

TEXAS HISTORICAL COMMISSION

**RECORDED TEXAS HISTORIC LANDMARK MARKERS:
2024 Official Texas Historical Marker
COVERSHEET**

Complete the form and send to markers@thc.texas.gov
Valid March 1 – 2 p.m. CDT, May 15, 2024, only

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:

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**RECORDED TEXAS HISTORIC LANDMARK MARKERS:
2024 Official Texas Historical Marker
SPONSORSHIP APPLICATION**

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:			
UTM Zone	Easting	Northing	Lat: Long: (deg, min, sec or decimal degrees)
Number of total buildings on property:		List of buildings on property (e.g. garage, carriage house, barn, etc.):	
How many buildings will be part of the designation?		Of these buildings listed, which will be part of the designation?	
Number of other historic items on the property:		List of other historic items on the property (e.g. fence, well, gazebo):	
Number of other historic items that will be part of the designation:		Of these other historic items on the property listed, which will be part of the designation?	
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):			
SPONSOR CONTACT INFORMATION:			
Marker sponsor (may be individual or organization):			
Contact person (if applicable):			
Mailing address:		City, zip:	
Phone:		Email address (required):	
SHIPPING ADDRESS:			
Organization (may be blank if individual):			
Contact Name:			
Street address:		City, zip:	
Daytime phone (required):		Email (required):	

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TYPE AND SIZE OF RECORDED TEXAS HISTORIC LANDMARK MARKER:		
The sponsor/CHC prefers the following size marker. Note: Prices will be given at a later date.		
<input type="checkbox"/> 27" x 42" RTHL marker	<input type="checkbox"/> with post	<input type="checkbox"/> without post*
<input type="checkbox"/> 18" x 28" RTHL marker	<input type="checkbox"/> with post	<input type="checkbox"/> without post*
<input type="checkbox"/> RTHL medallion and 16" x 12" plaque	<input type="checkbox"/> with post	<input type="checkbox"/> without post*
*For an RTHL marker without post, indicate to what surface material it will be mounted:	<input type="checkbox"/> wood <input type="checkbox"/> masonry <input type="checkbox"/> metal <input type="checkbox"/> other (specify)	
**If placing marker directly on building/structure, then a waiver must be submitted for permission.		
SPECIAL CONSIDERATION FOR RTHL DOCUMENTATION:		
<input type="checkbox"/> Check this box if the property is individually listed in the NR. Year listed:		
<input type="checkbox"/> 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>.

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, 2024. 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, 2024.
- **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 postmarked by 2 p.m. CDT, May 15, 2024. 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, 2024. 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, 2024.**

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, postmarked by 5 p.m. CDT, September 15, 2024.

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- 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>).

IMPORTANT DATES TO KNOW:

March 1 – 2 pm CDT May 15th	CHC submits marker application and supporting documentation via email to: markers@thc.texas.gov
March 1 - May 15, 2024	Sponsor must mail \$100 application fee (postmarked by May 15th) to: Marker Program P.O. Box 12276 Austin, TX 78711-2276
After THC July Quarterly Meeting, by August 2, 2024	Staff send out notifications via email to sponsor & CHC Chair or Marker Chair. If approved, an invoice for the marker fee will be attached with a postmarked due date of September 15 th .
September 15, 2024	Marker Fee due (postmarked by September 15 th)

**RECORDED TEXAS HISTORIC LANDMARK:
PROPERTY OWNER AUTHORIZATION**

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 postmarked by 2 p.m. CDT, May 15, 2024.

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: _____

OFFICIAL TEXAS HISTORICAL MARKER

Sponsorship Fee Invoice

Please fill out this attachment, print, and sign. Return to our offices via mail postmarked by 2 p.m. CDT, May 15, 2024, along with a \$100 check or payment information noted below. Do not send this form via email.

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

