

# MICHIGAN HISTORICAL MARKER APPLICATION

MICHIGAN HISTORICAL COMMISSION  
IN PARTNERSHIP WITH THE MICHIGAN HISTORY FOUNDATION  
AND EASTERN MICHIGAN UNIVERSITY

FOR OFFICE USE ONLY	
INFORMATIONAL SITE:	_____
SR DESIGNATION	_____
DATE LISTED:	_____
SR NUMBER:	_____
NR DESIGNATION	_____
LISTED _____	DET ELIG _____

Historic Name of Site:			
Common Name of Site:			
Address of Site (including cross streets, i.e., 520 Pine Street, between Ottawa & Ionia):			City & Zip Code:
Local Governmental Unit:	MI	County:	
Is the site listed in the State Register of Historic Sites? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the site listed in the National Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where will the marker be placed on the site? <b>NOTE: Marker must be accessible to the public.</b>			
Site Owner Name (PLEASE PRINT):			
Site Owner Mailing Address:		City:	State:      Zip Code:
Email:		Daytime telephone:	
I recognize that the historical marker is the property of the State of Michigan and that the historical marker must remain at the historic site. When making alterations to the exterior of the resource, I agree to consult with the State Historic Preservation Office and follow the Secretary of the Interior's Standards for Rehabilitation. I agree to the placement of a historical marker on my property and make no claim to the ownership of the marker.			
Site Owner's Signature: _____ Date: _____			
Sponsoring Individual or Organization (PLEASE PRINT):			
Contact Person (PLEASE PRINT):			
Mailing Address:			City:
State:	Zip Code:	Email:	
Daytime Telephone:		Fax:	
I have reviewed the "Marker Price List" and understand that I am responsible for payment for the manufacture of a Michigan Historical Marker for the above-named site. I understand that the enclosed \$250 is the application fee and <u>is not</u> included in the cost of the marker. I recognize that the marker is owned by the State of Michigan and make no claims to ownership of the marker.			
Sponsor's Signature: _____ Date: _____			

This Michigan Historical Marker will be about::

- A historic person       A building or historic site       A historic event       Other \_\_\_\_\_

Please refer to the “**Marker Price List**” and indicate marker size preference below. NOTE: A size and style other than your stated preference may be recommended.

Small Informational Marker, 24” x 36”

with one post\*

wall-mounted

Large Informational Marker, 42” x 54”

with two posts\*

wall-mounted

\*If you chose a post-mounted marker, do you want the **same text**  or **different text**  on each side?

Briefly, why is this subject significant to Michigan history? Explain how this resource is significant locally, regionally, or statewide. You must build your case for why this property is significant and worthy of being recognized by the State of Michigan. You may add additional pages as needed.

**If the marker involves a historic building, please fill out this section.**

Type of Structure:

- Commercial     Industrial     Public/Recreational     Residential     Other \_\_\_\_\_

Indicate the materials used in the construction of the roof of the subject structure:

- Ceramic Tiles     Composition Shingles     Metal     Organic     Slate/Stone     Wood Shingles  
(asphalt, bitumen, tar, etc.)

Indicate the materials/building techniques used in the construction of the subject structure.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Adobe Brick         | <input type="checkbox"/> Fired Brick     | <input type="checkbox"/> Concrete Block  |
| <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Stone           | <input type="checkbox"/> Synthetic Stone |
| <input type="checkbox"/> Aluminum Siding     | <input type="checkbox"/> Asbestos Siding | <input type="checkbox"/> Metal Siding    |
| <input type="checkbox"/> Vinyl Siding        | <input type="checkbox"/> Wood Cladding   | <input type="checkbox"/> Stucco          |

- Other:     Mail Order     Modular     Pre-fabricated

How would you evaluate the physical integrity of this property? Does it retain most of its original building materials? Has the property been altered, either through additions or through the removal of original elements? Explain and provide dates if known.

Has the subject structure been moved from its original location? If moved, indicate when and why.

**Architect/Builder:** Enter the full name of the person(s) responsible for designing and/or constructing the resource, the name of their firm and the city and state where they were based. Include the source of that information.

Does the site you are marking include a cemetery?

- Yes\*     No

\*If Yes, you must also complete and attach the “**Michigan Historical Marker -- Cemetery Supplement Form.**”

## Application Form Documentation Summary

Use this table to summarize the facts and sources of documentation for them. (You may make multiple copies of this form.)

Instructions: Provide as much historical information about the property as possible. Attach supporting historical materials and a bibliography (including page and column numbers) to document the facts that you wish to have included in the marker text. Be certain to note the source of the information and attach photocopies of the sources used. **NOTE: All information must be documented with primary sources (things that were written at the time an event occurred, such as historic newspaper articles or obituaries, tax records, deeds, blueprints) with dates shown clearly.** Secondary sources may be submitted as supplemental documentation. **Books are generally secondary sources and useful only if they document the sources for their statements.**

Facts	Sources
List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved must be documented as noted in the instructions above.	Each fact must be verified with notation of the source material. Include a copy of the page from each document that was used as noted in the above instructions.

## Photographs

Photographs may be submitted as high quality prints or digitally. Label all photographs, including the name of the property, date of the photograph, and description. The description should include what is depicted in each view, e.g. "front façade," "stamped metal ceiling detail." Directional information is also helpful, e.g. "view facing west." **NOTE: The Michigan Historical Center accepts all photographs and images only on the condition that the State of Michigan has full right to use such accepted photographs and images for reports, presentations, or other purposes as it sees fit.**

**For buildings and historic sites, current photographs** should be provided of the resource that includes the following views:

- ◆ Each visible facade of the property's exterior (frontal and oblique views)
- ◆ Primary spaces in the property's interior (if interior is accessible)
- ◆ Details of historic architectural elements, both interior and exterior
- ◆ The subject property in the context of its immediate neighborhood

**For all applications, historic photographs** should be provided wherever possible. Also, include a photo of the proposed marker site.

## Map

Plot the subject property on a sketch map. Be sure to indicate major streets and include a north arrow. If the subject property comprises more than just a single building (such as a park or farmstead), then provide a rough sketch map with historic features clearly marked. (A hand-drawn map or annotated printed map will suffice.)

## Delivery of Marker

When the marker text is approved, you will receive directions for payment, ordering, and delivery of the marker.

**Marker Dedication:** Is there a proposed date for the dedication of the marker?

- No       Yes, our proposed dedication date is: \_\_\_\_\_

Is this date an anniversary or other special date appropriate for this marker dedication?

- No       Yes, it is: \_\_\_\_\_

Mail **1 original AND 1 copy** of the completed application, photographs and primary source documentation with the **\$250 application fee** (check made payable to "**Michigan History Foundation**") to:  
**Michigan History Foundation, PO Box 12331, Lansing, MI 48901.**

**\*Please note that the marker process takes 10-12 months to complete.**

**\*Prices are determined at the time the marker is ordered from the manufacturer and are subject to change.**

## **IMPORTANT**

**Applications that are missing information, documentation, photographs, or the application fee will be delayed in processing. Use this CHECKLIST to be sure your application package is complete before mailing.**

### **Michigan Historical Marker Application Checklist**

- Site owner has signed the application (page 1).
- Sponsor has signed the application (page 1).
- Primary source documentation, with dates clearly shown, is enclosed (see page 4).
- Historic AND current photographs are labeled and enclosed (see photo requirements on page 5).
- Map is enclosed (see instructions on page 5).
- If the site includes a cemetery, the “Michigan Historical Marker—Cemetery Supplement” has been completed and is enclosed.
- I have reviewed the “Marker Price List,” know the cost of the marker I will be purchasing, and understand that I am responsible for the entire cost and installation of that marker. (You will be billed for the cost of the marker when the text is approved.)
- I have enclosed the application fee of \$250 in the form of a check made payable to the “**Michigan History Foundation.**”
- I have enclosed 1 original set AND 1 copy of the application and all required materials (photographs, map, primary source documentation).

**Mail the \$250 application fee with 1 original and 1 copy of the application and materials to:**

**Michigan History Foundation  
P.O. Box 12331  
Lansing, MI 48901**

Upon receipt of your application and fee, you will receive an acknowledgement from our office.

**Thank you for participating in the Michigan Historical Marker Program!**