
Historic Marker Program

Policies

Approved by Forsyth County Historic Resources Commission on November 4, 2015

Introduction

The Forsyth County Historic Resources Commission is responsible for administration of the historic marker program, including the selection of annual marker recipients. To facilitate the process, the Commission follows these policies.

Policies

Historic marker programs are designed to be selective and based upon objective criteria, while still allowing a measure of flexibility.

A. Evaluation Criteria

The Historic Marker Committee of the Historic Resources Commission will review all applications and allow each applicant to make a presentation to the committee at its annual meeting.

All applications must meet the following:

Site/event must be over 50 years old

Not currently marked by another marker program, public or private

Proposed marker location is to be in a public right-of-way

Must be in the public view

Individuals submitted for consideration must be deceased and their contributions made at least 50 years ago.

The Committee will evaluate applications based on the following priorities:

Priority One

Lesser-known historical places, events or persons

Public building, such as a school, courthouse, etc., that was demolished

A demolished building, not public

A specific site associated with an historical event

Endangered or threatened site

Historic Landscapes

Priority Two

Building of historical significance

Person of local historical significance or a native of Forsyth County and of state, national, or international historical significance (posthumous)

Priority Three

Location not close to other historic marker to encourage broad distribution of markers.

Impact on present community (Does the marker help identify an area and/or create a sense of place).

Impact on preservation (Does the marker identify properties or areas considered for preservation or recognize properties or areas already determined for preservation).

B. Voting Process

At the Historic Marker Committee presentation and selection meeting, each applicant may make a five (5) minute presentation to the committee. Presentations are not required, but strongly suggested. After each presentation, the Committee will have the opportunity to ask questions.

After all presentations are complete, the Committee will evaluate the applications using the criteria in Policy A to select a "short list" for further discussion. Evaluations are based on information in the applications and presentations. The committee will then discuss and vote on which markers, if any, to fund in that cycle.

C. Inscriptions

All final marker inscriptions will be drafted by Historic Resources Commission staff and reviewed by the Historic Marker Committee. Commission staff will provide the applicant(s), if applicable, a courtesy draft to ensure significant information has been included. However, final marker copy will ultimately be approved by the Historic Resources Commission. Commission staff and the Committee do not editorialize or speculate; marker text will only include, widely acknowledged historical facts. Additionally, space limitations due to the size and configuration of the markers require concise statements.

D. Marker Format

Each marker will be of a roadside marker format and will be the same size and design, unless otherwise determined by the Commission.

E. Marker Purchase/Related Fees

Private property owners, nonprofit organizations, or governmental departments/agencies may apply for self-funded markers for eligible sites. These marker applications will follow the same application, implementation, and timing schedules as outlined in the policies above. These applications require the same Committee evaluation and Commission approval of marker and approval of text as outlined in Items C and D above; applicants should be aware that not all applications will be approved. No more than two applicant-funded markers may be approved annually. Applicants will be responsible for purchase of such markers and payment of associated fees. All markers will be in the same format outlined in Policy D above. Commission staff and the Committee may be available to assist the applicant in preparation and installation of markers.

F. Marker Rollover List

Marker applications that are not selected by the Commission are placed on a rollover list to be considered the following and subsequent years. Applications are removed from the rollover list only if approved or by request of the applicant. Applicants should be prepared to make a presentation to the Historic Marker Committee each year to assure full consideration. Inclusion on the list is not a guarantee that the application will be selected in the future.

G. Location

Markers within the City of Winston-Salem will be installed within the public right-of-way in the general area of the selected site. Markers for Forsyth County will be only within the unincorporated areas of Forsyth County, or on property owned by Forsyth County. For markers recognizing sites along the State of North Carolina right-of-way, Commission staff will coordinate, upon receiving said marker application, with the appropriate adjacent property owner to secure an easement in which to place such marker.

The Commission will pursue easements/permission from private property owners, when appropriate, to erect markers for eligible sites meeting the program's criteria.

H. Implementation/Timing

At a designated time of each year, the Historic Resources Commission's Historic Marker Committee will meet to review submissions. From this review, the Committee will recommend marker recipients to the Commission. The Commission will consider the Committee's recommendation and vote on final marker sites for the year. An opportunity for public comment will be provided at both the Committee and the Commission levels regarding marker sites under consideration. Once the sites are selected, inscription text will be prepared, in accordance with Policy above, and sent, along with related materials, to the foundry for casting. Markers are usually installed in the spring and fall of each year, and the Commission typically holds a marker unveiling ceremony for one of the publicly funded sites during Historic Preservation Month in May.

For privately funded markers, the applicants will be responsible for any unveiling ceremonies.

I. Replacement Markers

If a publicly funded marker is damaged and must be replaced, the appropriate governmental agency may purchase replacement marker (as funding allows). Replacement costs and associated fees of applicant-funded markers that have been damaged will be applicant funded. All reinstallations will be managed by Commission staff.



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