



*City of College Station
Historical Marker
Packet*

Revised August 2014



City of College Station Historical Marker Guidelines

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Thank you for your interest in the College Station Historical Marker Program! This program is a project of the College Station Historic Preservation Committee. Though our city is relatively young, the Committee created this program in order to recognize sites, persons, objects, events, or buildings which are significant to the history of College Station, yet do not meet the criteria for historic marker designation at the State or Federal level. It is important to note that the College Station Historical Marker Program is separate from the federal inventory of historic properties (National Register of Historic Places), and separate from the state marker program (Official Texas Historical Markers). Information about the federal marker program, as well as the state marker program, may be obtained through the College Station Historic Preservation Committee, or by contacting either the Local History Programs Office or the National Register Programs Office of the Texas Historical Commission.

The Historic Preservation Committee requires that certain criteria be met in order to receive approval for a College Station Historical marker. Applications for markers may be filed in any one of two categories: structure or subject.

The following information is intended to provide you with information regarding criteria and to aid you in the marker application process. Keep in mind when filling out the application that the purpose of this program is not to be burdensome to the applicant, but to identify and preserve as much information as possible about the history of our city for future generations. We are always here to provide assistance if questions arise.

The Marker Process....

Nominations may be submitted for a structure marker (for a home or building), or for a subject marker (an event, topic, person, or object). Interested parties wishing to submit a nomination should complete an application detailing the significance of the structure or subject. Supporting documentation should be collected, and would include such things as:

- a narrative of the structure/subject's importance to the history of College Station
- photographs
- dates of events related to the structure/subject
- locations in the city related to the structure/subject
- sources from which you obtained your information
- collected oral histories, or any interesting stories associated with the nomination.

The purpose of the documentation is to provide an accurate, lasting record of the history behind the subject of the marker, and it is important that this be as complete as possible. Once the application is completed it will need to be submitted with all supporting documents to the Historic Preservation Committee for approval.

To mail application: **Historic Preservation Committee**
 c/o Historic Records Coordinator
 P.O. Box 9960
 1101 Texas Avenue College
 Station, Texas 77842

To drop off application: **Municipal Court Building**
 300 Krenek Tap Road
 College Station, Texas 77842
 Historic Records Coordinator's Office
 Monday through Friday, 8 am- 5 pm.

Once the completed application is received by the Historic Records Coordinator the application is then logged in the system and forwarded to the Staff Liaison for the Historic Preservation Committee. The Staff Liaison scans and emails the packet to the Historic Preservation Committee and places on the agenda for consideration. The Historic Preservation Committee considers the application and either approves, denies, or requests additional information in order to be considered at a later meeting. If approved, the Staff Liaison orders the Marker, and prepares a letter from the Historic Preservation Committee chair informing the applicant of approval and when to expect the Marker. If denied, the Staff Liaison prepares a letter from the Historic Preservation Committee chair informing the applicant of the denial and why. If more information is requested, the Historic Records Coordinator will provide the necessary research to the Historic Preservation Committee at a later meeting. All applicants will be notified by the committee as soon as a decision is made. If approved, the information will be preserved in the city archives for the future, and to act as a lasting resource for information on why the marker was deemed eligible. Once approved, the Staff Liaison will schedule with the City Secretary the Historic Marker presentation by the Historic Preservation Committee to the applicant at a regularly scheduled City Council meeting.

Please be aware that College Station Historical Markers are for historical interest and educational purposes, and obtaining a marker will not affect, in any way, your ability to alter or add improvements to your property or structure. In light of this, should future developments compromise the appropriateness of a marker, the College Station Historic Preservation Committee reserves the right to retract a marker previously granted. (See Structure Criteria, Item 5.)

Once Approved....

Upon approval of a marker application for a structure (home or building), payment for the plaque will be required. The fee for the home or building plaque which you affix to your structure is \$255 and prices are subject to change as vendor costs rise. Once payment is received, a date will be set for you to receive your plaque from the Mayor at a future monthly city council meeting. Your numbered plaque, which is made of cast aluminum and bears the likeness of one of the early College Station depots, can then be affixed to the front of your home or building, and is large enough to be easily visible from the street. Upon approval of a subject marker (event, topic, person, or object), arrangements should be made for the creation of the marker. The text for the marker will be written by a subcommittee of the Historic Preservation Committee. The final text must then be approved by the committee and any city officials that may need to be involved in order for markers to be placed on city property. Subject markers are also numbered and bear the likeness of the early College Station depot. These markers are available in both free-standing or attachable plaque form. The determination of whom should bear the cost of the marker and where the marker will be placed will be determined by the Historic Preservation Committee.

Structure Criteria. . . .

1. A home must be fifty years old or older,
AND
 - a. Have historic significance to the University or to the communityOR
 - b. Have architectural significance.

Any house or other structure over fifty years old is eligible for consideration. Every house moved from campus automatically qualifies for a marker and designation as a historical house. Approval for a structure marker will be based on several areas of significance:

1. **Historical Significance:** A structure which has been the site of significant events, or which has hosted the life and labors of important community personalities, whether or not it is of significant architectural importance. Was the structure associated with an event or a person important to the local scene?
2. **Architectural Significance:** A structure which is an excellent example of a certain architectural style at a certain time. Is the structure a good example of College Station's architectural style at a given period? Does it display unique architectural details from that period?
3. **Intrinsic Significance:** A structure that was designed or constructed by an important architect or builder, or that utilizes a local building material or product. Was it designed by an important local architect, or built by an important local builder? Did the brick, wood, or windows, etc., come from local sources?

4. **Social Significance:** A structure that demonstrates a particular lifestyle in College Station, the A&M community, or Texas. Does the structure show a characteristic way in which people lived in this area in the past?

Information you would want to include in your documentation would be: the name of the architect and the builder, a description of the building materials used, and the year built. Any interesting stories associated with the structure are also welcome.

5. **Preservation and Maintenance of Property:** The property must be maintained to appropriate community and neighborhood standards. If the ownership of the home changes after the marker is awarded, the designation may be subject to review.

Subject Marker Criteria....

1. **Persons:** Must have been deceased at least 20 years, and must be demonstrated to have played a significant part in the development of some aspect of the city's history, including, but not limited to education, government, business, religion, cultural institutions, ethnic or civic leadership, or other aspects of the community that make that person stand out as an historic figure.
2. **Events:** Must have occurred at least 20 years ago. Events slated for historic designation with a marker must be shown to have a lasting impact on the community, or to have been significant in some way to the community beyond trivial interest.
3. **Objects:** Objects can be justified as worthy of marker designation if they in some way contribute to the goals of historic preservation and the promotion of historic interests in the city. An example might be a trolley car that once served the Interurban Railway between College Station and Bryan. Objects that are historic but that do not have intrinsic value to the city's history, are generally not deemed eligible. To be considered, an object must be at least fifty years old, relevant to the city's history, and reasonably permanent to the site.
4. **Topics:** The topic must date back at least fifty years, and can commemorate a number of historic concerns for the city. Examples might cover such topics as Aggie Muster, Bonfire, or the old Zoo, social, political, ethnic, or religious congregations, clubs, neighborhoods, business districts, early activities, early settlers, Native American presence in the area, etc. The primary criteria for granting a topical marker would be that the topic has played a meaningful part to members of the community in the city's past or present.

If you have a subject or structure which you feel is important enough to warrant historical designation, but does not meet certain criteria, please contact the committee. The subject may be significant enough that approval could be granted regardless.

If you have any questions or need help completing your application, please contact:

Historic Records Coordinator
City Staff Liaison
College Station Historic Preservation Committee
Office: 979-764-3491
Email: HeritageProgram@cstx.gov

Again, thank you for your interest, and good luck

College Station Historic Marker Application

Revised August 2014

APPLICANT'S NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ E-MAIL: _____

I. THIS MARKER NOMINATION IS FOR A:

A. D STRUCTURE MARKER

Structure is a__

_____ (Home/Buildin

g) If a home, was it formerly located on campus? _____

_____ (Yes/No)

Address of structure: _____

Owner's Name, Current Mailing Address, Phone Number & Email address:

(979) _____

B. D SUBJECT MARKER

This nomination is for: _____ (Event/Topic/Person/Object)

The title of this subject is: _____

_____ Is the proposed marker

to be placed on public or private property? _____ Address where marker will

be placed: _____

Historic Marker Application, Historic Preservation Committee, City of College Station, Texas

IV. Supporting Documentation

Please attach the following information.

A. Alterations

List any known changes or modifications made to the property throughout its history.

B. Prominent Historical Figures

List any prominent historical figures associated with the property.

C. Property Ownership

List all known owners of the property. Include original owner and subsequent owners.

D. Tenant History

List all known tenants of the property throughout its history.

E. Narrative History

Attach a narrative explanation of the chronological and historical development of the property.

F. Drawings

- Provide a sketch of the current site plan. Include the proposed location of the historic plaque.
- Provide a sketch map indicating the nominated property and any related sites.

G. Photographs

Historic

- Provide at least one historic photograph of the property.

Current

- Provide at least one current photograph of the property illustrating in its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

H. Additional Information

Provide any additional information that supports the application. This may include architectural drawings, letters, oral histories, newspaper/ magazine articles, etc.

I. References

Attach a list of the books, articles, and other sources used in preparing this form.

The College Station Historic Preservation Committee requests that all plaques are mounted on the front façade of the approved building within thirty (30) days of receipt.