



The Georgia Historical Society Georgia Historical Marker Program

Four steps to a successful application

- Read these instructions, as well as accompanying guidelines and supplemental information, completely and carefully.
- In completing the Marker Application, gather specific historical information that documents why and where this subject should be acknowledged with a historical marker. As research is conducted, carefully document the sources used for citation and bibliographic purposes.
- Assemble the Marker Application package for submission following the provided checklist.
- Submit the complete Marker Application package on or before the selected deadline.

Marker Application Instructions

1. PROPOSED TITLE OF MARKER

Submit a proposed title for the marker. The title should indicate the topic, or central idea, found in the marker text. The title may be either one or two lines and may include dates if appropriate.

2. LOCATION OF NOMINATION

The location of the nomination should refer specifically to the location of the subject being nominated, not the proposed location for the marker.

Address: If the nomination has a mailing, 911, or tax records address, please include this information. If a site does not have a specific address, please provide the name of the nearest road or highway in relation to the nearest town or city.

City or Town: Indicate the city or town in which the nomination is located, or to which it is most closely located.

County and Zip Code: Name the county in which the nomination is located. Indicate the appropriate zip code for the nomination. If it is located in a rural area, check with the local post office to confirm the zip code.

3. PROPOSED LOCATION OF MARKER

Provide a description of the proposed site where the marker will actually be located, not simply the address of the property. The location for the marker should be along a publicly accessible road and positioned in such a way that those visiting the marker will not intrude on private property.

- Submit with application a city or county map (no larger than 11"x17") with proposed location clearly marked. (See #7)

4. PROPOSED MARKER TEXT

The proposed marker text should be a brief, factual statement pertaining to the subject. Space on the marker is limited; therefore editing assistance from the Society may be necessary. All markers have the same text on both sides. The total word count for marker text should be between 100 and 115 words. These parameters do not include the title or sponsor names. The Georgia Historical Marker Review Committee maintains final approval of all proposed marker texts.

5. HISTORICAL DOCUMENT

The historical document is a research paper of between one and four pages. It should include the following:

- A summation of the available historical information about the subject, placing it in the appropriate local, state, regional, national, and/or international context, and clearly demonstrating the significance of the subject.
- Proper documentation (footnotes or endnotes and a bibliography) of sources used in researching the subject and compiling the historical document.
- Remember that miscellaneous documents, published works, National Register of Historic Places nominations, notes, etc. may not be substituted for the required research paper. While these items may be submitted as supplemental material to the historical document, it is important to note that it is the document itself which influences the Review Committee.

6. SUMMARY

A. List the reasons which prompted your request for a marker application. Explain why this building, structure, site, event, or person deserves a marker.

B. Buildings, structures, sites and events being nominated on their own merit must be at least 50 years old to be considered for a historical marker. However, the Review Committee does reserve the right to make exceptions to this rule.

C. Though the Historical Marker Program is in no way associated with the process of obtaining recognition by the National Register of Historic Places, a National Register listing can assist in further demonstrating the significance of a nomination for inclusion in the marker program. However, such listing is not required, nor does it guarantee approval of the marker application. Please include a copy of the National Register nomination with the marker application.

For more information on the National Register status of the marker subject, accessing a file for research, or obtaining a copy of a National Register nomination, contact the National Register Coordinator at the Historic Preservation Division of the Georgia Department of Natural Resources:

Gretchen Brock, National Register Coordinator
Historic Preservation Division
47 Trinity Avenue, SW
Suite 414-H
Atlanta, GA 30334-9006
(404) 651-6782 or email, gretchen_brock@dnr.state.ga.us

*Please note that neither a historical marker nor National Register listing provides physical protection for the historic resources they mark. They are commemorative in nature only.

D. This two-part question pertains to ownership of the property that is the marker subject. For instance, the marker subject may be a building of historical significance that is now a private residence. The home owner is the property owner of the marker subject. The property owner's name, address, and telephone number must accompany the application. Please use an additional sheet if necessary.

E. This question pertains to ownership of the property of the proposed marker site. Markers may be placed on private property, such as the property that is the marker subject, or they may be placed on property owned by another entity such as a government, business or other individual. This entity is the property owner of the marker site. The property owner's name, address, and telephone number must accompany the application. Please use an additional sheet if necessary.

F. All markers need to be accessible to the public. Marker locations should be based on ease of accessibility and proximity to the subject. The original or actual site is the preferred location; though, if this location is not accessible – or might endanger the marker – the marker may be placed in an appropriate alternate location.

G. People being nominated on their own merit must be deceased at least twenty-five years for consideration for a historical marker. However, the Review Committee reserves the right to make an exception to this rule.

H. Typically, subjects which have already been marked will not be considered for a historical marker through the Georgia Historical Society. This includes not only free-standing historical markers, but monuments, statues, plaques, etc. which describe the proposed marker subject. Of course possible exceptions may occur if the Review Committee determines an additional marker is warranted.

- If a marker exists for the subject, please provide with the Marker Application at least one color photograph of the marker, monument, plaque, etc., along with a typed copy of the text in order to justify an additional marker.

I. Please include information pertaining to previous applications regardless of whether a marker was approved or denied.

J. Compliance with local regulations regarding the erection of markers is necessary. Please state whether or not a marker application must be approved locally. If a local program exists, the name, address, and phone number for the local review contact must accompany the nomination. In addition please ensure approval before submitting the final Marker Application.

*Applicants seeking to erect a marker in Chatham County should contact the Georgia Historical Society regarding local regulations.

7. SUPPORTING MATERIALS

The supporting materials requested must be submitted in their entirety before final approval can be made on an application. Please indicate using the checklist provided those items which are included. If one or more items are not submitted, please include a statement explaining the reason.

Images:

- For the purposes of the presentation to the Review Committee, each nomination must include at least two (2) images of differing views of the proposed marker site.
- If applicable, each nomination must also include at least two (2) images of differing views of the building, site, or structure that is the marker subject.
- If the marker subject involves a person at least one (1) image of the person, if available, should be included. Images of events should be submitted when available. It is recommended that the sponsor(s) include as many images as is necessary to relay the history and significance of the nomination.
- Images should be submitted digitally (as .jpg/.jpeg, .gif, .bmp, .psd, or .tif files) on a CD. A brief description of each image should also be included, as either an accompanying word document on the disk or as a hardcopy inventory. All images should be new or copies of originals. Images submitted will not be returned; they will remain on file at the Georgia Historical Society.

City or County Map: The location of the marker subject should be clearly indicated on either a city or county map, as appropriate. If the proposed location for the marker differs from the site of the nomination, the marker site should also be indicated. Please do not submit maps that are larger than 11" x 17". Clear photocopies are also acceptable.

Department of Transportation Approval: If the proposed marker site is within the road right-of-way, a written letter of approval from the county or regional DOT office must be included prior to a marker being submitted to the Review Committee. The letter should express approval for the marker to be erected at the proposed location, which for clarification, should be restated in the DOT letter. If roadways at the proposal site are maintained by a city, the approval letter should be written by the appropriate city official. For more information on determining the jurisdiction of the roadway, call the county commissioner's office of the county in which the marker will be erected.

Sponsor Agreement: This form must be completed, signed, and returned to the Georgia Historical Society prior to an application being submitted to the Review Committee for final approval. Each organization, government, church, school, or other entity listed as a sponsor must complete a separate Sponsor Agreement. Letters or other documents may not be substituted for the Sponsor Agreement; however, they may be submitted as supplemental materials.

Property Owner Agreement: This form must be completed, signed, and returned to the Georgia Historical Society prior to an application being submitted to the Review Committee for final approval. As with the Sponsor Agreement, letters or other documents may not be substituted.

8. SPONSOR(S) OF NOMINATION

List the complete names of all organizations, governments, churches, schools, or other entities that are sponsoring the historical marker. Sponsors should be only those entities who contribute to the application through either research/documentation assistance and/or financial contributions. No more than four (4) sponsor names may appear on the marker. If there are more than four (4) sponsors, please indicate which sponsors are to appear on the marker. For each entity, please also include the contact's name, address, and phone number(s).

9. FORM PREPARED BY

The form should be completed and compiled by one person, though several may be involved in gathering historical data. This person will serve as the contact for the Georgia Historical Society and will be responsible for submitting all necessary materials. Please provide all contact information, including email address if available.

10. FINAL PROCEDURES

Completed applications should be sent to:

Marker Program
The Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401

For assistance, please contact the Georgia Historical Society's Membership and Outreach Coordinator at 912-651-2125 ext. 119