Historical Marker Application Timeline

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

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.

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

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

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

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

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

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

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.

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

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

Foundry ships completed marker to designated addressee.

Applicant and CHC install marker and plan marker dedication ceremony.

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/).

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

TEXAS HISTORICAL COMMISSION
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