

# 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

#### 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.
- Complete and submit the marker application and supporting documents.
- Purchase the marker.
- Arrange for installation of the marker.
- The marker shall be erected in the public right-of-way or public place.
- 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 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 for 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 may also 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 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](mailto: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 5-8 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 .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 the application be submitted electronically. To complete your application, please submit via email to: [CampbellR@Hillsboroughcounty.org](mailto: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, County Center  
601 E. Kennedy Boulevard, 20<sup>th</sup> Floor  
Tampa, FL 33602

## **II. Review & Approval**

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 once 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 (postmarked or emailed) and must be resubmitted.

## **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 HCHAC and the text has been finalized, the HCHAC Coordinator will order the marker from the manufacturer. Marker production usually takes 10-12 months 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:

- \$3,245 for a marker with the same text on the front and back sides
- \$3,685 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 cost for permitting and/or installation is 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 a 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 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 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 the removal and disposition of markers that have been damaged or are at risk.

# Hillsborough County Historical Marker Application

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

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

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

\_\_\_\_\_

## 2. Location of Resource

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

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

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

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

Contact Person \_\_\_\_\_

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

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

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

## 4. Property Owner (if applicable; please note all markers must go in the public right of way)

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

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

City \_\_\_\_\_ County \_\_\_\_\_ 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.

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 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 *Hillsborough County Historical Advisory Council*.

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

**9. MarkerType**

- 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.
- Historic Photograph of Resource:** Photo appears on front of marker. Exact cost to be determined.

**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% 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 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 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

**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 \_\_\_\_\_

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

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

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