

MICHIGAN HISTORICAL MARKER APPLICATION

MICHIGAN HISTORICAL MARKER PROGRAM
MICHIGAN HISTORY CENTER
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES
 P.O. BOX 30740
 LANSING, MI 48909-8240

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? NOTE: Marker must be accessible to the public.			
Site Owner's Name (PLEASE PRINT):		Organization:	
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): This will be the sole point of contact with our office by phone, Email, and U.S. mail.			
Mailing Address:		City:	State: Zip Code
Daytime Telephone:	Fax:	Email:	
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: In order to provide as much information as possible to the public, it is recommended that markers contain different text on each side.

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 the changes, whether historic or recent, and provide documentation of these changes with dated primary sources.

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

NOTE: All information must be documented with **primary sources** (things that were created at the time an event occurred, such as historic newspaper articles or obituaries, tax records, deeds, blueprints, maps, photographs) **with dates clearly shown**. Secondary sources may be submitted as supplemental documentation. Books are generally secondary sources and useful only if they document the sources for their statements. Please locate and submit the sources for any secondary references, whenever possible.

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

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 History 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 these 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. Indicate on the map where the marker will be placed. (A hand-drawn map or annotated printed map will suffice.)

Delivery of Marker

When the marker text is approved, you will receive a letter with 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: _____

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

Mail:

- 1 original and 1 copy of the completed application, photographs and primary source documentation;
- \$250 application fee (payable to "State of Michigan") to:

Michigan Historical Marker Program
Michigan History Center
Michigan Department of Natural Resources
P.O. Box 30740
Lansing, MI 48909-8240

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

IMPORTANT

Applications that are missing information, primary source 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 (owner of property where the marker will be placed) has signed the application (page 1).
- Sponsor (person responsible for payment of the marker) 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, including where marker will be place, 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. This is a separate document that is also on our website.
- 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 after the text is approved.)
- I have enclosed the application fee of \$250 in the form of a check made payable to the **“State of Michigan.”**
- 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 Historical Marker Program
Michigan History Center
Michigan Department of Natural Resources
P.O. Box 30740
Lansing, MI 48909-8240

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!