



COLLIN COUNTY HISTORICAL COMMISSION COUNTY HISTORICAL MARKER PROGRAM PROCEDURES & GUIDELINES

Collin County has over 200 State Historical Markers and over 50 County Historical Markers

The Collin County Historical Commission (CCHC) established the County Historical Marker Program to interpret, promote, and protect historic and cultural resources located in Collin County that are worthy of preservation but may not qualify for a state historical marker. 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.

Recognition for the County Historical Marker Program in Collin County does not qualify a site for a Texas State Historical Marker, a Historic Texas Cemetery marker, the National Register of Historic Places Marker, or for the Collin County historic property tax abatement benefits.

County Marker



A CCHC County marker is made of cast aluminum. It is 20" high and 16" wide with a black background and white lettering. It is mounted on a pole. A photo is on the top portion of the marker and about 250 words are in the narrative under the photo.

The marker is the property of the Collin County Historical Commission and cannot be moved or removed without permission from the Commission.

HISTORICAL SIGNIFICANCE CRITERIA

The Site must be associated with historic events, locations, persons, or group that has made a significant contribution to the history of Collin County. These contributions must be from at least 50 years ago and may include cemeteries, houses, buildings, or businesses and include cultural, economic, social, archaeological, architectural, or historical heritage. The Site embodies distinctive characteristics of a type, period, or construction method, or represents the work of a master, or possesses exceptional artistic value.

PROCEDURE OVERVIEW

1. The County Historical Marker Application form must be completed and submitted to the County Historical Marker Committee. It should describe the site's eligibility according to the criteria.
2. The Applicant is responsible for ensuring that all information on the **County Historical Marker Application** is correct and verified.
 - a. The landowner's signature must be on the application and secured before submitting the form.
 - b. Proposed marker location and landowner's signature of approval.
 - c. All supporting documents must be included (Narrative, Photographs)
 - d. Submit all documents in as many emails as necessary to CCHCmail@yahoo.com
3. **A Narrative**
 - a. It is the responsibility of the applicant to write the narrative.
 - b. The narrative is at least (2) pages long, in a Word document that includes the name of the site, Arial font size 12, and consists of (3) parts:
 - **Part 1:** A brief background history of the area of the county where the site is located.
 - **Part 2:** Historic information for the marker with detailed footnotes/endnotes.
 - i. Primary Sources
 - Government Records
 - Institutional Records
 - Family Papers
 - Directories and Gazettes
 - Maps & Plats
 - Photographs & Printed Images
 - Newspaper and Journals
 - Documented Oral Histories
 - ii. Secondary Sources
 - Published Histories
 - Family Stories/Family Lore
 - **Part 3:** What is the site used for today?
 - c. The Texas Historical Commissions [Marker Research Guides](#) is an excellent resource for historical research.
4. **Photographs**
 - a. The applicant is responsible for locating and submitting the photographs. Images must not be copied from a newspaper or book without the photographer's permission or proper citations.
 - b. Both historic and current images should be included.
 - c. Submit all images with application, in a jpeg or .jpg format.
5. The County Historical Marker committee shall consider whether to accept a County Historical Marker Application and the committee may ask for additional input.

- 6.** The County Historical Marker committee determines if the site has enough historic information to be recommended for a Texas State Historical Marker or the National Register of Historic Places. If the County Historical Marker committee decides that the site could qualify for either, then the applicant will be told to apply through the Texas Historical Commission and the County Historical Marker Application will be returned.
- 7.** If the County Historical Marker committee decides the site would not qualify for another marker type, then they will continue processing the County Historical Marker Application.
- 8.** The County Historical Marker Committee will evaluate the narrative and application and make suggestions and/or corrections. If necessary, the narrative will be returned to the applicant to make changes and/or additions.
- 9.** If the County Historical Marker Committee determines that the application has enough historical information, the site will be recommended for a CCHC County Historical Marker.
- 10.** The County Historical Marker Committee notifies the applicant of acceptance or rejection.
- 11.** The County Historical Marker Committee compiles the marker's inscription. Applicants may make suggestions and/or corrections. The County Historical Marker Committee Chairperson makes the final decisions on the inscription.
- 12.** The County Historical Marker Committee Chairperson and the land owner must agree on the final marker location.
- 13.** The County Historical Marker Committee Chairperson notifies the applicant when the marker arrives.
- 14.** The County Historical Marker Committee Chairperson makes arrangements with the applicant, land owner, and County Public Works department for the marker installation. The County will install the marker.
- 15.** Once the County Historical Marker is installed, the County Historical Marker Committee works with the applicant, or person named responsible for the Dedication Ceremony on the application, to plan the dedication.
- 16.** The marker is the property of the CCHC, must be displayed in a prominent place and may not be moved without permission.