

**Collin County Historical Commission  
State of Texas  
Procedures and Marker Guidelines**

The Collin County Historical Commission established the Collin County Historical Marker program to interpret, promote and protect historic and cultural resources located in Collin County that are worthy of preservation. Through the designation process, sites important to the county will be evaluated using established criteria and, if selected, marked for the education and enjoyment of citizens and visitors alike.

Please understand that recognition in the Collin County Historical Marker program does not qualify the site for a Texas Historical Marker, Historic Texas Cemetery Marker, the National Register of Historic Places Marker, or for property for tax benefits.

**COLLIN COUNTY HISTORICAL MARKER  
HISTORICAL SIGNIFICANCE CRITERIA**

The Collin County Historical Commission shall consider, in addition to input from affected property owners, one or more of the following criteria when deciding where a county historical marker shall be placed:

- Site is associated with events or locations that have made a significant contribution **at least 50 years ago** to the cultural, economic, social, archeological, architectural or historical heritage of Collin County.
- Site is associated with persons or groups whose lives were significant in our past.
- Site embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses exceptional artistic value.
- Site probably would not be eligible for the state or national registry.

**PROCEDURE OVERVIEW**

1. A completed Collin County Historical Marker Application form must be submitted to the CCHC County Marker Committee Chairman. It should include historical information with full citations to sources, should relate the site's eligibility to the criteria listed above, and should provide the most significant facts about the site in a brief list. It should include copies of historic photos and/ or current photos.
2. Applicants will be asked to select the marker location, write the wording for the marker, and submit a picture or photograph for the marker.
3. The County Marker committee will assess the information, the integrity of the site, the general suitability of the location for a marker, and make recommendation to the CCHC.
4. The County Marker Committee will notify the applicant of acceptance or rejection. Recommendations for wording and location will be approved by the County Marker Committee.
5. Upon receipt of the marker fee (approximately \$1,100.00) a Purchase Order will be requested from the treasurer of the CCHC.
6. The CCHC will vote to approve placement of a marker and notify the applicant.

7. The CCHC will work with the applicant for the installation of the marker. The county will install the marker at the place listed on the application.
8. The marker will remain the property of the CCHC and must be displayed in a prominent place.

### **Guidelines for Application Form**

Complete the marker application guidelines following the procedures.

1. Download and save the application form. Then you can type on the information on the application form itself.
2. Type a bibliography citing the resources you used for the application.
3. The signature of the landowner must be on the application and secured **prior** to submitting the form.
4. The specific placement of the marker must be on the application **prior** to the submitting the form.
5. The application must be complete prior to submission.

### **Guidelines for Marker Wording**

The applicant is responsible for writing a narrative.

1. Write a 200-250 word narrative that will appear on the front of the marker. Save the narrative in a separate word document file
2. It is the responsibility of the applicant to write the narrative.
3. The Marker Chairman and the Marker Committee will read the narrative and make suggestions and corrections, if necessary, and return to the applicant to make the needed changes.
4. Submit the file with the wording along with the application and jpeg file with a photograph.

### **Guidelines for Submitting Photograph**

The applicant is responsible for locating and submitting the photograph. The photograph must not be copied from a newspaper or book without the written permission of the owner of the photograph. Original artwork or photographs are best. Scan the photo into a jpeg file.

1. Crop and edit the photo just as you want it to appear on the marker.
2. Save the edited photo into a jpeg.
3. Do not put the photo into a word document.
4. Submit the jpeg/jpg file in a separate file along with the application and narrative.

E-Mail the three completed forms to: \_\_\_\_\_

A hard copy of the form must be mailed to the :Marker Chairman  
Collin County Historical Commission; Attn: County Marker Chairman  
2300 Bloomdale Road  
McKinney, TX 75071