

# HILLSBOROUGH COUNTY HISTORICAL ADVISORY COUNCIL

## Historical Marker Program

*The Hillsborough County Historical Advisory Council's (HCHAC) mission is to support and facilitate a uniform historical marker program throughout the County, including the cities of Tampa, Plant City, and Temple Terrace, as well as, organizations and other agencies who request assistance. It also provides the Hillsborough County Board of County Commission with support that complements the goals of historical preservation and education in Hillsborough County.*

### **I. How to Apply for a Hillsborough County Historical Marker**

#### **APPLICATION PROCESS PART 1**

##### **Step 1. Understand Your Responsibilities**

The Hillsborough County Historical Marker applicant must:

- Research the resource to determine historical significance or make a request to the HCHAC 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.
- If the marker is to be installed on private property, obtain property owner's written permission to place a marker at the proposed marker location. Verification and permission will be handled through the HCHAC and the appointed County liaison.

In the event the historical marker is placed upon private property, the owner (s) of the real property shall grant an easement to Hillsborough County, so that the residents of Hillsborough County shall have the right to enter such private property to view the historical marker and the County shall have the right of entry of said real property for maintenance, repair, installation or removal of the marker as needed.

In the event that the easement is terminated for any reason, the historical marker shall be returned to the HCHAC and Hillsborough County shall retain ownership. Relocation may occur.

- Complete and submit the marker application and supporting documents.
- Purchase the marker.
- Arrange for installation of the marker.

##### **Step 2: Ensure Your Resource Meets the Criteria**

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

To be recognized as a Hillsborough County Historic Landmark a resource must meet the following criteria:

- To qualify as a Hillsborough County Historic Landmark a building, structure or site must be at least 50 years old and have countywide significance in the areas of architecture, archaeology, Florida history or traditional culture, or be associated with an event of regional, statewide or national significance that took place at least 50 years ago.
- Resources associated with persons of regional historical significance may be recognized with Hillsborough County Landmark status 50 years after the death of the individual or 50 years after the historical event with which the person is associated.

- In certain cases, resources that are less than 50 years old but are significant at the countywide, statewide or national level also may qualify as a Hillsborough County 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 Hillsborough County Historic Landmark if the move was made 50 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 the required information is complete before submitting the marker application to the HCHAC. Collecting the information in advance will make the process smoother. If the applicant has questions they may contact: Robert Campbell, Hillsborough County Public Works - CampbellR@hillsboroughcounty.org.

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.

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** (including sponsors)
- 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 5-7 of this PDF. 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 containing the following:

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

### **Step 5: Submit the Application Package**

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

Hillsborough County Historical Advisory Council  
 C/o Public Works Department  
 601 E. Kennedy Boulevard  
 20th Floor, County Center  
 Tampa, Florida 33602

## **II. Review & Approval**

### **APPLICATION PROCESS PART 2**

Marker applications are reviewed by the Hillsborough County Historical Advisory Council.

Review meetings are conducted in the first week of March, June, September and December. Marker applications do not have a fixed deadline; however, applications must be received at least one month before the meeting at which they will be reviewed.

#### **Finalization/Approval of Marker Text**

The HCHAC members may recommend changes to the proposed marker text. Final approval of the County Historian is required. County staff will communicate all changes or requests for further information to the applicant and coordinate the finalization of the marker text.

All marker text must be approved and revised 30 days upon receipt from the Hillsborough County Historian. Applications with marker text not finalized will expire 90 days from the date of the application (postmark or Email) and must be resubmitted.

## **III. Manufacturing & Installation**

### **APPLICATION PROCESS PART 3**

#### **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 partial cost of markers.

Once the marker application is approved by the HCHAC and the text has been finalized, the HCHAC Coordinator will order the marker from the manufacturer. Marker production usually takes 6–8 weeks after the finalized text is submitted to the manufacturer.

The manufacturer will bill the applicant for the marker. The County or Municipality will accept delivery of the marker for proper installation. The current marker costs are:

- \$2,340 for a marker with the same text on the front and back sides
- \$2,550 for a marker with different text on the front and back sides
- Optional photographic image, additional cost to be determined

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 costs for permitting and / or installation, are required, the cost will be incurred and paid by the applicant.

#### **Maintenance and repairs**

The HCHAC encourages cooperative relationships for day-to-day site maintenance with local governments and private entities on whose land an Hillsborough County Historical Marker is installed.

- Any historical marker in need of repairs must be reported to the HCHAC. Repairs must conform to the official state and county format. The HCHAC 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 HCHAC may authorize temporary removal of a marker for maintenance work. In an emergency situation, the HCHAC 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,

- because of persistent vandalism in the current location,
- if a hazard to viewers may be reduced or eliminated,
- if a more accurate location has been determined,
- if a change in land use has occurred putting the marker in danger, or
- because of temporary construction work.

When replacement of an historical marker is requested because it has been damaged or stolen, or because the text contains errors, the marker shall be reviewed by the HCHAC and the original sponsor using Hillsborough County marker guidelines in effect when replacement is requested. Some marker replacements may require the applicant to complete the full application process. The HCHAC may authorize temporary removal of a marker for maintenance work. In an emergency situation, the HCHAC may authorize the removal and disposition of markers that have been damaged or are at risk.

# HILLSBOROUGH COUNTY HISTORICAL MARKER APPLICATION

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

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Historic Name \_\_\_\_\_

Suggested Marker Title \_\_\_\_\_

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## 2. Location of Resource

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Street & Number \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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Sponsor Organization's Name \_\_\_\_\_

Contact person \_\_\_\_\_

Street & Number \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

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## 4. Property Owner

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Owner Name \_\_\_\_\_

Street & Number \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

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## 5. Resource Description

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Briefly describe the historic and current physical condition of the Resource. (Use continuation sheets if necessary.)

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## 7. Statement of Significance

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Provide a statement of resource's historic 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.

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), with dates shown clearly. Secondary sources may be submitted as supplemental documentation.*

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## 8. Photographs

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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 facade 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

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## 9. Marker Text

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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 front of marker and continues to back of the marker.) Sponsor list must include *Hillsborough County Historical Advisory Council*.

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

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**10. Marker Type**

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

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

**Historic Photograph of Resource:** Photo appears on front of marker. Exact cost to be determined based on size of photo, but will cost approximately \$250.

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**11. Marker Funding**

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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% 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 HCHAC. Approved marker applications which grant funding is awarded, and not finalized and sent for manufacturing after 90 days from the date of 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. Applicants will be notified if funds are awarded when the HCHAC 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

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**12. Marker Invoice Recipient** (if different from Sponsor's Name and Contact Information from Section 3 above)

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**Same as Section 3 above.**

Name \_\_\_\_\_

Street & Number \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Projected date of installation \_\_\_\_\_ Projected date of marker dedication \_\_\_\_\_

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**13. Owner Approval Statement**

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As the owner, or the official representative of the owner, of the property, I am aware of and agree to the submission of this application to place an Official Hillsborough County Historical Marker on my property.

Owner signature \_\_\_\_\_ Title \_\_\_\_\_

Printed name of owner \_\_\_\_\_ Date \_\_\_\_\_