>Contact person (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address:</td>
<td>City, zip:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email address (required):</td>
</tr>
</tbody>
</table>

**SHIPPING ADDRESS:**

<table>
<thead>
<tr>
<th>Organization (may be blank if individual):</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address:</td>
<td>City, zip:</td>
</tr>
<tr>
<td>Daytime phone (required):</td>
<td>Email (required):</td>
</tr>
</tbody>
</table>

**TYPE AND SIZE OF HISTORIC TEXAS CEMETERY MARKER:**

The sponsor/CHC prefers the following size marker:

- [ ] 27” x 42” HTC marker with post ($1875) [ ] without post* ($1675)
- [ ] 18” x 28” HTC marker with post ($1175) [ ] without post** ($1175)

*For HTC medallion only and/or with Name & Date Plaques, please fill out an HTC Name & Date Plaque application.

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

- [ ] wood
- [ ] masonry
- [ ] metal
- [ ] other (specify)
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.

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, 5-10 page 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, 5-10 page narrative history and documentation must be in the form of Microsoft Word or Word-compatible documents and submitted by email attachments to the THC from the CHC no later than 2 p.m. CDT, May 15, 2021. 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 so the application and supplemental materials may need to be sent in multiple emails. Please note this in the subject line of the email. (Ex. Post Oak Co., Smith House, Email 1 of 3, etc.)
- Cemetery title must be given on the application. Title should be exactly as listed in the HTC designation.
- Required font style and type size are a Times variant and 12-point.
- Narrative histories must be 5-10 pages typed in a double-spaced (or 1.5-spaced) format and include separate sections on context, overview and significance. Approved marker topics have their inscriptions written based on the narrative submitted. The majority of the narrative must be solely about the marker topic.
- The narrative history must include documentation in the form of reference notes, which can be either footnotes, endnotes, or parenthetical citations. Documentation associated with applications should be broad-based and demonstrate a survey of available resources, both primary and secondary.
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). If the cemetery has been determined to be unaccessible to the public, a waiver may be completed and submitted by 2 p.m. CDT, May 15, 2021 to propose a new location.

The CHC or Marker Chair will forward the application and narrative history to markers@thc.texas.gov. An email confirming receipt of your application will be sent to both the CHC and the Sponsor listed on the application. Be sure to check your junk mail box. If you do not receive confirmation from the THC Marker Team within five business days of sending your application, please contact our office.

Once the CHC sends in the application, the sponsor mails the Marker Application Fee Invoice (Attachment B) and a $100 payment to the THC mailing address noted on the Sponsor Fee Invoice by 2 p.m. CDT, May 17, 2021. Payment of the application fee does not guarantee approval of the historical marker and this fee is non-refundable.

A signed form is required to show approval of marker placement by the cemetery administrator or landowner. This is due via email, fax or mail by 2 p.m. CDT, May 15, 2021.

Marker application and supplemental materials must be submitted between March 1st and 2 p.m. CDT May 15th. Applications will not be considered for approval if received before or after the open marker application period of March 1 – 2 p.m. CDT, May 15, 2021.

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.

SPONSORSHIP PAYMENT INFORMATION

Prospective sponsors please note the following:

Topics approved as Official Texas Historical Markers will require payment of the full marker amount within 45 of the official approval notice. Payment must be received in full, accompanied by the THC payment form, by 5 p.m. CDT, September 16, 2021.

Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.
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.

**RECORDS RETENTION BY CHC:** The CHC must retain hard copies of the application as well as an electronic 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 website ([http://www.thc.texas.gov/markers](http://www.thc.texas.gov/markers)).
HISTORIC TEXAS CEMETERY MARKERS:
PERMISSION OF ADMINISTRATOR/LANDOWNER FOR MARKER PLACEMENT

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

Please fill out this attachment, print, and sign. Return to our offices via email (markers@thc.texas.gov), fax, or mail by 2 p.m. CDT, May 15, 2021. Must be received in our offices by deadline.

Name of cemetery: COUNTY:
Cemetery representative, property manager or landowner:
Address: City, State, Zip:
Phone: Email address:

I, (name), certify that I am the cemetery administrator or landowner of the property noted herein, and further certify that I have read the information regarding Official Texas Historical Markers and that I voluntarily seek the marker for the property. I further certify that I will comply with the policies and procedures of the Official Texas Historical Marker Program.

Signature: ________________________________

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 THC representative, who is encouraged to share the information with all interested parties as necessary.
OFFICIAL TEXAS HISTORICAL MARKER

Sponsorship Fee Invoice

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

Please fill out this attachment, print, and sign. Return to our offices via mail by 2 p.m. CDT, May 17, 2021, along with a $100 check or payment information noted below. Do not send this form via email. Must be received in our offices by deadline.

Name of Cemetery: County:

Note:
• We will not accept multiple payments for one marker, only one form of payment please.
• If overnighting mail, please send by UPS or FedEx to: 1511 Colorado St, Austin, TX 78701.
• Note that the $100 application fee will not be waived for resubmissions from previous years.

Please fill out the information below for billing purposes, even if paying by check:

Name of sponsor(s):
Address: City, State, Zip:
Phone: Email address:

Payment enclosed (make check payable to Texas Historical Commission)

OR

Bill to credit card (only VISA or MC accepted): ☐ Visa ☐ MasterCard

Card number _____
Exp. Date _____ Security Code _____
Name (as it appears on card) _____

***THC Staff Services will run credit card payments in batches using a state approved payment processing program. “THC Virtual Austin” will show as the Merchant Name on your credit card statement once the payment has been processed.

Signature: ____________________________

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
markers@thc.texas.gov
This form is to be used for an **Historic Texas Cemetery Medallion with Name & Date Plaque or HTC Medallion only requests**. Use this form if (1) you already completed the HTC designation and (2) you want to apply for a non-interpretive historical marker for the cemetery. Please see separate forms for interpretive markers for Historic Texas Cemeteries, Recorded Texas Historic Landmarks (buildings and structures), or subject markers. For additional information about any aspect of the Official Texas Historical Marker Program, visit the Markers page on the THC website (http://www.thc.texas.gov/markers).

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. **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).** Note: Since cemeteries are protected under other existing laws, placement of a marker establishes no restrictions on the property.

### APPROVAL OF COUNTY HISTORICAL COMMISSION

County chair or marker chair (name): Sara Mills  
Address: 222 Palms Rd.  
City: Jergenson  
Zip: 77777  
Daytime phone: 555-555-5555  
Email: spmills@email.com

**NOTE:** All steps of the Historic Texas Cemetery (HTC) designation process must be completed by the time of application for the HTC marker. Information regarding the HTC designation can be found on the THC website: (http://www.thc.texas.gov/HTC).

**Marker title** (must be exactly as listed in the HTC designation): Pleasant Hill Cemetery  
**County:** Post Oak  
**Town** (nearest town in same county on state highway map): Jergenson  
**Street address of marker site or directions from town noted above:** 2241 FM 483; Directions: 2.7 miles west on US 190, N on SH 289, right on FM 483, left on dirt road.

- **Year designation filed in county records:** 2014  
- **Cemetery ID number** (Ex. AT-C023; Number may be found on Exhibit A of the HTC designation or look for your cemetery on the THC Historic Sites Atlas, https://atlas.thc.state.tx.us/): PO-C007

Revised 1.2020

**Complete Form and Email To:** markers@thc.texas.gov
**SPONSOR CONTACT INFORMATION:**

| Marker sponsor (may be individual or organization): | Pleasant Hill Cemetery Association |
| Contact person (if applicable): | Donna Ebert |
| Mailing address: | 1111 Ebert Rd. |
| City, State, Zip: | Jergenson, TX 77788 |
| Phone: | 555-555-5555 |
| Email address (required): | debert@email.com |

**SHIPPING ADDRESS:**

| Organization (may be blank if individual): |  |
| Contact Name: | Henry Allen |
| Street address: | 2222 Jones Rd. |
| City, State, Zip: | Jergenson 77777 |
| Daytime phone (required): | 555-555-5555 |
| Email (required): | hpallen@email.com |

**TYPE OF HISTORIC TEXAS CEMETARY Marker:**

| □ HTC Medallion for surface ($350) |
| □ HTC Medallion for existing post ($350) |
| *check width of marker post: □ 2 ¼” internal diameter or ~8.64” circumference |
| □ 3 ½” internal diameter or ~11” circumference |

| □ 12” x 6” Name and date plaque plus HTC Medallion, with post ($700) |
| □ 12” x 6” Name and date plaque plus HTC Medallion, without post ($700) |

**SPONSORSHIP PAYMENT INFORMATION**

Prospective sponsors please note the following:

- A non-refundable application fee of $100 is due in addition to the marker fee.
- Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.
- The THC is unable to process partial payments or to delay payment due to processing procedures of the sponsor.
- 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.

**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). **THC is not responsible for additional shipping charges if multiple delivery attempts are made.**

Complete Form and Email To: markers@thc.texas.gov
HISTORIC TEXAS CEMETERY MARKERS:
PERMISSION OF ADMINISTRATOR/LANDOWNER FOR
MARKER PLACEMENT
Please fill out this attachment, print, and sign.
Return to our offices via email (markers@thc.texas.gov), fax, or mail.

Name of cemetery: Pleasant Hill Cemetery

County: Post Oak
Cemetery representative, property manager or landowner: Henry Allen, Pleasant Hill Cemetery Association President

Address: 2222 Jones Rd.
City, State, Zip: Jergenson, TX 77777
Phone: 555-555-5555
Email address: hpallen@email.com

I, Henry P. Allen, certify that I am the cemetery administrator or landowner of the property noted herein, and further certify that I have read the information regarding Official Texas Historical Markers and that I voluntarily seek the marker for the property. I further certify that I will comply with the policies and procedures of the Official Texas Historical Marker Program.

Signature: ________________________________

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.
OFFICIAL TEXAS HISTORICAL MARKER
Sponsorship Fee Invoice

Fill out the form, print it, sign it if billing to a credit card and return via postal mail only to the address noted below. Do not return this form via email.

Name of Cemetery: Pleasant Hill Cemetery   County: Post Oak
Marker Number: TBD

Marker Size and Total Due (Check Size and Total Due):

☐ HTC Medallion either surface mount or existing post: $350 + $100
application fee = $450.00

☒ 12” x 6” Name and Date Plaque plus HTC Medallion with/without post:
$700 + $100 application fee = $800.00

Note: One form of payment will be accepted. We will not accept multiple checks, money order, or credit card payments for each marker. Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.

Billing Information (must be completed even if paying by check):
Name: Donna Ebert
Address: 1111 Ebert Rd. City, State, Zip: Jergenson, TX 77788
Phone (with area code): 555-555-5555

Payment enclosed (make check payable to the Texas Historical Commission)
OR
Bill to credit card (only VISA or MC accepted): ☐ Visa ☐ Master Card
Card Number: _______ Exp. Date: _______
Security Code: _______
Name as it appears on credit card: _______

***THC Staff Services will run credit card payments in batches using a state approved payment processing program. “THC Virtual Austin” will show as the Merchant Name on your credit card statement once the payment has been processed.

Signature: ____________________________________________

Revised 1.2020
Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
Fax 512/475-3122
www@thc.texas.gov
TENAS HISTORICAL COMMISSION

SUBJECT MARKERS:
2021 Official Texas Historical Marker
COVERSHEET

Complete the form and send to markers@thc.texas.gov
Valid March 1 – 2 p.m. CDT, May 15, 2021 only
2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

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 subject marker requests only. Please see separate forms for either Historic Texas Cemeteries or Recorded Texas Historic Landmarks (buildings and structures).

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 talked with the potential marker sponsor and discussed the marker program policies on the THC website. 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 topic meets age requirements
  • Most topics must date back at least 50 years
  • Historic events may be marked after 30 years
  • Individuals of historic significance may be marked or mentioned in marker text after they have been deceased 10 years
☐ The topic is eligible for a subject marker according to marker policies
☐ Permission of current property owner for marker placement and proof of ownership (deed or tax appraisal) has been obtained (Attachment A; unless marker will be placed on TxDOT right-of-way)
☐ Invoice for application fee is complete, printed and ready to be mailed to THC along with $100 check (Attachment B)
Note: Resubmissions will no longer have their application fees waived.

Sponsor Name: Date:
SUBJECT MARKERS:
2021 Official Texas Historical Marker
SPONSORSHIP APPLICATION

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

PROPOSED MARKER INFORMATION

Proposed marker topic (required):

County:

Town (nearest town in same county 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:

<table>
<thead>
<tr>
<th>UTM Zone</th>
<th>Easting</th>
<th>Northing</th>
<th>Lat:</th>
<th>Long:</th>
<th>(deg, min, sec or decimal degrees)</th>
</tr>
</thead>
</table>

Precise verbal description of placement of marker (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of Post Oak Creek):

Will the marker be placed at the actual site of the topic being marked? □ Yes □ No

If the answer is no, provide the distance and directions to the actual location from the marker (i.e. 100 yards east).

SPONSOR CONTACT INFORMATION:

Marker sponsor (may be individual or organization):

Contact person (if applicable):

Mailing address: City, zip:

Phone: Email address (required):

SHIPPING ADDRESS:

Will the marker be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT)? □ Yes □ No

If yes, then no shipping address or proof of ownership of property is needed.

Organization (may be blank if individual):

Contact Name:

Street address: City, zip:

Daytime phone (required): Email (required):

TYPE AND SIZE OF SUBJECT MARKER

The sponsor/CHC prefers the following size marker:

☐ 27” x 42” Subject marker □ with post ($1875) □ without post* ($1675)

☐ 18” x 28” Subject marker □ with post ($1175) □ without post* ($1175)

*For a Subject marker without post, indicate to what surface material it will be mounted:

☐ wood ☐ masonry ☐ metal

☐ other (specify)
SUBJECT MARKERS

Purpose
Subject markers are educational in nature and reveal aspects of local history important to a community or region. These markers honor topics such as schools, communities, businesses, events and individuals. Subject markers are placed at sites that have historical associations with the topics, but no legal restriction is placed on the use of the property or site, although the THC must be notified if the marker is ever to be relocated.

Criteria
1. **Age**: Most topics marked with subject markers must date back at least 50 years, although historic events may be marked after 30 years, and individuals of historic importance may be marked, or may be mentioned in a historical marker text, after they have been deceased 10 years. The THC may waive age requirements for topics of overwhelming state or national importance, although exceptions are rarely granted and the burden of proof for all claims and documentation is the responsibility of the narrative author.

2. **Historical significance**: A topic is considered to have historical significance if it had influence, effect or impact on the course of history or cultural development; age alone does not determine significance.

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 subject markers, the required elements are sponsorship application form, 5-10 page 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, 5-10 page 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 2 p.m. CDT, May 15, 2021. 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.** You may split the application and materials into separate emails. Please note this in the email subject line. (Ex. Post Oak Co., Smith House, Email 1 of 3, etc.)
- Proposed marker topic must be given on the application. The THC will determine the official title should the application be approved.
- For markers without posts, the CHC must receive prior approval from the THC for the planned placement. Such prior approval is based on the following:
  - Submittal of a detailed plan for where the marker will be mounted, including the surface to which it will be placed (masonry, metal, wood); and
  - A statement of why a marker with a post is not feasible or preferred.
- Required font style and type size are a Times variant and 12-point.
- Narrative histories must be 5-10 pages typed in a double-spaced (or 1.5-spaced) format and include separate sections on context, overview and significance. Approved marker topics
have their inscriptions written based on the narrative submitted. The majority of the narrative must be solely about the marker topic.

- The narrative history must include documentation in the form of reference notes, which can be either footnotes, endnotes or parenthetical citations. 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 5-10 page narrative history to markers@thc.texas.gov.** An email confirming receipt of your application will be sent to both the CHC and the Sponsor listed on the application. Be sure to check your junk mail box. If you do not receive confirmation from the THC Marker Team within five business days of sending your application, please contact our office.

- Once the CHC sends in the application, the sponsor mails the Marker Application Fee Invoice (Attachment B) and a $100 payment to the THC mailing address noted on the Sponsor Fee Invoice by 2 p.m. CDT, May 17, 2021. Payment of the application fee does not guarantee approval of the historical marker and this fee is non-refundable.

- A copy or scan of **proof of current ownership** is required to verify the property owner information listed on the application (Attachment A), due by 2 p.m. CDT, May 15, 2021, unless the marker will be placed on a TxDOT right-of-way. You may access this information through county appraisal or tax records.

- **Marker application and supplemental materials must be submitted between March 1st and 2 p.m. CDT May 15th.** Applications will not be considered for approval if received before or after the open marker application period of March 1 – 2 p.m. CDT, May 15, 2021.

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.

**SPONSORSHIP PAYMENT INFORMATION**

Prospective sponsors please note the following:

- Topics approved as Official Texas Historical Markers will require payment of the full marker amount within 45 days of the official approval notice. Payment must be received in full, accompanied by the THC payment form, by 5 p.m. CDT, September 16, 2021.

- Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be
notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.

- 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; 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 text, incising or supplemental plaques.

**SHIPPING INSTRUCTIONS**
If the proposed marker site is on TxDOT right-of-way, the marker will be shipped directly to the district highway engineer for placement, with consultation from the CHC. If the marker will go on property other than TxDOT right-of-way, provide information in the space below. 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). **THC is not responsible for additional shipping charges if multiple delivery attempts are made.**

**RECORDS RETENTION BY CHC:**
The CHC must retain hard copies of the application, as well as an electronic version, at least for the duration of the marker process. The THC is not responsible for lost applications, incomplete applications or 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 website ([http://www.thc.texas.gov/markers](http://www.thc.texas.gov/markers)).
SUBJECT MARKERS:
PERMISSION OF PROPERTY OWNER FOR MARKER PLACEMENT

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers
Please fill out this attachment, print, and sign. Return completed form along with proof of
ownership (in form of deed or tax appraisal records) to our offices via email
(markers@thc.texas.gov), fax, or mail by 2 p.m. CDT, May 15, 2021. Must be received in our
offices by deadline.

Proposed marker topic:
County:

Will the marker be placed on right-of-way maintained by the Texas Department of Transportation
(TxDOT)?

☐ Yes ☐ No

If the answer is yes, the THC will secure the necessary permission from TxDOT, and no other
information is required. If the answer is no, please provide the following information for the person
or group who owns the property.

Property owner:

Address: City, State, Zip:

Phone: Email address:

I, , certify that I am the legal owner or authorized representative of the property owner
noted herein, and further certify that I have read the information regarding Official Texas
Historical Markers and that I voluntarily seek the marker for the property described herein,
and proof of ownership is attached to this form. I further certify that I will comply with the
policies and procedures of the Official Texas Historical Marker Program.

Signature: __________________________________________

NOTE: The property owner will not receive copies of correspondence from the THC. All
procedural correspondence (notice of receipt, requests 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.

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
markers@thc.texas.gov
OFFICIAL TEXAS HISTORICAL MARKER
Sponsorship Fee Invoice

2022 Marker Applications will be available for download in January 2022:
http://www.thc.texas.gov/markers

Please fill out this attachment, print, and sign. Return to our offices via mail by 2 p.m. CDT, May 17, 2021, along with a $100 check or payment information noted below. Do not send this form via email. Must be received in our offices by deadline.

Proposed Marker Topic: County:

Note:
• We will not accept multiple payments for one marker, only one form of payment please.
• If overnighting mail, please send by UPS or FedEx to: 1511 Colorado St. Austin, TX 78701.
• Note that the $100 application fee will not be waived for resubmissions from previous years.

Please fill out the information below for billing purposes, even if paying by check:
Name of sponsor(s):
Address: City, State, Zip:
Phone: Email address:
Payment enclosed (make check payable to Texas Historical Commission)

OR

Bill to credit card (only VISA or MC accepted): □ Visa □ MasterCard
Card number _____
Exp. Date _____ Security Code _____
Name (as it appears on card) _____

***THC Staff Services will run credit card payments in batches using a state approved payment processing program. “THC Virtual Austin” will show as the Merchant Name on your credit card statement once the payment has been processed.

Signature: _______________________________________________________

Texas Historical Commission
History Programs Division
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T H E M A S H O R I S T O R I C A L C O M M I S S I O N
real places telling real stories
Consider Approval of Work Plan for 2022 Official Texas Historical Markers

**Recommendations for 2022:** For new historical markers to be considered for calendar year 2022, staff recommends application period dates of **March 1 – May 16, 2022.** This will allow sufficient time to score and rank all new applications. Staff recommends the following thematic priorities for 2022: **Communications; Industry, Business and Commerce; and Natural Resources.** Topics addressing these themes will receive additional points when new applications are scored. Staff recommends approving and processing no more than 170 new applications and no more than 15 markers produced through the Undertold marker program (accumulated Marker Application Funds). The total of no more than 185 historical markers to be completed by the end of fiscal year 2022 shall proceed by the following work plan schedule:

<table>
<thead>
<tr>
<th>INTERNAL THC DATES</th>
<th>EXTERNAL CHC/SPONSOR DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 2022 Marker applications posted to website</td>
<td>March 1 – May 15, 2022 Application period for new markers (due May 16 at 2 pm CDT)</td>
</tr>
<tr>
<td></td>
<td>May 16, 2022 $100 fee benefiting Undertold markers (postmarked due date)</td>
</tr>
<tr>
<td>March 1 – May 16, 2022 Staff processes and scores all applications</td>
<td>May 16-30, 2022 Public comment period for new topics (posted on website and social media)</td>
</tr>
<tr>
<td></td>
<td>May 30, 2022 Final day to submit missing or deficient components</td>
</tr>
<tr>
<td>June 2022 RTHL Meeting with DOA staff and scoring meeting with DDs, Admin staff</td>
<td></td>
</tr>
<tr>
<td>July 2022 Commissioners review and comment on 2022 marker topics at quarterly meeting</td>
<td></td>
</tr>
<tr>
<td>By August 2, 2022 Staff sends out payment vouchers to recommended topics</td>
<td>September 16, 2022 Marker fee due for all marker applications (postmarked due date)</td>
</tr>
<tr>
<td>October 2022 Commissioners select application dates, priority themes and number of markers to be processed for 2024</td>
<td></td>
</tr>
<tr>
<td>Oct. 2022 – Feb. 2023 Staff gives workshops and webinars on successful marker applications and other topics</td>
<td>Oct. 1 – Nov. 15, 2022 Application period for Undertold markers</td>
</tr>
</tbody>
</table>

**Suggested motion:**

Move to approve staff recommendations for qualified Official Texas Historical Marker applications and adopt a work plan to complete no more than 185 new historical markers in calendar year 2022.
In 2006, the Texas Historical Commission established the Undertold Program to address gaps in the marker program and underrepresented topics. This form constitutes a request for the Texas Historical Commission (THC) to consider approval of an Official Texas Historical Marker for the undertold topic in this application using Marker Application Funds. The THC will review the request and make its determination based on adopted rules, procedures and scoring criteria. The final determination of eligibility and approval for a state marker will be made by the THC.

<table>
<thead>
<tr>
<th>Proposed marker title:</th>
<th>County:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Proposed location (give street address of marker site, if applicable):**

<table>
<thead>
<tr>
<th>Will the marker be placed at the actual site of the topic being marked?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the answer is no, provide the distance and directions to the actual location from the marker (i.e. 100 yards east).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please explain the proposed subject in 250 words or less:**

<table>
<thead>
<tr>
<th>If you have a longer narrative, please attach.</th>
</tr>
</thead>
</table>

**Suggested sources (2 - 3) for research on the subject:**

<table>
<thead>
<tr>
<th>If a documented narrative is available, please reference or attach.</th>
</tr>
</thead>
</table>

*Please attach 1 – 2 photos of the building/structure or proposed marker location.*

**If applying to designate a building/structure as historic, please attach the following:**
- Clear Current Colored Photos of every side of the building/structure
- Historic Photo
- Floor Plan of every floor of building/structure
- Site Plan

**APPLICATION SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>City, State, Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email address (required):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please fill out the sections below concerning marker placement and property owner permission for placement.

Will the marker be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT)?  □ Yes  □ No
If the answer is yes, the THC will secure the necessary permission from TxDOT, and no other information is required.

If the answer is no, please provide the following information for the person or group who owns the property:
I, the property owner or legal administrator of the property noted herein, signify below that I have read the information regarding Official Texas Historical Markers and that I voluntarily seek consideration for a marker for the property. I further promise to comply with the policies and procedures of the Official Texas Historical Marker Program.

Property owner:
Address:  City, State, Zip:
Phone:  Email address:
Signature: _______________________________________

***Please attach a copy or scan of proof of current ownership (county appraisal, tax records, etc.) to verify the property owner information listed on the application.

SCORING CRITERIA:
▪ Diversity of topic for addressing gaps in historical marker program; value of topic as an undertold or untold aspect of Texas history
▪ Endangerment level of property, site or topic
▪ Historical or architectural significance
▪ Historical or architectural integrity
▪ Relevance to statewide preservation plan and other THC programs
▪ CHC support and existing documentation
▪ Diversity among this group of candidates

TIMELINE:
▪ Oct 1 – Nov 15 – Undertold applications accepted
▪ Nov 16 – Jan 11 – THC staff score Undertold topics
▪ Feb 2 – THC Commissioners review and discuss selected Undertold topics
▪ Feb 3 – Undertold applicants are notified of results
▪ Feb - June – Sponsors of selected topics begin developing a fully documented historical narrative

NOTE: All correspondence—notice of receipt, request for additional information, inscription, shipping notice, etc.—will be sent via email to the CHC representative and sponsor/applicant, who are encouraged to share the information with other interested parties as necessary.

Please email the completed form, supporting documentation if any, current proof of ownership and photos of the building or marker location to markers@thc.texas.gov by 5pm CST, November 15, 2021. Thank you!
OFFICIAL TEXAS HISTORICAL MARKERS
WAIVER FOR AGE REQUIREMENT/ACCESSIBILITY

Please fill out the following waiver if the potential marker topic does not fit any of the following age or accessibility requirements. Return this form along with supporting documentation to the address below or to markers@thc.texas.gov.

Age Requirement: If the subject marker topic does not fit the following age requirements, please check which one and submit form along with documentation that shows the topic’s state or national importance. THC may waive age requirements for topics of overwhelming state or national importance, although exceptions are rarely granted and the burden of proof for all claims and documentation is the responsibility of the narrative author.

☐ Most topics must date back at least 50 years
☐ Historic buildings may be marked after 50 years
☐ Historic events may be marked after 30 years
☐ Individuals of historic significance may be marked or mentioned in marker text after they have been deceased 10 years

Accessibility Requirement: Markers should be placed at the site of the topic and should be accessible to the public. If, for any reason, the marker cannot be placed at the actual site, THC may make an exception, although exceptions are rarely granted. If the proposed RTHL/HTC marker does not fit the following accessibility requirements, please check which one and provide necessary documentation as described below.

☐ HTC/RTHL markers must be placed at the actual sites being commemorated. Check here if the cemetery or site is located in an inaccessible area. Please provide a current photograph of the proposed marker location and a map denoting the actual site and proposed marker location.
☐ RTHL markers are designed with a post and must be placed at the structure being marked. Check here to request permission to place marker directly on the building or structure.

Proposed marker topic:
County:
Town (nearest town in same county on current state highway map):
Street address of marker site or directions from town noted above:
Please complete the information below so that we may contact you:

Name:
Address:
City: State, Zip Code:
Phone: Email (required):

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
markers@thc.texas.gov

Updated January 2020
**OFFICIAL TEXAS HISTORICAL MARKER TYPES AND SIZES**

(There is a $100 application fee in addition to the prices listed below)

*Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.*

<table>
<thead>
<tr>
<th>Marker Type</th>
<th>Size</th>
<th>Price Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Subject Marker / Large Recorded Texas Historic Landmark Marker</td>
<td>27&quot; x 42&quot;</td>
<td>Available with or without a post $1875 with post, $1675 without post</td>
</tr>
<tr>
<td>Small Subject Marker / Small Recorded Texas Historic Landmark Marker</td>
<td>18&quot; x 28&quot;</td>
<td>Available with or without a post $1175</td>
</tr>
<tr>
<td>Recorded Texas Historic Landmark - Medallion &amp; Plaque</td>
<td>12&quot; x 16&quot;</td>
<td>Available with or without a post $850</td>
</tr>
<tr>
<td>Replacement parts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medallion Only:</td>
<td></td>
<td>$375</td>
</tr>
<tr>
<td>Plaque Only</td>
<td></td>
<td>$475</td>
</tr>
<tr>
<td>Supplemental Plaque (For existing markers)</td>
<td>12&quot; x 6&quot;</td>
<td>$400</td>
</tr>
</tbody>
</table>

Updated 2/2021

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
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markers@thc.texas.gov
OFFICIAL TEXAS HISTORICAL MARKER TYPES AND SIZES
(There is a $100 application fee in addition to the prices listed below)

*Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.

Large Historic Texas Cemetery
27" x 42"
Available with or without a post
$1875 with post, $1675 without post

Small Historic Texas Cemetery –
18” x 28”
Available with or without a post
$1175

Historic Texas Cemetery –
Name and Date Plaque with Medallion
12" x 6"
Available with or without a post
$700

Historic Texas Cemetery – Medallion
Special Note: Only available for existing Cemetery Subject Markers
Available to attach to surface or existing marker post
$350 for surface or for existing post

Updated 2/2021
OFFICIAL TEXAS HISTORICAL MARKER TYPES AND SIZES
(There is a $100 application fee in addition to the prices listed below)

*Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.

1936 Centennial Markers

The Texas Legislature created The Commission of Control for Texas Centennial Celebrations in 1935, to commemorate the 100th anniversary of Texas’ independence from Mexico the following year. The state placed about 1100 exposition buildings, memorial museums, statues, and gray and pink granite markers and monuments around Texas. The Texas Historical Commission was created in 1953 and given authority over the 1936 markers. There are a variety of 1936 Centennial Markers throughout the state of Texas (pictured below).

Replacement of 1936 Centennial Marker parts are available upon request. Please email markers@thc.texas.gov or call 512-463-5853 to inquire about an order form.

| 1936 Centennial Bronze Seal – 18" Diameter | $1100 |
| 1936 Centennial Bronze Plaque – 24" x 18" | $1450 |
| 1936 Centennial Bronze Star – 4 ¼" | $125 |
| 1936 Centennial Bronze Wreath – 9" Diameter | $350 |
| 1936 Centennial Bronze Wreath & Star | $400 |

Updated 2/2021
THC staff enters marker into the Texas Historic Sites Atlas, an online database and map including marker information and inscriptions (http://atlas.thc.texas.gov/).

Updated August 2021

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**TEXAS HISTORICAL COMMISSION**

**Historical Marker Application Timeline**

(from application deadline to marker dedication can take 9-18 months)

1. Applicant contacts county historical commission (CHC) and researches the topic, writes the history (5-10 page paper), gathers photos and maps, and fills out the application form.

2. Applicant submits application, narrative history and documentation to CHC for review and approval (check with CHC for preferred application due date).

3. CHC forwards application to Texas Historical Commission (THC) and applicant pays application fee (March 1st – 2 p.m. CDT, May 16th).

4. THC reviews application; additional information and/or clarification may be requested.

5. THC approves application, if selected, and requests payment (after Quarterly meeting end of July – August 1st).

6. Applicant forwards payment to THC (due by mid-September).

7. THC prepares draft inscription and submits it to applicant and CHC for review and approval (September of current year through June of next year).

8. Applicant and CHC review inscription and either approve or submit revisions within 45 days. If suggested revisions are submitted, then THC revises inscription for applicant and CHC for review as soon as possible.

9. Once the applicant and CHC approve of the inscription, then it is forwarded to the THC Commissioners for approval at the next quarterly meeting.

10. THC sends final approved inscription to foundry for casting (6-8 weeks).

11. Foundry ships completed marker to designated addressee.

12. Applicant and CHC install marker and plan marker dedication ceremony.

13. THC staff enters marker into the Texas Historic Sites Atlas, an online database and map including marker information and inscriptions (https://atlas.thc.texas.gov/).
HISTORICAL MARKER APPLICATION
EVALUATION PROCEDURES
(Pursuant to the Texas Administrative Code, Title 13, Part 2, Chapter 21,
Subchapter B, Rule 21.9, effective August 28, 2003 and amended May 18, 2009)

(1) Age - 5 pts. max.

- Structures eligible for the RTHL designation and marker must be at least 50 years old. Older structures may be awarded additional weight. Historical events must be at least 30 years old and historic individuals must be deceased 10 years.

(2) Historical significance/Architectural significance - 10 pts. max.

- 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. 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) State of repair/Integrity - 10 pts. max.

- Structures not considered by the commission to be in a good state of repair are not eligible for RTHL designation. The commission reserves the sole right to make that determination relative to eligibility for RTHL markers. Subject marker topics placed at the appropriate site (site integrity) or topics that are documented and understood by the public maintain a high degree of integrity.

(5) Diversity of topic for addressing gaps in historical marker program - 10 pts. max.

- This criterion addresses the extent to which topic relates to an aspect or area of Texas history that has not been well represented by the marker program.

(6) Value of topic as an undertold or untold aspect of Texas history - 15 pts. max.

- This criterion addresses the extent to which topic addresses undertold facets of Texas history and increases the diversity of history and cultures interpreted through the marker program.

(7) Endangerment level of property, site or topic - 10 pts. max.

- This criterion addresses the extent to which the property (RTHLs), site or story is in danger of being lost if its history and significance are not addressed through the marker program.

(8) Available documentation and resources - 10 pts. max.

- This criterion addresses the quality and balance of the research and documentation for the application.

(9) Diversity among this group of candidates - 10 pts. max.

- This criterion addresses the extent to which this topic represents an undertold story of Texas history among the applications received during that year's marker cycle.

(10) Relevance to other commission programs - 5 pts. max.

- This criterion addresses the extent to which the topic coordinates with other significant programs and initiatives of the agency.

(11) Relevance to the commission's current thematic priorities - 15 pts. max.

- This criterion addresses the extent to which the topic coordinates with the thematic priorities set by the Commission each year (varies by year).
Undertold Program Scoring

Scoring criteria:
30 pts max. Diversity of topic for addressing gaps in historical marker program; value of topic as an undertold or untold aspect of Texas history
20 pts max. Endangerment level of property, site or topic
10 pts max. Historical or architectural significance
10 pts max. Historical or architectural integrity
10 pts max. Relevance to statewide preservation plan and other THC programs
10 pts max. CHC support and existing documentation
10 pts max. Diversity among this group of candidates
<table>
<thead>
<tr>
<th></th>
<th>Regular Program</th>
<th>Undertold Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application period</td>
<td>March 1 – May 15, 2021</td>
<td>Oct. 1 – November 15, 2021</td>
</tr>
<tr>
<td>CHC approval</td>
<td>Required</td>
<td>Not required</td>
</tr>
<tr>
<td>Application form</td>
<td>Long form (6 pages)</td>
<td>Short form (2 pages)</td>
</tr>
<tr>
<td>Narrative</td>
<td>Minimum 5 pages, cited</td>
<td>At least 250 words, 3 sources</td>
</tr>
<tr>
<td>Owner consent for placement</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Cost of marker</td>
<td>$600 - $1875</td>
<td>Free, if selected</td>
</tr>
<tr>
<td>Application fee</td>
<td>$100</td>
<td>None</td>
</tr>
</tbody>
</table>
MARKER INSCRIPTION STYLE AND CONTENT GUIDE

To be used by Texas Historical Commission staff in drafting inscriptions for Official Texas Historical Markers.

Abbreviations: In general, follow accepted practices as needed—i.e. Corp., Gen., Maj., Rev., Co. (Company), Jan. (January), etc.—but keep such abbreviations to a minimum. A good general rule is that if there is room to spell out the word, except for an individual’s title, avoid the abbreviation if possible.

Controversial or conjectural information: Relevant material that cannot be conclusively documented can, under limited conditions, be included in the text. For example, a lead-in might be: According to family tradition…; Oral history sources indicate . . . .; Tradition holds that . . . . For construction dates that are inconclusive, use the era—i.e. Built before the Civil War….; Constructed in the years following World War II….

Commas before qualifiers:
Use commas to set off information that qualifies or describes the previous word.

EX: Jim Smith, the bank president, moved away in 1923.
EX: The property belonged to Jim Smith, who later sold the property to his son.

Commas in a series:
Don’t use the last comma in a series unless there is an additional “and” in the phrase.

EX: The town included a cotton gin, school and church.
EX: The town included a cotton gin, block and tackle factory, and a church.

Commas in compound sentences:
In sentences where there are two independent clauses, set off the second clause with a comma before the connector (and, but, etc.). Commas are not used before a dependent clause.

EX: (dependent) The church organized in 1923 and started an outreach program the following year.
EX: (independent) The church organized in 1923, and it started an outreach program the following year.
EX: The church organized in 1923 but soon disbanded.
EX: The church organized in 1923, but by 1945, the membership disbanded.

Birth or death dates:
Shown parenthetically with lower case letter.

EX: (d. 1846)

House names:
Where multiple families are historically associated with a residence, the preference is to include the original builder family followed by the name of the most prominent family or the family associated with the house for the longest period of time. On occasion, the names of three families can be included, but that is the limit. Other families can be mentioned in the text.

*EX: Smith-Jones House*

*EX: Smith-Jones-Hornswaggle House*

**House v. Home (and other descriptors)**
In general, the THC uses house to describe a structure and home to convey the sense of family—i.e. Jacob and Linda Smith built this house in 1913, and it served as their home for 27 years. Other terms, such as cottage, residence, homestead, estate, etc., should be avoided in the titles, if possible, but can be used as needed in the text. There are exceptions, however, and those will be determined in consultation with the team leader.

**Introductory clauses:**
Set off introductory clauses with a comma.

*EX: In 1910, the first settlers began arriving in the community.*

*EX: During World War II, Texas became an industrial power.*

**Land donations:**
In general, use only the original land donors. Only include later donors if it is relevant to the overall story. Sizes of subsequent donations should be avoided.

**Lists of names:**
The listing of names in marker texts should be avoided in lieu of historical text. In general, if the list of individuals is brief (2-6 names), relevant and inclusive, such names can be included if the space permits. Allowable lists would include institutional trustees, charter members, original land donors, etc.

**Names in a series:**
In general, when listing names, they should be included alphabetically. It is permissible, however, in order to meet spacing limitations, to include them as they fit best.

**Narrative style:**
As much as possible, the inscription should begin with a significant statement followed by a chronology of information and ending with a statement of conclusion. The more dramatic, significant or “catchy” the opening line, the better. Avoid using “this,” as in “This church began in 1841.”

**Nicknames:**
Relevant nicknames can be set aside in quotations.

*EX: Robert H. “Bob” Brinkman*

**Numbers:**
Spell out numbers one through ten only. Others should be shown as the actual numbers. For four-digit numbers or higher, use commas *(EX. 4,000)*. Spell out all numbers used at the beginning of a sentence.

**Passive voice v. active voice:**

**Pastors, preachers and ministers:** Use “the” in front of the clerical title—i.e. The Rev. John Smith.

**Qualifiers in marker titles:**
In general, we avoid title qualifiers, such as DAVID HORNSWGAGLE, PIONEER PREACHER OF THE PLAINS or BAYLOR UNIVERSITY: A BAPTIST BEACON OF EDUCATION. Exceptions, if any, will be determined by the team leader.

**Quotes:**
The limited or select use of quotes can be important additions to marker texts, providing personal perspectives or memorable phrases. The writer should take care to note the quotes are relevant, properly attributed and set aside with quotation marks.

*EX: (acceptable) In its decision, the court ruled integration should take place “with all deliberate speed.”
EX: (unacceptable) In the 1920s, “an era of increased banking regulation,” systems changed.*

**Railroads:**
If uncertain of a railroad’s official name, check the Handbook of Texas Online. Ampersands (&) can used in abbreviations, but no space is necessary before or after their use.

*EX: Gulf, Colorado and Santa Fe Railway
EX: Gulf, Texas and Western Railroad
EX: GC&SF*

**Recent information:**
In general, avoid information from the last 30 years. Exceptions to the rule would include relevant historical events, such as the consolidation of a school district or the demolition of a significant structure.

**Recorded Texas Historic Landmark marker content:**
Since RTHL policies require a structure to be both architecturally and historically significant, both elements are required in the text. That is, an RTHL inscription must note both the cultural and architectural history.

**Separation of church and state:**
Because the Official Texas Historical Marker Program is a state program, we avoid the use of scriptural or doctrinal terminology. It is permissible, however, to note religious affiliation.

*EX: First Baptist Church has a long association with Christian education.*
Site relevance:
If possible, the marker text should relate to the marker site. In some cases, parenthetical directions may be necessary. (see “Directions”)

EX: The church moved to this site in 1945.
EX: This church began in Stonewall (3 mi.E).

Split infinitives:
While split infinitives (an infinitive split by the use of an adverb) now occur regularly in conversation or media usage, they should be avoided in marker texts. In situations where the correct use of an infinitive is confusing or unwieldy, text revisions may be necessary.

EX: (unacceptable) “In order to quickly move through the battlefield, ....”
EX: (acceptable) “In order to move quickly through the battlefield, ....”

Subject-verb agreement:

The and that:
For the sake of brevity and clarity, avoid over-use of “the” and “that”

EX: (unacceptable) In 1923, the church officials decided that it was time to develop the outreach programs that Marie Smith developed.
EX: (acceptable) In 1923, church officials decided to develop outreach programs Marie Smith developed.

Women’s names:
Women’s given names must be used, where known. Additional research may be necessary to find that information, but it is strongly preferred. Avoid using the husband’s name as the woman’s name. Note, using the husband’s name for the wife was, at one time, an accepted means of identifying women, and some of our older constituents may still prefer that style; it is not, however, the THC style.

EX: (acceptable) Priscilla (Smith) Jones or Priscilla Ann Smith Jones
EX: (unacceptable) Mrs. Joseph Jones

Women’s names in building marker titles:
Where only one couple’s name is historically associated with a structure, both the husband and wife must be noted equally. Additionally, a woman’s maiden name, if known, should be included parenthetically (see “House names.”).

EX: Roger and Rebecca (Smith) Jones House
Texas Historical Commission: http://www.thc.texas.gov
THC marker webpage: http://www.thc.texas.gov/markers
THC Texas Historic Sites Atlas: http://atlas.thc.texas.gov/
THC Marker Toolkit: http://www.thc.texas.gov/MarkerToolkit

TexShare databases: https://www.tsl.texas.gov/texshare/index.html/ (Sanborn maps, Census, etc.)
UT-Austin PCL map collection:
http://www.lib.utexas.edu/maps/sanborn/texas.html (color Sanborns) (search “PCL Sanborn maps”)
http://www.lib.utexas.edu/maps/topo/texas/ (topographic maps) (search “PCL topo maps”)

Soil maps: Portal to Texas History and Cushing Memorial Library, Texas A&M University
Earth Explorer (USGS) https://earthexplorer.usgs.gov/
General Land Office: https://www.glo.texas.gov/history/archives/overview/index.html (maps and land patents)

 Trafford photo library: https://www.txdot.gov/inside-txdot/division/travel/photos.html

Internet Archive: https://archive.org/ (Texas business directories, state agency reports, etc.)
Texas WPA photos: https://www.flickr.com/photos/141324854@N04/albums/with/72157664290207353
Farm Security Administration/Office of War Information photos: https://www.photogrammar.org/state/TX

FamilySearch historical record collections: https://www.familysearch.org/search/collection/list/
Texas death index, 1890-1976: https://www.familysearch.org/search/collection/1983324
Texas death index, 1903-2000: https://www.familysearch.org/search/collection/1949337
Texas State Library and Archives Commission: https://www.tsl.texas.gov/
Texas Digital Archive: https://tsl.access.preservica.com/
The Portal to Texas History: https://texashistory.unt.edu/
UTSA Libraries/Institute of Texan Cultures digital collections: https://digital.utsa.edu/
Fisk University Rosenwald School Database: http://rosenwald.fisk.edu/
Elmer J. Edwards Collection: https://legacy.lib.utexas.edu/taro/utcah/00088/cah-00088.html

Texas Archival Resources Online: https://digital.utsa.edu/digital/collection/p15125coll8
Texas Physicians Historical Database: https://library.utsouthwestern.edu/doctors/doctors.cfm
AMA Deceased Physicians File: https://www.familysearch.org/search/collection/2061540

Library of Congress digital collections: https://www.loc.gov/collections/
Architect guidebooks include:

To reach all marker staff, email markers@thc.texas.gov
REQUEST TO RELOCATE AN OFFICIAL TEXAS HISTORICAL MARKER

Marker Title: ______

County: ______

Current location (including nearest city): ______

Proposed location: ______

Reason for requesting relocation: ______

Who will be responsible for the relocation? (THC cannot assume liability for damages or injuries.)

Name: ______  Signature: _______________________________

Address: ______

City: ______  State: ______  Zip: ______

Daytime phone: ______  Fax: ______  Email: ______

Approval of county historical commission:

County chair or marker chair (name): ______

Address: ______

City: ______  State: ______  Zip: ______

Daytime phone: ______  Fax: ______  Email: ______

Signature: ______________________________________

Permission of property owner at proposed new location:

Name: ______  Signature: _______________________________

Address: ______

City: ______  State: ______  Zip: ______

Daytime phone: ______  Fax: ______  Email: ______

Please send this form along with the following to markers@thc.texas.gov:

1. A current photograph of the proposed marker location.
2. A city or county map denoting the current and proposed locations.
3. A current photograph of marker.

Revised 1.2020

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.texas.gov
REPLACEMENT HISTORICAL MARKER APPLICATION

Marker Title: 
County:

Reason for replacement marker:

Street address of proposed marker site, if applicable:

Marker Coordinates: If you know the location coordinates of the proposed marker site, enter them in one of these two formats: 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):

PERMISSION OF PROPERTY OWNER FOR MARKER PLACEMENT

Will the marker be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT)? ☐ Yes ☐ No

If the answer is yes, the THC will secure the necessary permission from TxDOT, and no other information is required. If the answer is no, please provide the following information for the person or group who owns the property.

Property owner:
Address: City, State, Zip:
Phone:
Email address:

TYPE AND SIZE OF MARKER

Subject Markers:
☐ 27” x 42” subject marker with post ($1875)
☐ 18” x 28” subject marker with post ($1175)
☐ 27” x 42” subject marker without post* ($1675)
☐ 18” x 28” subject marker without post* ($1175)

Recorded Texas Historic Landmark Markers:
☐ 27” x 42” RTHL marker with post ($1875)
☐ 18” x 28” RTHL marker with post ($1175)
☐ RTHL medallion and 16” x 12” plaque with post ($850)
☐ RTHL medallion only ($375)
☐ 27” x 42” RTHL marker without post* ($1675)
☐ 18” x 28” RTHL marker without post* ($1175)
☐ RTHL medallion and 16” x 12” plaque without post* ($850)
☐ 16” x 12” RTHL plaque ($475)

Historic Texas Cemetery Markers:
☐ HTC medallion (only for cemeteries with existing Official Texas Historical Marker) ($350 for surface or for existing post)
☐ 27” x 42” HTC marker with post ($1875)
☐ 18” x 28” HTC marker with post ($1175)
☐ HTC medallion and name and date plaque, with post ($700)
☐ 27” x 42” HTC marker without post* ($1675)
☐ 18” x 28” HTC marker without post* ($1175)
☐ HTC medallion and name and date plaque, without post* ($700)

Centennial Markers (bronze pieces only):
☐ 1936 Centennial Bronze Seal – 18” Diameter ($1100)
☐ 1936 Centennial Bronze Star – 4 ¼” ($125)
☐ 1936 Centennial Bronze Wreath & Star ($400)
☐ 1936 Centennial Bronze Plaque – 24” x 18” ($1450)
☐ 1936 Centennial Bronze Wreath – 9” Diameter ($350)

*For existing marker post, please check width of post:
☐ 2 ⅞” internal diameter or ~8.64” circumference ☐ 3 ⅜” internal diameter or ~11” circumference

**Please indicate the type of surface to mount the marker:
☐ Wood ☐ Stone ☐ Masonry ☐ Metal

Revised 1.2020
SPONSORSHIP PAYMENT INFORMATION
Prospective sponsors please note payment must be received in full within 45 days of the official approval notice and 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.

- Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.
- Payment does not constitute ownership of a marker; 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 text, incising or supplemental plaques.

Marker sponsor (may be individual or organization):
Contact person (if applicable):
Mailing address: City, State, Zip:
Phone: Email address (required):

SHIPPING INSTRUCTIONS
If the proposed marker site is on TxDOT right-of-way, the marker will be shipped directly to the district highway engineer for placement, with consultation from the CHC. If the marker will go on property other than TxDOT right-of-way, provide full information in the space below. 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):

APPROVAL OF COUNTY HISTORICAL COMMISSION
County chair or marker chair (name):
Address:
City: State: Zip:
Daytime phone: Email:

NOTE: The property owner or sponsor will not receive copies of correspondence from the THC. All 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.

Texas Historical Commission
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853 Fax 512/475-3122
markers@thc.texas.gov

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Order Form for
Miscellaneous Historical Marker-Related Products

- **Miscellaneous items**

**12” x 6” supplemental plaque**

to accompany historical markers

Cost: $500 (includes nonrefundable $100 application fee)

**Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.**

**Send To:** History Programs Division

P. O. Box 12276
Austin, Texas 78711-2276
512/463-5853
512/475-3122 (fax)
markers@thc.texas.gov

- **Shipping information**

Name _____ Street address _____

City, State, Zip: _____ Phone Number (with area code) _____

Email Address (required) _____

☐ payment enclosed (make check payable to Texas Historical Commission)

**OR** Bill to credit card (only VISA or MC accepted): ☐ Visa ☐ Master Card

Card Number: _____ Exp. _____ Security Code: _____

Name as it appears on credit card: _____

Signature ____________________________________________________________

***THC Staff Services will run credit card payments in batches using a state approved payment processing program. “THC Virtual Austin” will show as the Merchant Name on your credit card statement once the payment has been processed.***

Revised 1.2020
Refinishing Texas Historical Markers

When details on historical markers fade or are damaged, it's cleanup time! With a few supplies and a bit of effort, you can renew your local markers. You can also use similar techniques to remove graffiti.

In our example, the finish on the Littlefield Home historical marker located on the University of Texas at Austin campus has been damaged by the hot Texas sun and a harsh climate, making it difficult to read.

Here are the tools and materials you need to clean or repair the surface of a marker on a post:

- stiff wire brush (stainless steel works best)
- soft bristle scrub brush
- spray bottle or bucket of water
- soap
- towels
- can of black lacquer semi-gloss spray paint (high heat spray paint for barbeque grills)
- painter’s mask
- vinyl gloves
- can of clear lacquer semi-gloss spray paint
- cotton rags
- lacquer thinner
- 80 grit and 120 grit sandpaper
- power sander or hand sanding block
- roll of two-inch painter's masking tape
- ladder or step stool
- poster board for markers attached to a building

Step 1:
Use a stiff wire brush to remove flaking or other debris; always use a side-to-side or left-to-right motion while cleaning the surface. Debris may also stick inside the raised lettering. If this happens, carefully use a sharp tool or knife to remove debris.
Step 2:
Use a soft bristle brush to remove dust and other debris around letters. If available, use a portable air blower to remove fine particles.

Step 3:
Thoroughly clean the marker surface with soap and water. Towel dry and allow time for the marker surface to dry completely.

Step 4:
Apply two inch painter's masking tape to the border and base of the marker. If the marker is attached to a building, tape poster board around the marker on the building to prevent spray paint overspray.

Step 5:
Apply two even coats of an automotive/high heat black lacquer (spray) to the entire surface of the marker. Allow the black lacquer to dry completely. Use a painter's mask to avoid inhalation of spray paint.
Step 6:
Remove dried black lacquer from the medallion and title letters with a soft cotton cloth and lacquer thinner. Use care not to remove the black lacquer on the flat surface portions of the medallion and area surrounding title letters. Allow marker to dry completely.

Step 7:
After removing masking tape from the marker border and base, use a battery-powered or electric sander and 80 grit sandpaper or a hand sanding block to remove black lacquer from raised text. Use care not to remove black lacquer from flat surface areas. Lightly use the sander to clean marker border and base. Use 120 grit sandpaper to manually polish border and raised medallion. Use a mask to avoid inhalation of tiny particles.

Step 8:
Remove fine debris with paint or bristle scrub brush. If available, use an electric or battery-powered air blower to remove fine debris.

Step 9:
Apply two even coats of clear lacquer spray paint to the entire surface of the historical marker.
Step 10:
Step back and admire your work; you now have a historical marker that has been renewed to its original splendor.
Planning a Historical Marker Dedication Ceremony

The Texas Historical Commission is proud to play a part in promoting historic preservation and the celebration of Texas history through the Official Texas Historical Marker program. We hope this guide will be a useful tool in planning your dedication ceremony and celebration.

Publicity

As soon as your marker arrives from the foundry:
- Gather publicity materials – clear black and white photographs and a brief, simplified history of the topic or site
- Use the attached “swiss cheese” press release – fill in the blanks with your specific information
- Send copies of the press release along with the photographs and history to local news media and/or post on the internet
- If possible, make personal visits to select media outlets to convey the significance of the historical marker to the area
- Send copies of the press release and a special invitation to your state senator and state representative and to city and county officials, local chambers of commerce and local schools
- Invite members of the governor-appointed Texas Historical Commission who live in the area to participate in the program (see attached list)
- Please note: variables in the application procedures and manufacturing process make it prudent to wait until your marker arrives to set a date for the dedication.

The Ceremony

Consider including the following activities:
- Welcome from county historical commission
- Posting of the colors, pledge of allegiance to the Texas and U.S. flags, singing of Texas, Our Texas and the national anthem
- Introduction of distinguished guests
- A brief synopsis of the history of the marker topic
- Unveiling of the marker (using an appropriately dignified cover) and reading of the text
- Musical entertainment, if appropriate
- Presentation of certificates of commendation (available from the Texas Historical Commission) or other expressions of appreciation to those involved in the project
- Refreshments

The printed program for the dedication ceremony should include several basic components:
- Date, time and place of the ceremony
- List of speakers
- Acknowledgements to those who worked on the project
- Copy of the marker text

We hope this general guide will be helpful to you, but remember that each ceremony can be unique, reflect the character of the community and be tailored for a particular topic or situation. For more information, contact the History Programs Division at 512/463-5853.
SAMPLE UNDERTOLD PRESS RELEASE
REPLACE THE CAPITALIZED, BOLD WORDS WITH YOUR INFORMATION.

FOR IMMEDIATE RELEASE
DATE: (DATE)

CONTACT: LOCAL CONTACT

(SUBJECT) RECEIVES OFFICIAL TEXAS HISTORICAL MARKER

CITY, TX—The Texas Historical Commission (THC) has recognized (SUBJECT) as a significant part of Texas history by awarding it an Official Texas Historical Marker through the Undertold Program. The historical marker honors (SUBJECT) as an important and educational part of local history.

A dedication ceremony to commemorate the event will be held on (DATE) at (PLACE). Speakers for the afternoon will include (NAME, TITLE). The (NAME) County Historical Commission welcomes the public to share in and witness this exciting historical event.

The THC provided funding for the (SUBJECT) historical marker through its Undertold Stories Program, which funds applications for undertold stories from counties throughout the state. The program began in 2006 with a $100 marker application fee that was used to fund markers to address historical gaps, promote diversity of topics and document significant undertold or untold stories. The application for (SUBJECT) was submitted in (YEAR) and selected as one of the (TOTAL NUMBER SELECTED) for funding that year. Since 2008, THC has funded almost 100 topics throughout the state, divided among more than 60 counties.

“The Official Texas Historical Marker program helps bring attention to community treasures and the importance of their preservation,” said Mark Wolfe, executive director of the THC. “Awareness and education are among the best ways to guarantee the preservation of our state’s history.” Wolfe said.

(INsert LOCAL QUOTE AND INFORMATION ON SUBJECT)
EXAMPLE - “It is vital that as we move forward, we do not forget our past. Not only will the Texas Historical Marker provide awareness in the community of our fascinating history, but it will become a building block for the promotion of local tourism,” said (NAME, TITLE).

Texas has the largest marker program in the United States with approximately 16,000 markers. Seventeen states have used the Texas program as a model; the THC reviews more than 200 marker applications each year. For more information on the Undertold Stories Program, contact the THC’s History Programs Division at 512.463.5853 or visit www.thc.texas.gov.

The Texas Historical Commission is the state agency for historic preservation. The agency administers a variety of programs to preserve the archeological, historical and cultural resources of Texas.

www.thc.texas.gov
TIPS FOR IMPROVING NEWS RELEASES

Tips on how to improve coverage of your announcement by personalizing or localizing your release using the tips below.

1. **Headlines.** Write a headline that summarizes the story, and incentivizes the reader to continue reading.
2. **Target.** Identify journalists who often write about historical and cultural news, and make sure to send the release to those journalists. Also, send the press release primarily to local media in the area as opposed to more distant outlets.
3. **Quotes.** A tailored quote from a person closely related to the news will make the piece more interesting to journalists. Quotes like this can replace generic quotes from agency officials.
4. **Multimedia.** Include a visual element such as a photo of the site, or a link to a short video. A study by PR Newswire determined that 86% of press releases don’t include a single visual element, but those that included a photo, video, or logo increased visibility by 96%. Press releases that included two visual elements increased visibility by as much as 552%.
5. **Social Media.** Upload the press release to the local county, city, or site website and post it on social media. Always include a link and photo in the post.
6. **Tell Stories.** People are captured by stories about people and places. Be sure to include a brief story about the person or place you are commemorating. Avoid the temptation to copy the marker text.
7. **Call to Action.** Invite the reader to visit the site, attend an event, donate or volunteer.