

CITY OF ARLINGTON



LOCAL MARKER PROGRAM Guidelines and Application

June 2015

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City of Arlington
Local Marker Program
Guidelines and Application

Thank you for your interest in the City of Arlington Local Marker Program. This program is a project of the City's Landmark Preservation Commission (LPC). Under the guidance of the Arlington City Council, LPC developed this program to recognize structures and sites that are significant to the history and/or culture of Arlington. These structures and sites may also meet criteria for historic marker designation at the State or National level. However, if sites do not obtain State or National recognition, local significance can still be acknowledged.

Please note that the Arlington Local Marker Program is separate from the federal inventory of historic properties (National Register of Historic Places) and the state marker program (Official Texas Historical markers). Information about the federal and state marker programs may be obtained by contacting the Texas Historical Commission, located in Austin, Texas, at 512-463-6100 or the City of Arlington, Community Development and Planning office at 817-459-6566.

The LPC requires that certain criteria be met in order to receive approval for an Arlington Local Marker. Applications for markers may be filed in any of four categories: Historical, Cultural, Architectural, or Archeological.

The following information is intended to provide information regarding criteria and aid in the marker application process. Keep in mind when completing the application that the purpose of this program is not to be burdensome to the applicant, but it is intended to identify and preserve as much information as possible about the history and culture of our city for future generations.

Nomination Criteria

At a minimum, any nomination for a structure or site must meet the following criteria:

- Be at least 50 years old
- Be visible and accessible to the public
- Be within the city limits of Arlington

Criteria may be waived by a two-thirds majority vote of the LPC.

At least one of the following criteria must be met:

- Possess significance in the history, archeology, architecture, or culture of the city of Arlington
- Be associated with events that have made significant contributions to the Arlington community
- Be associated with the biography of current or previous residents of Arlington with substantiated documentation

Application Review Process

Nominations may be submitted for a structure (residential or commercial) or a site. Interested parties wishing to submit a nomination must complete an application detailing the significance of that structure or site. Supporting documentation must be collected and submitted with the application. The purpose of the documentation is to provide an accurate, lasting record of the history behind the subject of the marker. It is important that this be as accurate and complete as possible. Such documentation includes the following:

- A narrative of the importance of the structure or site to the history and/or culture of Arlington
- Photos or high resolution images of the structure or site
- Dates of events related to the structure or site
- A map showing the location of the structure or site
- Sources from which you obtained your information
- Collected oral histories or any interesting stories associated with the nomination

Additional documentation is outlined in Section 8 of the application, Supporting Documentation.

The application and all supporting documentation will be reviewed by the LPC semiannually. The LPC will review the applications for suitability and either deny the application or recommend local designation approval to the Arlington City Council. The City Council will make the final decision of approval for a local marker. Applicants will be notified in writing of the LPC recommendation and the City Council decision.

If an application is denied, the LPC will provide the reason for denial. If denial is because insufficient information was provided to support the application, the applicant may reapply. The applicant must submit a new application, which the LPC will not review until the supporting documentation is deemed sufficient.

Please be aware that if approved for a local marker, it is for historical interest and educational purposes and in no way affects the property owner's ability to alter or add improvements to the property. However, future changes to the property may compromise the appropriateness of a marker. Therefore, the LPC reserves the right to retract a marker previously granted.

Approval and Installation of a Marker

Once an application for a local marker has been approved by the Arlington City Council and the property owner has been notified in writing, a plaque will be ordered. The LPC will coordinate with the property owner for an appropriate time and method of installation of the plaque. The LPC prefers that the plaque be placed so that it can be easily viewed from the street or public right-of-way.

It may be appropriate for some structures and/or sites to have an additional subject marker. The proposed text of the subject marker should be written by the applicant. It will be reviewed by LPC and approved by the Arlington City Council. Determining the location of and funding for a subject marker requires further review and discussion between marker applicant and the LPC.

Installation of a local marker may include a public dedication and celebration event. This event may include the property owner, elected officials, LPC members, City of Arlington employees, and the public.

CITY OF ARLINGTON LOCAL MARKER PROGRAM APPLICATION

1. APPLICANT INFORMATION (person submitting this application)

Name
Address
Email
Phone
Organization

2. SITE INFORMATION

Name of site
Address
Date built and dates of any alterations
Owner name
Owner email
Owner phone
Ownership Public Private

Existing Designations (check all that apply)	
<input type="checkbox"/>	Listed in the National Register of Historic Places
<input type="checkbox"/>	National historical landmark
<input type="checkbox"/>	Texas State Historical Landmark
<input type="checkbox"/>	Local historical significance
<input type="checkbox"/>	Local cultural significance
<input type="checkbox"/>	Other significance

3. NOMINATION CRITERIA

The site or structure meets the following criteria (check all that apply):

At least 50 years old

Within the city limits of Arlington

Visible and accessible to the public

Possesses significance in the history, archeology, architecture, or culture of the city of Arlington

Associated with events that have made significant contributions to the Arlington community

Associated with the biography of current or previous residents of Arlington with substantiated documentation

4. MARKER TYPE REQUESTED

Indicate the type of marker requested for this site. Determining the location of and funding for a subject marker requires further review and discussion between the applicant and the LPC.

Local Marker Medallion	Subject Marker
For subject markers, provide proposed text in the box below or submit as a separate document.	

5. DESCRIPTION OF SIGNIFICANCE

A. Explain why the person, place, event, or thing to be marked is significant to the history or culture of Arlington.

B. If submitting for designation under the architectural criterion, please describe the architectural significance of the structure.

C. List any group(s) or individual(s) who support this application.

D. What are the future plans for this site, if any?

E. Indicate the person or organization that will be responsible for long-term maintenance of the marker.

7. SUPPORTING DOCUMENTATION

Include all of the following supporting documentation with the application:

- Three (3) high resolution photos/images of the structure or site. Include photos of each side of the structure or from various angles of the site, as well as photos that put the structure or site in its surrounding context. If possible, provide at least one (1) historic photo of the property or site. When possible, please provide photos and images in an electronic format.
- Dates of significant events related to the structure or site
- A map showing the location of the structure or site
- A list of sources that provided the historical and descriptive information used in preparing this application, i.e., books, pamphlets, newspaper articles, government records, etc.

Additional Suggested Documentation

In order for the LPC to make a well-informed decision as to the significance of the nomination, it is recommended that the following documentation, as applicable, be included with the application.

A. Alterations

List any known changes or modifications to the structure or site throughout its history.

B. Prominent Historical Figures

List any known prominent local, state, or national historical figures associated with the property.

C. Property Ownership

List all known owners of the property, including the original owner and any 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. Oral History

Provide a transcript of any oral histories or documented interesting stories associated with the property.

G. Drawings

If available, provide construction or site plan drawings for the structures.

H. Additional Information

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

SUBMIT APPLICATION

All materials submitted with the application will become the property of the LPC and will not be returned to the applicant.

Please mail or email as an attachment a completed application form and all supporting documentation to:

Landmark Preservation Commission
City of Arlington
Mail Stop 01-0260
P.O. Box 90231
Arlington, Texas 76004-3231

Phone: 817-459-6566

Fax: 817-459-6671

Sarah.Stubblefield@arlingtontx.gov

RELEASE AUTHORIZATION

This form must be signed by the property owner before the application will be considered.

The undersigned gives the City of Arlington license to use all narrative and visual materials submitted for publicity. The Landmark Preservation Commission (LPC) is given permission to make editorial changes and/or additions to application materials as deemed necessary for production purposes. The undersigned agrees that he/she has the authority to grant these rights or has obtained such rights from necessary parties including any copyright requirements. Furthermore, the undersigned agrees to defend, hold harmless, and indemnify the LPC and the City of Arlington from and against any claim brought against the LPC or the City of Arlington from third parties that may arise out of violation of this paragraph or use of the materials.

Signature

*Release authorized by
(type name)*