



## City of Tyler Historical Subject Marker Application Form



This form constitutes a public request to the City of Tyler to consider approval of an Official City of Tyler Historical Subject Marker. The City of Tyler Historical Preservation Board will review the request and make the final determination of eligibility and therefore may approve the Subject Marker designation. Filing of the application is for the purpose of providing basic information to be used in the evaluation process. This form is to be used for subject marker requests only. Please see separate forms for either City of Tyler Landmark or Half-Mile of History Programs.

### **Subject Marker Definition**

Subject markers are educational in nature and reveal aspects of local history important to a community or region. These markers honor topics such as church congregations, schools, communities, businesses, events and individuals. Subject markers are placed at sites that have historical associations with the topics, but no legal restriction is placed on the use of the property or site, although the Historical Preservation Board must be notified if the marker is ever to be relocated. **The Historical Preservation Board will only consider topics which do not have an existing State or National Subject Marker.**

### **Application Requirements**

Any individual or group may apply to the City of Tyler to request a City of Tyler Historical Subject Marker for what it deems a worthy topic. Only complete marker applications that contain all the required elements can be accepted or processed by the Historical Preservation Board.

The required elements are:

- Application Form
- Narrative History
- Supporting documentation, including photographs

Photographs are required. Do not send original photos. All submitted materials will become property of the City of Tyler and its Historical Preservation Board.

- Narrative histories must include separate sections on:
  - a. **Background** which represents a broader set of facts that explain why the event, site or structure should be considered historic and the enduring contributions to the area.
  - b. **Overview** of the key facts in chronological order with clearly documented historic connections to the area.

# Historical Subject Marker

## **Criteria**

1. **Age:** Most topics marked with subject markers must date back at least 50 years, although historic events may be marked after 30 years, and historic individuals may be marked, or may be mentioned in a historical marker text, after they have been deceased 10 years. The Historical Preservation Board may waive age requirements for topics of overwhelming local, state or national importance, although exceptions are rarely granted and the burden of proof for all claims and documentation is the responsibility of the narrative author.

### **Subject age or event date:**

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2. **Historical significance:** A topic is considered to have historical significance if it had influence, effect or impact on the course of history or cultural development; age alone does not determine significance. It is expected that most historical markers will deal with local history and a local level of significance; however state and national importance can be considered.

### **Provide summary of historical significance:**

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(attach additional sheets if necessary)

**Proposed Marker Topic** (Official title will be determined by the Historical Preservation Board):

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**Street Address of Marker Site:** \_\_\_\_\_

**Will the marker be placed at the actual site of the topic being marked?**  Yes  No

If the answer is no, provide the distance and directions to the actual location from the marker (i.e. 100 yards east).

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### **Marker Placement:**

Include a map that indicates where the subject marker is to be placed with a precise verbal description of marker placement (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of McWhorter Creek):

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Historical Subject Marker

**TYPE AND SIZE OF SUBJECT MARKER**

As part of its review process, the Historical Preservation Board will determine the appropriate size of the marker and provide options, if any, for the approved topic based on its own review criteria, including, but not exclusive of, historical significance, replication of information in other markers, and the amount of available documented information provided in the application narrative.

\*For markers without posts, the applicant must receive special approval from the Historic Preservation Board. Such approval shall be based upon the following:

- Submittal of a detailed plan for where the marker will be mounted, including the surface to which it will be placed (masonry, metal, wood); and
- A statement of why a marker with a post is not feasible or preferred.

**Nominator’s Information**

**Name of person making nomination:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please submit application to:**

Mail to:

OR

Hand Deliver to:

City of Tyler  
Planning and Zoning  
Department  
Attention: Subject Marker  
P.O. Box 2039  
Tyler, Texas 75710

City of Tyler  
Planning and Zoning  
Department  
Attention: Subject Marker  
Tyler Development Center  
423 W. Ferguson  
Tyler, Texas

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Case Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Historic Preservation Board Date: \_\_\_\_\_

Signed By: \_\_\_\_\_

City Council Date: \_\_\_\_\_