

MICHIGAN HISTORICAL MARKER APPLICATION

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

PROPOSED MARKER INFORMATION		
Marker Topic		
Proposed Marker Title		
Address of Site	City	ZIP Code
Local Government Unit	State	County
Proposed marker will be about:		
<input type="checkbox"/> A historic person <input type="checkbox"/> A historic building or historic site <input type="checkbox"/> A historic event <input type="checkbox"/> Other:		
MARKER TYPE		
After referring to the Marker Price List , please indicate marker size preference. A marker must be mounted in one of the following ways: using a single post (small markers), double posts (large markers), or wall-mounted (without any post). A written request for any other type of mounting must be submitted with this application.		
Small Marker (24" x 36")	with one 7' post*	wall mounted
	with one 10' post*	
Large Marker (42" x 54")	with two posts*	wall mounted
In order to provide as much information as possible to the public, the Michigan Historical Commission recommends that post mounted markers contain a different text on each side.		
*If you chose a post mounted marker, do you want same text OR different text on each side?		
SIGNIFICANCE OF SUBJECT		
Briefly state why this subject is significant and worthy of being recognized by the State of Michigan. Significance may be local, regional, statewide, or national. Additional pages may be added.		

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

Note: If more than one structure exists on the site, add additional pages for each one.

Type of Structure:

Commercial Industrial Public/Recreational Residential Other: _____

Indicate the materials used in the construction of the roof of the 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 structure.

Adobe Brick Fired Brick Concrete Block Reinforced Concrete
Stone Synthetic Stone Aluminum Siding Asbestos Siding
Vinyl Siding Wood Cladding Metal Siding Stucco
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 structure been moved from its original location? If moved, indicate when, why, and where it was originally located.

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 a copy of the source of that information.

DOCUMENTATION SUMMARY

All information on a marker must be documented with **primary sources** (items that were created at or near the time an event occurred, such as historic newspaper articles or obituaries, tax records, property 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 help you locate primary source documentation

Instructions: Use this table to identify each fact you want on your marker and the primary source(s) of documentation for it. **You will need to attach copies of the actual documentation.** Under "Sources," include authors, titles, dates of publication, pages where applicable, and where the information was found (archives, library, website URL). Multiple copies of this form may be used.

Facts	Sources
List each important fact that is relevant to this marker. All places, dates, sites, names of people involved must be documented.	List the sources that verify each fact. Remember to copy the sources and include them with the application.

CEMETERY INFORMATION
Does the site include a cemetery? Yes No If yes, please attach the “Michigan Historical Marker Supplemental Form for Cemeteries.”
RELIGIOUS BUILDINGS AND CONGREGATIONS’ INFORMATION
Does the site include a church? Yes No If yes, please attach the “Michigan Historical Marker Supplemental Form for Religious Buildings and Congregations.”
IMAGES
Submitted photographs and images will be considered property of the State of Michigan and available for use in reports, presentations, websites, or other purposes. For all applications include: The proposed location of the marker <ul style="list-style-type: none"> • An aerial map, such as Google Earth, clearly marking the location. The map should include legible crossroads, major streets, a north arrow, and GPS coordinates if possible. • A photograph of the site, for example the building, landscape, or park. • Two or three historic photos where possible and relevant. For applications with a historic building or site, include current photographs of: <ul style="list-style-type: none"> • Each visible facade of the property’s exterior (frontal and oblique views) • Two or three primary spaces in the property’s interior (if possible) • Two or three details of historic architectural elements, both interior and exterior • The property in the context of its immediate neighborhood
MARKER DEDICATION:
Is there an anniversary or other special date appropriate for this marker dedication? No Yes, specify date:
Please DO NOT schedule the marker dedication until your marker is delivered. The entire marker process, including fabrication, will likely take more than a year.
NOTES
<ul style="list-style-type: none"> • Application submission information is on the Application Checklist. • Use the Application Checklist to be sure your application package is complete. • Prices are determined at the time the marker is ordered from the manufacturer and are subject to change. • Applications that are missing information, primary source documentation, images, or the application fee will be delayed in processing or possibly returned.

MICHIGAN HISTORICAL MARKER PROGRAM PROPERTY OWNER AGREEMENT

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

Proposed Marker Title			
Property Owner's Name (Please Print)			
Organization Name (if applicable)			
Property Owners Mailing Address	City	State	ZIP Code
E-mail	Telephone Number		
<ul style="list-style-type: none"> • I agree to the placement of a historical marker on my property in a location accessible to the public. • I make no claim to the ownership of the marker and recognize that the historical marker is the property of the State of Michigan, and it must remain at the historic site. • If the marker subject is a historic building or site, when making alterations to the exterior of the building, I agree to consult with the Michigan History Center and follow the Secretary of the Interior's Standards for Rehabilitation. • I understand that washing the marker with a clean cloth and warm soapy water (nothing abrasive or with wax) every six months will prolong its life and will endeavor to see that this happens. • I will promptly notify the Michigan History Center if the marker is temporarily moved, missing, damaged or stolen. • I understand that photographs, location information and address of the marker will be published on the Michigan History Center website and held in the permanent marker file. • Should I sell or otherwise relinquish ownership of the property, I will alert the Michigan History Center and the new owner(s) so that arrangements may be made to continue this agreement. 			
Property Owner's Authorized Signature			Date

MICHIGAN HISTORICAL MARKER PROGRAM SPONSOR AGREEMENT

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 Michigan Department of Natural Resources
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 Lansing, MI 48909-8240
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Proposed Marker Title			
Sponsoring Individual or Organization Name (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
E-mail	Telephone Number		
<p>I or my organization:</p> <ul style="list-style-type: none"> • Have reviewed the “Marker Price List” and understand the responsibility for payment for the manufacture of the Michigan Historical Marker for the above-named site. • Understand that the enclosed \$250 is the application fee and is not included in the cost of the marker, nor is it normally refundable. • Understand that the final step in this process is review by the Michigan Historical Commission. • Commit to donating funds for the purchase of the marker. • Recognize that the marker is owned by the State of Michigan and make no claims to ownership of the marker. • Understand that washing the marker with a clean cloth and warm soapy water (nothing abrasive or with wax) every six months will prolong its life and will endeavor to see that this happens. • Will promptly notify the Michigan History Center if the marker is temporarily moved, missing, damaged or stolen. • Understand that photographs, location information and address of the marker will be published on the Michigan History Center website and held in the permanent marker file. • Understand that I or we are responsible for installing the marker and ensuring it complies with any applicable local or state regulations. 			
Sponsor’s Signature		Date	

MICHIGAN HISTORICAL MARKER APPLICATION CHECKLIST

Site owner (owner of property where the marker will be placed) has signed the Property Owner Agreement.

Sponsor (person responsible for payment of the marker) has signed the Sponsor Agreement.

Copies of primary source documentation, with dates clearly shown, are sent electronically, or enclosed with the application fee (see page 3).

Historic and current photographs are labeled and attached (see photo requirements on page 4).

Map, including where the marker will be placed, is included (see instructions on page 4).

If the site includes a cemetery, the "Michigan Historical Marker—Supplemental Form for Cemeteries" has been completed and included. The form can be found on our website.

If the site is about a religious building and/or congregation, the "Michigan Historical Marker Application—Supplemental Form for Religious Buildings and Congregations" has been completed and included. The form can be found on our website.

The application fee of \$250 in the form of a check made payable to the "State of Michigan."

To submit your application **ELECTRONICALLY**, please contact:

mhcmakers@michigan.gov

517-331-7374

To submit your application **BY MAIL**, be sure to include all of the items listed above along with your application fee. Mail the \$250 application fee (plus the application and other items if sending by mail) to:

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

After the center receives the application and fee, an acknowledgement will be emailed to the sponsor.

Thank you for participating in the Michigan Historical Marker Program!