



*City of College Station*  
**Historical Marker  
Application Packet**

**[cstx.gov/heritage](http://cstx.gov/heritage)**



CITY OF COLLEGE STATION  
*Home of Texas A&M University®*

*Revised October 2019*

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***Thank you for your interest in the College Station Historical Marker Program!***

The program is a project of the College Station Historic Preservation Committee created to recognize sites, individuals, objects, events, and buildings which are significant to the history of College Station, yet do not meet the criteria for historical marker designation at the state or federal level. The goal is to identify and preserve as much information as possible about College Station’s history for future generations. This packet outlines the criteria that must be met to receive approval for a College Station Historical Marker.

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## **Structure/Site Marker Criteria**

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Any structure (house, business, church, non-profit organization) or site over 50 years old and meeting one of the following criteria is eligible for consideration:

- a. Have historical significance to Texas A&M or to College Station.
- b. Have architectural significance.

Every house moved from the Texas A&M campus automatically qualifies for a marker and designation as a historical house.

Approval for a structure/site marker will be based on several areas of significance:

1. **Historical:** A structure/site 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/site associated with an event or a person important to the local scene?
2. **Architectural:** 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:** 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:** A structure/site that demonstrates a particular lifestyle in College Station, the Texas A&M community, or Texas. Does the structure/site show a characteristic way in which people lived in this area in the past?

### **Documentation to be included with the application:**

- the name of the architect and the builder (if known),
- a description of the building materials used,
- the year built and
- any interesting stories associated with the structure/site

### **Preservation and Maintenance**

The structure must be preserved and maintained in accordance with its historic character. If alterations to the structure impact its historic character, then the Historic Preservation Committee may review and retract the historical designation.

**The College Station Historic Preservation Committee requests that structure markers be mounted on the front facade of the approved building within 30 days of receipt. The marker should remain with the structure regardless of change in ownership.**

## ***Subject Marker Criteria***

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An application for a subject marker should meet one or more of the following criteria:

1. **Enterprise:** Must have been in operation at least 20 years although it may have ceased current operations. This includes commercial enterprises, cemeteries, and non-profit organizations.
2. **Person:** Must have been deceased at least 20 years, and demonstrated to have played a significant part in the development of some aspect of College Station'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.
3. **Event:** Must have occurred at least 20 years ago. Events slated for historical 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.
4. **Topic:** The topic must date back at least 20 years and can commemorate a number of historic concerns for College Station. Examples include 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 marker would be that the topic has played a meaningful part to members of the community in the College Station's past or present.

## ***Retraction of a Designated Historical Marker***

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Please be aware that College Station Historical Markers are for historical interest and educational purposes. Obtaining a marker will not affect your ability to alter or add improvements to your property or structure in compliance with city regulations. However, should the city determine the structure or site no longer meets the criteria for which it received historical designation, the College Station Historic Preservation Committee may recommend that the historical designation be retracted.

In the event that a designated historical structure is demolished or destroyed, or if it undergoes significant redesign in appearance, or in the event that circumstances are such that the historical significance of a subject marker is compromised, then the City of College Station may remove the historical designation and remove the supporting materials from the city's archives. In this case, it is requested that the historical marker be returned to the city.

## ***Supporting Documentation***

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Applications should include documentation that provides an accurate, thorough, and lasting record of the historical significance behind the proposed historical marker. Please see the last page for a complete list of supporting documentation.

## ***Application Process***

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Completed applications are reviewed by the Historic Preservation Committee. After it is reviewed, the applicant will be notified of the final decision.

Upon approval, a non-refundable fee for the marker will be required. The current fee can be obtained from the College Station Parks and Recreation Department. The City of College Station may on occasion, in its sole discretion, determine that the historical significance to the community at large is such that the city may justify expending public funds to purchase the historical marker.

Once payment is received, a date will be set for a presentation of the marker at a College Station City Council meeting, and the information provided will be preserved in the city's archives. The Historic Preservation Committee will determine where the marker will be placed.

## ***Contact Information***

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

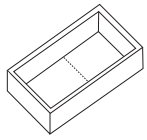
City Secretary's Office  
979-764-3500  
cso@cstx.gov

Mail application:

City of College Station  
c/o City Secretary's Office  
P.O. Box 9960  
College Station, Texas 77842

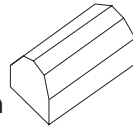
Drop off application:

City Secretary's Office (City Hall)  
1101 Texas Ave.  
College Station, Texas 77842



## **2-Room Plan**

A plan comprised of two rooms with no interior hallway. The two rooms are often of unequal size and decoration.

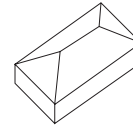


## **Gambrel Roof**

A roof with one low, steep slope and an upper, less-steep one on each of its two sides

## **Alterations**

Any changes or modifications made to the property throughout its history



## **Hipped Roof**

A roof which slopes upward from all four sides of a building

## **Awning Window**

A window that pivots along the top edge of a sash

## **Hopper Window**

A window that pivots along the bottom edge of a sash

## **Board and Batten**

Vertical siding with wood strips (battens) to hide the seams where other boards are joined

## **Legal Property Description**

A statement giving the precise boundaries of a historic property, including the lot and block numbers that can be obtained from the following website:

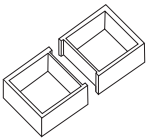
<http://www.taxnetusa.com/brazos/>

## **Casement Window**

A side-hinged window that swings open to one side

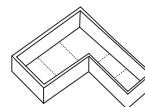
## **L-Plan**

A simple plan resembling the shape of the letter 'L'



## **Center Passage Plan**

A structure with a central corridor, or passageway



## **Concrete Masonry Units**

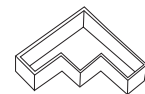
A block of hardened concrete, with or without hollow cores, commonly used for foundation and backing walls

## **Mansard Roof**

A roof having two slopes on all four sides. The lower slope is steeper and longer than the upper slope.

## **Double-Hung Window**

A window having two sashes that slide vertically past each other



## **Modified L-Plan**

An elaboration of the L-plan form with a cube-shaped central mass and projecting front and side wings

## **Façade**

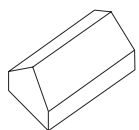
The architectural front of a building

## **Open Plan**

A plan with a regular structural system but no permanent interior partitions, typical of commercial structures

## **Fixed Window**

A window with no operable components

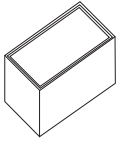


## **Gable Roof**

A roof sloping on two sides to create gables at both ends of the building

## **Orientation**

The relationship of a building to its site. The main façade and entrance of the building may face north, south, east, or west.

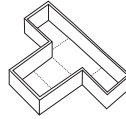


## **Parapet**

A portion of the exterior wall that extends above the line of the roof

## **Pier and Beam Foundation**

A building system that emphasizes the regular use of vertical and horizontal (or slightly sloping) structural members



## **Stucco**

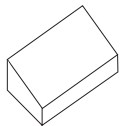
A sturdy type of plaster used on exterior walls, sometimes spread in a decorative pattern

## **T-Plan**

A simple plan resembling the shape of the letter 'T'

## **Sash**

A window frame that may be fixed or moveable. If moveable, it may slide vertically (double-hung, single-hung), or it may pivot (casement window).

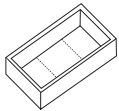


## **Shed Roof**

A roof type with one sloping plane covering the entire building

## **Shotgun Plan**

A long, narrow plan comprised of units aligned in a single row, one unit wide and typically one to four units deep



## **Single-Hung Window**

A window with two overlapping sashes. The lower sash slides vertically in the tracks, and the upper sash is fixed.

## **Site**

The section of town or general location in which the building lot is located

## **Site Plan**

A drawing showing the boundaries of the property, the location and size of the nominated building, and any other significant site components such as additional structures and landscape features

## **Sliding Window**

A window with one fixed sash and another that slides horizontally in the tracks



## CONTACT INFORMATION

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

This application is for a:  Structure  Subject

## STRUCTURE MARKER INFORMATION

Structure is a:  Home  Building

If a home, was it formerly located on Texas A&M campus?  Yes  No

Address of Structure: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## SUBJECT MARKER INFORMATION

This nomination is for:  Enterprise  Person  Event  Topic  Other: \_\_\_\_\_

The title of this subject is: \_\_\_\_\_

What type of property is the proposed marker to be placed on?  Public  Private

Address of marker location: \_\_\_\_\_



**Describe the significance of the proposed historical marker with as much detail as possible.**  
You may attach additional pages for your narrative.

## ***Supporting Documentation***

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Please attach the following information to the application.

### **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 historical marker.
- Provide a sketch map indicating the nominated property and any related sites.

### **G. Photographs**

- Provide at least one historic photograph of the property.
- 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.