TEXAS HISTORICAL COMMISSION

Historical Marker Application Timeline

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

- Sponsor of a potential marker topic contacts appropriate county historical commission (CHC), conducts research, writes the historical narrative (5-10 pages), and gathers all necessary application materials including owner permission for marker placement.
- Sponsor creates an account on the marker application portal and uploads all required documentation and materials for CHC review and approval, checking with CHC for preferred application due date.
- CHC reviews application, and if approved, forwards to Texas Historical Commission (THC) during application period for evaluation while sponsor pays application fee (March 1st – 2 p.m. CDT, May 16th).
- THC staff reviews application, including Administration, Chief Historian, DOA staff for RTHL candidates, and cemetery staff for HTC markers; additional information may be requested.
- THC Commissioners consider staff recommendations and approve topics (July quarterly meeting).
- THC staff invoices sponsor for marker payment (due by mid-September).
- THC prepares draft inscription and submits it to CHC and sponsor for review. (September of current year through June of next year).
- CHC and sponsor review inscription and either approve or submit revisions within 45 days. If suggested revisions are submitted, THC revises inscription for CHC and sponsor for review as soon as possible.
- Once the CHC and sponsor approve inscription, it is reviewed by Chief Historian and Division Director and forwarded to THC Commissioners for approval at the next available quarterly meeting.
- THC sends approved inscriptions as new orders to the foundry for production and casting (6-9 months).
- Foundry ships completed marker to designated shipping address.
- CHC and sponsor install marker and plan dedication ceremony.
- THC staff completes marker entry for the Texas Historic Sites Atlas (https://atlas.thc.texas.gov/) and Texas History Navigator mobile app (https://thc.texas.gov/travel/texas-history-navigator).

Updated June 2026

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TEXAS HISTORICAL COMMISSION
real places telling real stories
www.thc.texas.gov

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Undertold Historical Marker Application Process

Sponsor of a potential undertold topic creates an account on the marker application portal before or during the application period (October 1 – November 15). Fillable .pdf forms are also available on the Texas Historical Commission (THC) website. There is no cost to apply.

During the application period (October 1 – November 15), sponsor submits documentation, including proposed title, description of the topic in at least 250 words, two or three suggested sources for additional research, and owner permission at the proposed location. Longer documented narratives (5-10 pages), photographs, copies of primary documents and letters of support can be submitted but are not required.

An interdisciplinary committee of THC staff evaluates applications and recommends up to 15. (December)

THC staff reviews recommendations, including Administration, Chief Historian and Division Director; additional information may be requested.

THC Commissioners consider staff recommendations and approve topics (January quarterly meeting).

THC staff inform county historical commissions (CHCs) and sponsors of approved topics of their selection through the undertold marker program.

For applications with narratives already submitted, THC staff prepares draft inscription and submits it to CHC and sponsor for review. For all others, THC staff works with sponsors, CHCs and other interested parties to research narratives and develop draft inscriptions.

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

Once the CHC and sponsor approve inscription, it is reviewed by Chief Historian and Division Director and forwarded to THC Commissioners for approval at the next available quarterly meeting.

THC sends approved inscriptions as new orders to the foundry for production and casting (6-9 months). Payment is made to the foundry from a combination of Marker Application Fund (MAF) and Friends of the THC funding.

Foundry ships completed marker to designated shipping address.

CHC and sponsor install marker and plan marker dedication ceremony.

THC staff completes marker entry for the Texas Historic Sites Atlas (http://atlas.thc.state.tx.us) and Texas History Navigator mobile app (https://thc.texas.gov/travel/texas-history-navigator).

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