

Hoover Historical Society Historical Marker Application

1. Historic Name of Resource (person, site or event)

Historic Name:

Suggested Marker Title:

2. Location of Resource

Street & Number:

Zip Code

3. Sponsor's Name and Contact Information (primary contact person for person/group making request)

Person/Sponsor Organization's Name:

Contact Person:

Street & Number:

Zip Code:

Telephone/ Email:

4. Property Owner

Owner Name:

Street & Number:

Zip Code:

Telephone Email:

5. Resource Description

Briefly describe the historic and current physical condition of the resource. Use continuation sheets if necessary.

6. Statement of Significance

Provide a statement of the resource's historical significance - list the items that you feel are important to include on the marker text. This statement will not serve as the marker text. You must attach supporting historical materials and a bibliography to document the facts. Use continuation sheets if necessary.

Be certain to note the source of the information and attach photocopies or scans 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, etc.) with dates shown clearly. Secondary sources may be submitted as supplemental documentation.

7. Photographs

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: These photographs will not be returned but will become a part of the record.

Provide current photographs of the resource that include the following views:

- Each visible façade of the property’s exterior (frontal and oblique views)
- Primary spaces in the property’s interior (if interior is accessible)
- The subject property in the context of its immediate neighborhood

8. Marker/ Plaque Text

Please submit a proposed text for your marker. Text limits for the two types of markers are:

- Standard Marker: limited to 1,350 characters in length, including letters, numbers, spaces and punctuation including sponsor names. (The same text will appear on both sides of the marker.)
- Marker with Continuing Narrative: limited to 1,350 characters in length on each side of the marker, including letters, numbers, spaces and punctuation including sponsor names. (Text begins on the front of the marker and continues to the back of the marker.) Sponsor list must include Hoover Historical Society.

A photo can be included on the front side of either type of marker for an additional cost. Please contact the Hoover Historical Society for more info and a cost estimate.

Plaque format

Green Valley Drugs
c. 1962
Oldest Hoover business
in continuous operation
Hoover Historical Society

Sewah Studios in Marietta, Ohio manufactures markers and plaques.

Historical markers are available in two sizes, small (24”h x 30”w) or large (30”h x 42”w) and come standard with a 7’ post (a 10’ post is available for an extra charge). The person ordering the marker is responsible for sending payment directly to Sewah Studios upon invoice. The HHS Historical Marker Coordinator must authorize Sewah Studios to manufacture each marker. The current price for a marker is subject to change depending on the size of the marker and the amount of text. The price includes delivery. The cost will be determined from Sewah before ordering and it must be agreed to by sponsor.

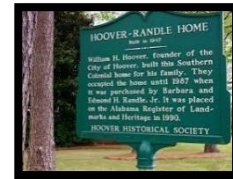
Plaques

A mountable plaque is also available for purchase. The plaque measures 16”h x 16.5” w. The cost will be determined before order and must be agreed to by sponsor (includes mounting hardware and delivery).

9. HHS Marker/Plaque Type: Marker is double arc pattern with green background and gold lettering 1” tall. Plaque is charcoal with gold lettering.

Standard Marker: The same text will appear on both sides of the marker.

Marker with Continuing Narrative: Text begins on the front of marker and continues to back of the marker.



Example of a plaque (HHS similar in design to this plaque)



10. Marker Funding

The costs of manufacturing and installing the marker are the responsibility of the marker sponsor. Based on the availability of funds, individuals and organizations may apply for matching funds to defray partial cost of markers. Funds are awarded up to 50% - 100 % of the cost to manufacture and ship the marker but will not include any costs for permitting or installation if required.

Funding is awarded at the sole discretion of the Hoover Historical Society. Approved marker applications in which grant funding is awarded, and not finalized and sent for manufacturing after 90 days from the date of the application approval will be rescinded and the applicant must either bear the full cost or resubmit their marker application. Approved applications for markers being funded entirely by the sponsoring individual or organization are not bound by any time limitations to proceed with manufacturing the approved marker.

Applications will be notified if funds are awarded when the Hoover Historical Society responds to the application after it is reviewed.

Applicant requests consideration for a marker grant award.

Applicant will provide all funding necessary for the marker type requested.

11. Marker Invoice Recipient (If different from sponsor's name and contact information from Section 3 above.)

Same as Section 3 above.

Name:

Street & Number:

Zip Code:

Telephone Email:

Projected date of installation Projected date of marker dedication:

Installation must comply with state and local guidelines, if any