



Savannah- Chatham County Historic Site and Monument Commission Historical Marker Application Guidelines and Criteria for Evaluation

The Savannah-Chatham County Historic Site and Monument Commission reviews all historical markers on public property and all markers visible from a public right-of-way (r-o-w) in any local historic district with the following exceptions: cornerstones, names of buildings and dates of construction cut into any masonry surface and made permanent and integral part of the building, and house plaques provided by Historic Savannah Foundation, Inc.

The Georgia Historical Society (GHS) administers the state's marker program. Call 912.651.2128 for further information on their program.

A marker is defined as any permanent or semi-permanent plaque with text embedded in the ground, mounted to a structure, or erected on a freestanding pole for the primary purpose of informing the public about a historical event, place or person. If a marker is physically attached to a structure, the marker and structure operate independently.

Refer to the *Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah* available at www.thempc.org or the Metropolitan Planning Commission (110 East State Street) for more information.

Theme:

- The proposed theme should have documented significant, clear and direct local relevance to the history and development of Chatham County. The local focus should be the predominant theme of the marker.
- The level of significance should be high enough to warrant a public presence.
- The person, place or event commemorated should not have been sufficiently commemorated elsewhere in the County. The theme should be distinct and original, and not be duplicated in other existing markers or monuments.
- The theme should reflect a larger connection to the community as a whole, and not only to one distinct group.
- Commemorated events should have enduring historical significance and have occurred over 50 years ago.
- Commemorated persons should have enduring historical significance and have been dead at least 25 years. Living persons should not be commemorated.
- There should be significant documented evidence (written or oral) of the commemorated event, person, or place.

Site:

- The marker should not cause overcrowding of the site. The marker should be sited far enough away from other objects as to allow the visitor proper appreciation of each individually.
- The marker should not damage or disturb existing established vegetation on the site or require the removal or alteration of existing above or below ground utilities.
- The proposed site should not be utilized for special events on a regular basis which the marker would disrupt.
- The proposed site should not be prone to frequent automobile accidents which could damage the marker.
- The proposed site should be visible and accessible from a public r-o-w.
- The proposed site should be easy to maintain.

- Installation of the marker should not require the alteration or removal of existing signage.
- Installation of the marker should not significantly affect automobile traffic sight lines.
- Installation of the marker should enhance the design of the overall site.
- Installation of the marker should not require the removal or alteration of existing sidewalks.
- A marker should be erected in as close proximity to the site to which it is related as possible and be clearly visible from a public r-o-w.
- Markers commemorating an event should be sited within 100 feet of the event site and adjacent to the nearest public r-o-w.
- Markers commemorating a person should be sited where that person was born, lived, died, or performed some act of enduring significance and adjacent to the nearest public r-o-w.
- A marker commemorating a place, such as a significant piece of architecture, should be located within 100 feet of the place and adjacent to the nearest public r-o-w.

Design:

- Markers may be mounted on a freestanding pole, wall-mounted, or embedded in the ground.
- Markers on a freestanding pole should be the standard GHS Marker style: two-sided, cast aluminum with a 30" x 42" plate size. The shape should match the GHS marker shape. The marker should have a black background with white, silver, or gold text. Temporary markers may be other shapes, sizes and colors.
- Markers not erected through the GHS program shall not bear the GHS or state seal.
- Markers should be made of an enduring, non-corroding material and should be considered permanent and designed accordingly. Temporary markers may be considered provided they serve an educational function, are made of a material designed to last for the proposed life of the marker, and a plan for removal or replacement of the marker at the end of the temporary period is submitted.

Text:

- Text should be created in a manner that, to the extent possible, prevents fading and erosion.
- Except the marker title, marker text should be not more than 1" high, and not less than ½".
- Text should be well-researched and based on historically accurate, documented facts.
- Text should accurately and effectively convey to the reader the desired message.
- Quotations should be noted accordingly and permission for use received.
- Text should avoid offensive, obscene, or inflammatory language.
- Donor names may be included provided the names are in an identical but smaller font than the rest of the text and that no slogans or corporate logos are included.

Escrow Payment:

- All markers erected on public property will require an Escrow Payment, to be determined by the Mayor and Alderman, and to be submitted prior to construction and installation.

Installation:

- The installation of a marker on an historic building should not damage the building.

Submit completed application and all required supplementary materials to:

Ellen Harris, Cultural Resource and Urban Planning Manager
Chatham County-Savannah Metropolitan Planning Commission
Post Office Box 8246
Savannah, Georgia 31412
harrise@thempc.org
(912) 651-1482

5. TEXT

Provide exact text for the marker and attach to this application. Indicate the size of and type of font to be used. Include footnotes and a bibliography. Be sure to include primary sources of documentation when possible. County histories should not be relied upon solely as sources of information and should be considered secondary sources. Final wording of text will rest with the Commission.

Should quotations be a part of the proposed text, include written permission letter from appropriate authority.

6. FUNDING

Provide estimate of costs (including marker fabrication and installation).

Provide statement indicating the amount of funds currently secured by the applicant. If complete funding has not been secured, indicate the plan to secure the remainder of the funding.

NOTE: If the marker is to be installed on public property, the applicant will be required to submit an Escrow Payment in the amount determined by the Mayor and Aldermen to fund the future maintenance cost of the marker. This Escrow Payment must be submitted before erection of the marker.

7. INSTALLATION

If the installation of the marker is to be on an historic building, indicate how the marker is to be installed.

8. PRIVATE PROPERTY OWNERSHIP/CONSENT

(Complete only if marker to be located on private property)

Name of Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ e-mail _____

I give permission to have a historical marker on my property.

Signature of owner _____ date

9. FORM PREPARED BY

Organization _____

Contact Name and Title _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ e-mail _____



Savannah- Chatham County Historic Site and Monument Commission Historical Marker Application Checklist

- Completed application form
- Statement explaining historical significance
- Map of proposed location
- Photograph of proposed site
- Drawing indicating the shape, size, material, color, and text placement of the marker
- Plan for removal or replacement of the marker at the end of the temporary period (for temporary markers only)
- Exact text
- Footnotes and bibliography
- Size of and type of font to be used
- Written permission for use of any quotations
- Estimate of costs (including marker fabrication and installation)
- Statement of current funds
- Plan to secure the remainder of funds (if not complete)
- Installation details (if on historic building)
- Owner consent (if marker to be located on private property)