

Hoover Historical Society Historical Marker Procedures 9/2022 (Langley)

The Hoover Historical Society's mission is to support and facilitate a uniform historical marker program throughout the city and support sponsor/applicant organizations and other agencies who request assistance. These guidelines are for these organizations and agencies.

The Hoover Historical Society may also sponsor the installation of a Historical Marker. The HHS Marker Committee Coordinator should document and follow applicable steps in these procedures.

I. How to Apply for a Hoover Historical Society Historical Marker

Step 1. Understand Your Responsibilities

The Hoover Historical Society Historical Marker applicant must:

- Research the resource to determine historical significance or make a request to the Hoover Historical Society to do so.
- Provide a suggested marker text. Avoid using long words. Marker text is limited to 1,350 characters in length, including letters, numbers, spaces and punctuation per each side of the marker.
- Complete and submit the marker application and supporting documents.
- Purchase the marker.
- Arrange for installation of the marker.
- The marker should be erected in the public right-of-way or public place. (If private property, written approval of the owner of the property where the marker will be placed.)
- If a marker dedication ceremony is planned, the applicant is responsible for all planning and logistics associated with the dedication ceremony, including but not limited to: invitations, obtaining permits for road and/or sidewalk closures, the press release, program, and procurement of anything necessary for the event such as chairs, a podium, PA system, etc.

Step 2: Ensure Your Resource Meets the Criteria

The Hoover Historical Society Historical Marker Program recognizes historic resources, persons and events that are significant in the areas of architecture, archaeology, Hoover history and traditional culture by promoting the placing of historic markers and plaques at sites of historical and visual interest for visitors. The purpose of the program is to increase public awareness of the rich cultural heritage of the city and to enhance the enjoyment of historic sites in Hoover by its citizens and tourists.

To be recognized as a Hoover Historical Society Historic Landmark, a resource must meet the following criteria:

- To qualify as a Hoover Historical Society Historic Landmark, a building, structure or site must be at least 40 years old and have citywide significance in the areas of architecture, archaeology, Hoover history or traditional culture, or be associated with an event of regional, statewide, or national significance that took place at least 40 years ago.
- Resources associated with persons of regional historical significance may be recognized with Hoover Historical Society Landmark status 40 years after the death of the individual, or 40 years after the historical event with which the person is associated.
- In certain cases, resources that are less than 40 years old, but are significant at the citywide, statewide, or national level may also qualify as a Hoover Historical Society Historic Landmark.
- The resource should visibly retain those physical characteristics that were present during the period for which it or the associated person is significant. A moved building or structure may still qualify as a Hoover Historical Society Historic Landmark if the move was made 40 or more years ago, or the move was made to preserve the resource from demolition and reasonable attempts were made to ensure that the new setting is similar to the historical setting.

Step 3. Collect Required Application Information

Determine that all required information is complete before submitting the marker application to the Hoover Historical Society.

Collecting the information in advance will make the process smoother. If the applicant has questions, they may contact: Hoover Historical Society at info@hooverhistoricalsociety.org.

You will need the following information to complete the application:

- The historic name of the resource (person, site or event)
- A statement of the resource's significance
- A description of the resource
- A bibliography of sources documenting the site's historical relevancy
- The suggested location of the marker
- Proposed marker title and text
- Name and contact information of the resource owner
- If private property, written approval of the owner of the property where the marker will be placed

Step 4: Complete the Application

The application form is on pages 5-8 of this document. We recommend that you prepare your marker text in an external tool (such as Microsoft Word) and copy and paste it into the application form.

Your completed application package should contain the following:

- Your completed application
- A photograph showing the resource to be marked as it currently exists (in .jpg format). Do not send drawings or other artistic representations.
- Optional: A historical photograph of the resource (in .jpg format).

Step 5: Submit the Application Package

It is preferred that the application be submitted electronically. To complete your application, please submit via email to: info@hooverhistoricalsociety.org. If you are unable to send via email, you may mail your application package to the following address:

Hoover Historical Society P.O. Box 360233 Hoover, AL 35236

II. Review & Approval

Marker applications are reviewed by the Hoover Historical Society Marker Committee appointed by the President.

Finalization/Approval of Marker Text: The Hoover Historical Society Marker Committee may recommend changes to the proposed marker text.

Final approval is from the HHS Board.

III. Manufacturing & Installation

Marker Costs

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 potential cost of markers.

Once the marker application is approved by the Hoover Historical Society and the text has been finalized, the Hoover Historical Society Marker Committee will order the marker from the

manufacturer. Marker production usually takes 10-12 or more weeks because of supplier delays after the finalized text is submitted to the manufacturer.

The manufacturer will bill the applicant for the marker. HHS will accept delivery of the marker for proper installation.

Prices include the sign, post, and shipping. Costs are subject to change, so be sure to verify current costs when your text is finalized. If any additional cost for permitting and/or installation is required, the cost will be incurred and paid by the applicant.

Maintenance and Repairs

The Hoover Historical Society encourages cooperative relationships for day-to-day site maintenance with local governments and private entities on whose land a Hoover Historical Society Historical Marker is installed.

- Any historical marker in need of repairs must be reported to the Hoover Historical Society. Repairs must conform to the official format. The Hoover Historical Society will work with local entities to maintain or repair existing historical markers with support as possible from sponsorship funds that may be available for that purpose.
- Local site maintenance help is desirable but is not required for the approval of a marker.
- The Hoover Historical Society may authorize temporary removal of a marker for maintenance work. In an emergency situation, the Hoover Historical Society may authorize the removal and disposition of markers that have been damaged or are at risk.

Relocation, Removal or Replacement

All costs associated with moving a marker must be paid by the party desiring the relocation. Markers may be relocated for the following reasons:

- Persistent vandalism in the current location
- A hazard to viewers may be reduced or eliminated
- A more accurate location has been determined
- A change in land use has occurred putting the marker in danger
- Temporary construction work

When replacement of a historical marker is requested because it has been damaged or stolen, or because the text contains errors, the marker shall be reviewed by the Hoover Historical Society and the original sponsor using HHS marker guidelines in effect when replacement is requested. Some marker replacements may require the applicant to complete the full application process. The Hoover Historical Society may authorize the removal and disposition of markers that have been damaged or are at risk.