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# Historic Marker Program

## Application Form

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This application form must be filled out completely.  
Attach documentation and supporting information as required.  
Please type or print clearly.

### Application Information

Applicant's Name (Individual/Organization): \_\_\_\_\_

Contact Person (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (including area code): \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Title of Marker:

### The Marker will Commemorate:

Please check all that are appropriate:

- an event     a historic property or district     a graveyard or archaeological site     an organization  
 a person     other \_\_\_\_\_

### Submission material should include:

- Statement of Significance     Secondary source material  
 Suggested marker text     Digital images at location (if applicable)  
 Primary source material

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Return Application by October 31st to:**

Historic Resource Officer  
City-County Planning Board  
Bryce A. Stuart Municipal Building, 100 E. First Street, Winston-Salem, NC 27101  
P.O. Box 2511, Winston-Salem, NC 27102-2511  
(336) 747-7063

## Items to be included with Application

### Statement of Significance and Source Material

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On attached separate sheets, please submit a typewritten statement of why the site, person, organization, or event is significant to either the City of Winston-Salem or Forsyth County and deserving of a marker.

Your statement should be supported by attached documentation that substantiates the history and the statement of significance. Please attach copies of primary source material, which is information from sources contemporary to the property, event, etc., such as historical documents, photographs, journals, diaries, letters, interviews, artistic works, newspaper articles, and obituaries. Secondary sources, which include information that has been gathered and recorded in books, articles, and other publications, may be submitted to supplement the application. Photographs and other documentation, as needed, should be attached to the application to describe or document the significance of the property or event. Digital images placed on DVD or other similar device are encouraged for photographic and/or other similar documentation. These may also be used in the applicant's presentation to the Committee.

Failure to submit adequate and/or all required information may cause delays in processing the application and could result in the application not being considered until the following year. Please note that all material submitted becomes the property of the Historic Resources Commission and will not be returned.

### Suggested Marker Text

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On an attached separate sheet, please type a suggested marker text, (75-100 words). This text is subject to change, as the Forsyth County Historic Resources Commission prepares and approves the final marker inscription.

### Program Information

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Historic marker applications deadline is October 31st. If the 31st falls on the weekend, applications are due on Friday, in order to be considered for the current cycles marker selection. The Historic Marker Committee of the Forsyth County Historic Resources Commission meets annually during the late fall/early winter to consider marker requests, and makes a recommendation to the Commission, which is charged with final selection. Requests not selected in a given year are placed on a rollover list as discussed in the Policies sheet.

### If Selected For Marker Unveiling

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At least one marker selected will have a public unveiling. Only markers with "host group" made up of marker advocates will be considered for marker unveiling events. This group will be asked to supply a list of invitees, agree on a date, review the invitation, assist with the program, and provide a representative to speak at the unveiling.



The Historic Resources Commission provides detailed information about the historic marker program on the internet: <http://www.forsythcountyhrc.org>