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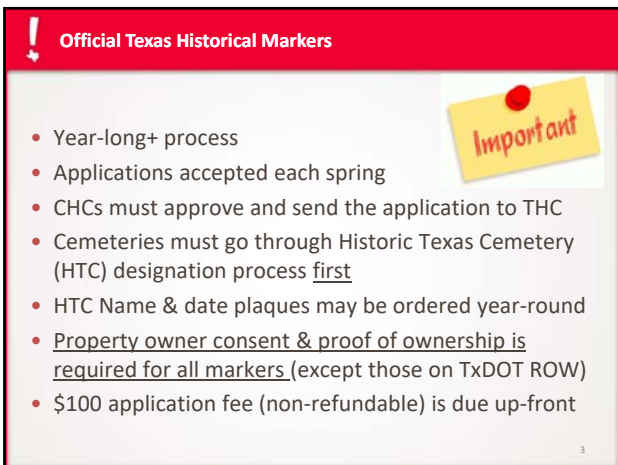
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**Official Texas Historical Markers**

**Important Dates:**

- May 15, 2023 – Last day for CHCs to submit marker applications to THC by 2pm, CDT
- May 29, 2023 – Final day to submit deficient items by 5 p.m.
- July 2023 – THC Commissioners review and discuss topics
- August 4, 2023 – Applicants and CHCs are notified; approved topics will receive an invoice for marker payment
- September 18, 2023 – Marker fee is due by 5 p.m.
- September 2023 – March 2024 – staff writes inscriptions

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**2019 Work Plan**

**2023 Work Plan Details**

- THC will process no more than 170 marker applications and no more than 15 through the Undertold Program
- Priority Themes for 2023:
  - Community Planning and Development
  - Education
  - Military
- Priority themes will receive extra points during scoring

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**Marker Application Process**

<http://www.thc.texas.gov/public/upload/publications/Marker%20application%20process.pdf>

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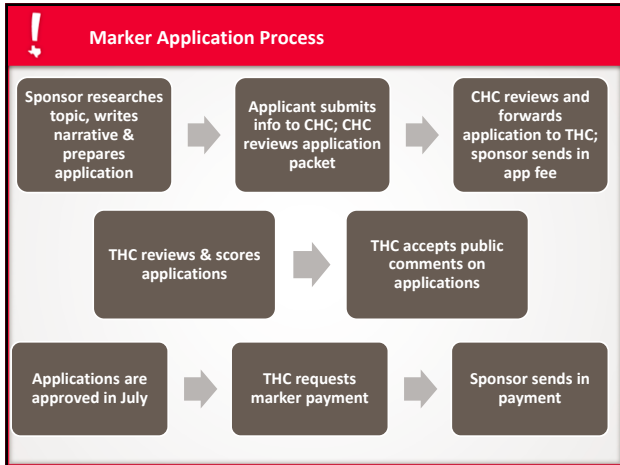
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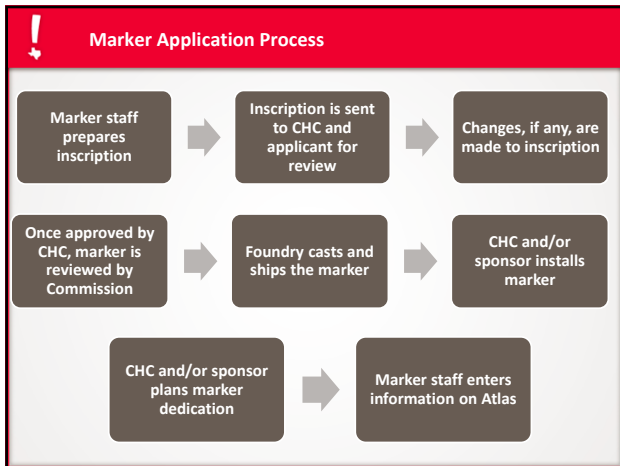
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**Write the narrative history**

- At least 5 pages, double spaced (no more than 20 pages)
- Endnotes, footnotes or parenthetical citations
- Bibliography
- Include birth and death dates of individuals

Marker Research Guides:  
<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker/marker-research>

Recorded webinar on how to write a narrative history:  
<https://attendee.gotowebinar.com/register/4492299229301055491>

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**Marker Research Guides**

**COMMUNITY RESEARCH CHECKLIST**

- Current and former names, with background information on the origins of the names
- Current location; include specific locations within county, as well as relation to significant natural features (rivers, creeks, mountains, etc.) and other communities
- Former locations and reasons for relocations (railroads, natural disasters, etc.)
- Establishment of the post office
- Incorporation information (if applicable)
- Significant people associated with the community; provide brief biographical information with dates of association, as well as birth and death. Significant persons include:
  - Pioneer settlers
  - Founders
  - Political leaders
  - Business/civic leaders
  - Economic base, including commercial, agricultural or industrial development
  - Cultural institutions or ethnic associations
  - Religious institutions
  - Causes of growth or decline
  - Important events
  - Significant structures/architecture/design or plat of community

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker/marker-research>

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**Marker Research Guides**

**HOUSES AND BUILDINGS RESEARCH CHECKLIST**

- Historic name, with background information
- Location
- Date of construction and complete construction history, including building materials used, major alterations, etc.
- Architect, if known, and some biographical history
- Builder/contractor, if known
- First owner, and subsequent owners and occupants, with background information:
  - Owner/occupant names
  - Vital dates of occupancy
  - Dates owners/occupants were associated with the structure
  - Owners'/occupants' association with any major alterations to the structure
  - Owners'/occupants' biographical data, such as family information, education, vital dates, professional/business activities, community activities, military service, public service, etc.
- Brief architectural description
- Organizations/businesses that have occupied the structure, with a brief history of each
- Information on surroundings and setting, such as significant outbuildings, landscape features, relationship to adjacent properties, etc.

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker/marker-research>

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**Marker Research Guides**

**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, funeral 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.)

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker/marker-research>

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**Tools available on THC website**

**Historical Marker Workshops and Training**  
**In-person Workshops**  
 Would you like to learn to research and apply for an Official Texas Historical Marker for your community? THC's free workshops and seminars provide an overview of historical research techniques, as participants walk through a sample historical marker application and sample narrative.

The presentations encourage consideration of the elements which comprise successful marker applications. Topics include historical significance and eligibility, conducting research, primary vs. secondary sources, research tools, writing the narrative and the role of the THC and county historical commissions (CHCs) in the application process. To sign up for a marker workshop, please contact the History Programs Director at 512-465-4652 or [spg@thc.texas.gov](mailto:spg@thc.texas.gov).

**Upcoming In-person Workshops**  
 None at the time.

**Online Training**  
 Did you miss an in-person workshop? No problem! We offer a variety of FREE online learning opportunities that you can take from your home or desk.

**Webinar Recordings**  
 Archived Marker Workshop Recordings: [Webinars and Workshops](#)

**Role of a Marker Chair**: [Webinars and Workshops](#)

**Webinars and Workshops**  
 The Texas Historical Commission offers several opportunities for training and continuing education topics. Some of these include:

- [Cultural Landmark Designation Workshops](#)
- [County Historical Commission Applications and Training](#)
- [County Historical Commission Training Recommendations](#)
- [Designated Marker Site](#)
- [Historical Marker Applications and Training](#)
- [Historical Commission and Creation](#)
- [Localism Classes](#)

**In This Section:**

- [Historical Workshops](#)
- [Marker Details](#)
- [Marker Research](#)
- [Texas History Classes](#)

**Training & Consulting**  
<https://www.thc.texas.gov/education/webinars-and-workshops>

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**What to submit for an application?**

<http://www.thc.texas.gov/MarkerToolkit>

**What to submit**

- Completed application
- \$100 application fee (non-refundable)
- Five-page narrative
  - Not required for HTC name & date plaque orders
- Property owner consent
- Proof of ownership (matches owner consent)
  - RTHL owner consent requires a notary public
- RTHL applications require a historic photo, current photos and plans



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**What to submit for an application?**

<http://www.thc.texas.gov/MarkerToolkit>

RTHL	HTC	SUBJECT
Application	Application	Application
\$100 application fee	\$100 application fee	\$100 application fee
Property owner consent (notarized)	Property owner consent	Property owner consent
Proof of ownership	Proof of ownership	Proof of ownership
5-page narrative	5-page narrative*	5-page narrative
Historic photo		
Current photos (N, S, E, W elevations)	*Note: a narrative is not required for a name & date plaque or a medallion only	
Floor plan (hand-drawn)		
Site plan (hand-drawn)		

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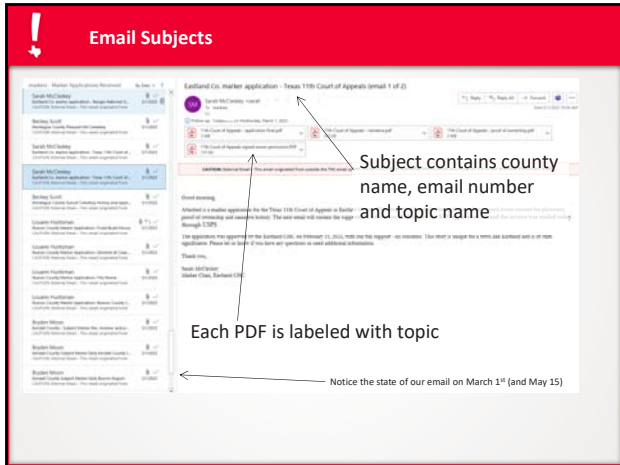
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Subject contains county name, email number and topic name

Each PDF is labeled with topic

Notice the state of our email on March 1st (and May 15)

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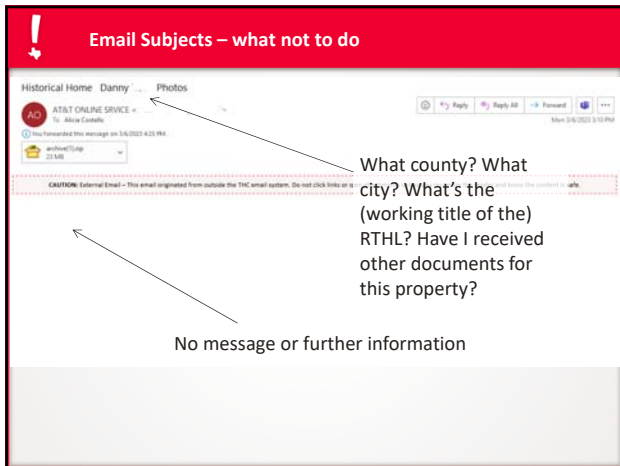
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What county? What city? What's the (working title of the) RTHL? Have I received other documents for this property?

No message or further information

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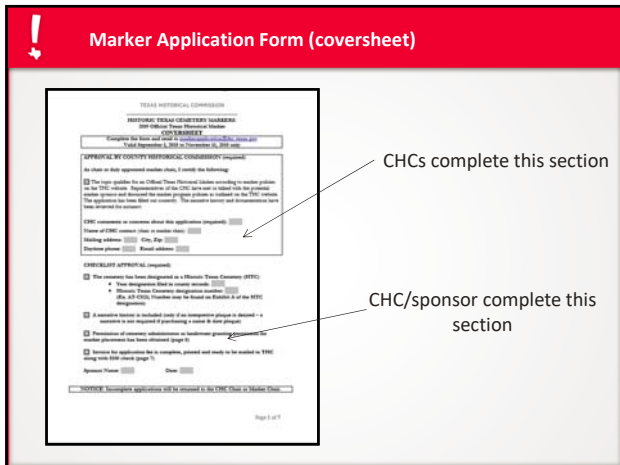
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CHCs complete this section

CHC/sponsor complete this section

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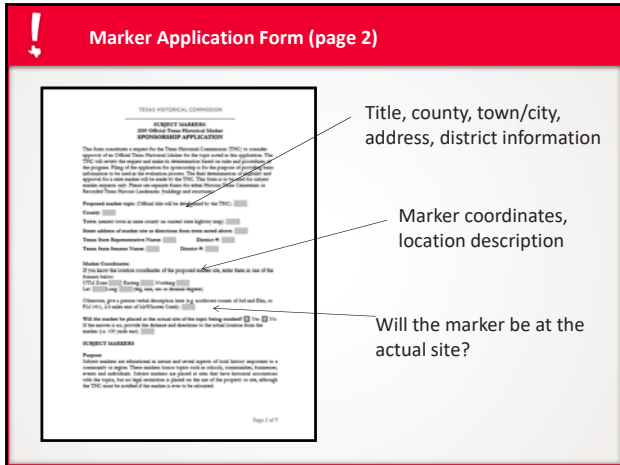
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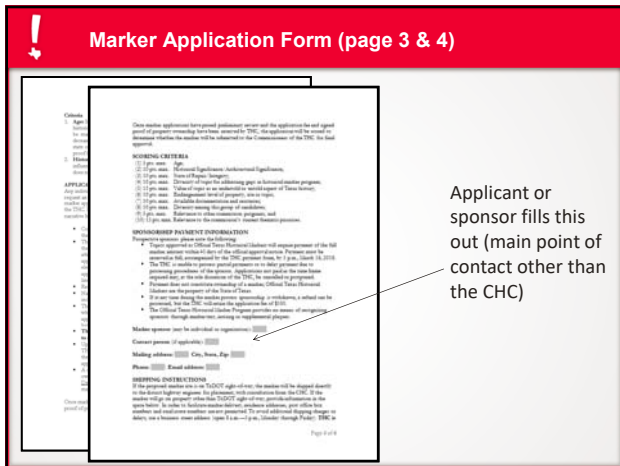
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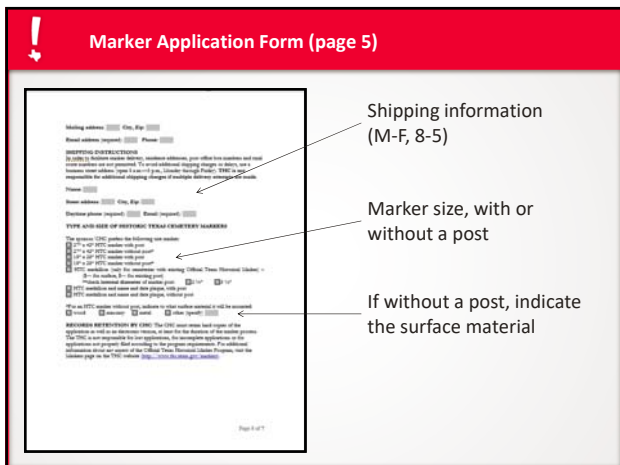
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## Application, page 5 - With or without a post?

Marker with a post  Mounted to stone 

Mounted to wood  Mounted to masonry 

**If without a post, indicate the surface material**

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## Property owner consent (page 6)

ATTACHMENT A

**SUBJECT MATTER:**

**TRANSFERRING OF PROPERTY OWNER FOR MARKER PLACEMENT**

Please fill out this application, print, and sign. Return to me either my email, fax, or mail by **December 31, 2015, 4:30 p.m. CST**

Proposed marker type:

*Will the marker be placed on right-of-way, consented to by the Texas Department of Transportation, TxDOT?*

*If the answer is No, the TDC will email the applicant permission from TxDOT, and we will assist in a request if the answer is no, please provide the following information for the permit to place the stone marker:*

Property owner:


Address:  City, State, Zip:

Phone:

*I, , hereby state I am the legal and authorized representative of the property owner named herein, and hereby certify that I have read the information regarding Historic Texas Markers and that I understand and consent to the transfer of the property interest, and that the information is true and correct. I am not a partner, officer, director, or employee of the Texas Department of Transportation.*

**Signatures:**

NOTE: The program will not cut and install signs of correspondence when the TDC will determine the appropriate number of signs, signposts, for additional applications. There is no assurance that the application will be approved.

Texas Historical Commission  
 Historic Program Division  
 P.O. Box 120254  
 Austin, TX 78712-0254  
 Phone: 512-463-2455  


Proposed title and county

Will it be placed on a TxDOT ROW?

If NO, then the bottom section must be filled out by the property owner or administrator and SIGNED.

\*RTHL forms must be notarized

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## Property owner consent (page 6)

TEXAS HISTORICAL COMMISSION ATTACHMENT A

**RECORDED TEXAS HISTORIC LANDMARK PROPERTY OWNER AUTHORIZATION**

This form is for use by the property owner for the transfer of the property interest to the Texas Department of Transportation, TxDOT.

Proposed marker type:

Property Address:  City:  State:  Zip:

Phone:

*Legal Description (if not block, corner and nearby, see )*

*Additional description (Properties encompassing the design and alterations, "Historic District of the County (Consolidated High School Building," "The Atomic Bombing Sites, etc.)*

**Responsibility of the property owner under the RTHL program, as stated in Texas Government Code section 3810.02, is:**

- The signature must be the valid signature of the RTHL holder. The holder is the owner of the title of the property and is the person or persons who have the power to dispose of the property.
- RTHL status is a permanent designation which is subject to the consent upon some basis of evidence that the Texas Historical Commission must determine the designation.
- RTHL holders do not have to be in the public, but the marker must be accessible to the public.
- RTHL holders do not have to be located on the property.

ATTACHMENT A

**HISTORIC TEXAS CHARTER MARKER PROPERTY OWNER AUTHORIZATION**

Please fill out this application, print, and sign. Return to me either my email, fax, or mail by **December 31, 2015, 4:30 p.m. CST**

Proposed marker type:

Address:  City, State, Zip:

Phone:

*I, , hereby state I am the legal and authorized representative of the property owner named herein, and hereby certify that I have read the information regarding Historic Texas Markers and that I understand and consent to the transfer of the property interest, and that the information is true and correct. I am not a partner, officer, director, or employee of the Texas Department of Transportation.*

**Signatures:**

NOTE: The program will not cut and install signs of correspondence when the TDC will determine the appropriate number of signs, signposts, for additional applications. There is no assurance that the application will be approved.

Must be filled out by the property owner or administrator and SIGNED.

\*RTHL forms must be notarized

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**! Proof of ownership**

<http://www.taxnetusa.com/>

This should match Attachment A on application form

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**! Sponsorship Fee Invoice (page 7 or last page)**

Once the CHC notifies the sponsor that they will send in the application, the sponsor sends in the Sponsorship Fee Invoice and the \$100 via mail

**DUE BY September 18, In office by 5 p.m., CST**

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**! What should be submitted?**

<p><b>Subject marker:</b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• \$100 application fee</li> <li>• 5-page narrative</li> <li>• Property owner consent</li> <li>• Proof of ownership</li> </ul>	<p><b>Cemetery (HTC) marker:</b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• \$100 application fee</li> <li>• 5-page narrative (excluding name &amp; date plaques)</li> <li>• Property owner/cemetery administrator consent</li> <li>• Proof of ownership</li> </ul>
<p><b>Recorded Texas Historic Landmark (RTHL) marker:</b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• \$100 application fee</li> <li>• 5-page narrative</li> <li>• Property owner consent (notarized)</li> <li>• Proof of ownership</li> <li>• Site plan &amp; floor plan</li> <li>• Photographs (historic and current)</li> </ul>	

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker>

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2023-2024 Marker Program Schedule	
July-Dec 2023	Complete inscriptions for 2023 markers
Jan-Mar 2024	Webinars and regional workshops on historical research and marker policies
Oct-Nov 2023	Undertold marker applications accepted
Feb 1, 2024	2024 applications available on website
Mar-May	New applications accepted for 2024 program
May-July	Staff evaluates applications
July 2024	Commissioners authorize markers for 2024 program; sponsors & CHCs notified Aug 1, 2024
Feb-Dec	Inscriptions written for 2024 markers

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**THC social media**

Visit the THC blog:  
<http://www.thc.texas.gov/blog>

Follow THC on Twitter:  
 @TxHistComm

"Like" THC on Facebook:  
 Texas Historical Commission

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**THC marker staff**

**Bob Brinkman**  
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 bob.brinkman@thc.texas.gov

**Alicia Costello**  
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 trisha.norton@thc.texas.gov

**markers@thc.texas.gov**

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