

Sarasota County Historical Marker Program

How to Apply for a New Historical Marker

The purpose of the Sarasota County Historical Marker Program is to erect signage recognizing historic sites, persons, and events that are significant in the areas of archaeology, architecture, traditional culture, and local history. Any interested individual or group may submit an application for the placement of a historical marker by completing a Marker Request Form and submitting it along with the required attachments in hard copy format to the Sarasota County History Center.

This form includes a complete description of the application process and your responsibilities as the applicant. Contact the Sarasota County History Center with any questions you have by calling 941-861-6090.

Step 1: Ensure the historical resource meets the program criteria.

- The Historical Marker Program commemorates facts, persons, events, and sites prominently identified with the history and culture of Sarasota County.
- The subject of the marker must be at least 50 years old, or the associated event must have occurred at least 50 years ago. The Historical Commission may waive the 50-year requirement if the subject is of exceptional historical significance. Two-thirds of the Commission must vote in favor of the waiver.
- The Historical Commission will not erect a marker commemorating an individual who is still living.

Step 2: Collect the required application information.

Only complete applications will be submitted to the Historical Commission for consideration. To be complete, an application must include:

- The name of the historical resource.
- A brief statement summarizing the resource's historical or archaeological significance.
- A detailed research narrative explaining the history of the resource and providing context for the historical marker's proposed text. The research narrative must include footnotes or endnotes and a bibliography citing the sources from which the information was obtained. **Primary source materials** (i.e. newspaper articles of the era, archival records, firsthand accounts, etc.) must form a substantial portion of the source base.
- Copies of primary sources and rare or hard-to-find secondary sources consulted for the research narrative—these should be labeled so reviewers can easily determine which source is which.
- Proposed title and body text for the marker. A marker can have the same text on both sides or the narrative can begin on one side and continue onto the opposite side. Markers can accommodate up to 1,360 characters on each side. Paragraph breaks or the use of a photograph decrease that maximum number of characters. The title of the marker must be 40 characters or less.
- A map showing the proposed location for the marker. A marker should be erected as close as practicable to its subject or a related site while still being accessible to the public.
- Name and contact information for the person or entity who owns the property where the marker will be erected, unless the applicant proposes to erect the marker on property belonging to Sarasota County.
- If the applicant wishes to propose a square or rectangular photograph to be included on the marker, a high-resolution scan of not less than 600dpi must be submitted electronically (see Step 4).

Step 3: Complete the application.

The application form is on pages 3-4 of this fillable PDF document. We recommend preparing the application details in a separate word processing document (e.g. Microsoft Word) and then copying/pasting the text into this application form.

Step 4: Submit the application packet.

A complete historical marker application packet must include the following:

- The application form with all applicable fields completed.
- The research narrative, including a bibliography and either footnotes or endnotes.
- Labeled copies of primary sources or hard-to-find secondary sources consulted for the research narrative.
- A map showing the proposed location for the marker.
- If the applicant wishes to propose an image to be included on the historical marker, a high-resolution scan of the image (minimum 600 dpi) must be submitted electronically to the History Center.

These documents must be submitted electronically to the Manager of the Division of Historical Resources. Visit the History Center's website at scgov.net/history for contact information. If the application materials exceed what can be attached to an email or a series of emails, contact the History Center to arrange a secure file transfer using the County's file transfer system. USB flash drives and other external storage devices cannot be used on County computers.

What happens after the application is submitted:

- History Center staff will review the application to verify it is complete. If an application is not complete, the staff will work with the applicant to gather the missing information. Staff will also execute an agreement with the owner of the property where the marker is to be erected. Once these steps are complete, the application will be forwarded to the Historical Commission with staff comments.
- A member of the Historical Commission will review the application and may contact the applicant to ask questions about the content of the research narrative, clarify details, or discuss possible alterations of the proposed text.
- The Historical Commission will review the final text and vote to either recommend or not recommend to the Board of County Commissioners that the marker be authorized.
- Once the Historical Commission votes to recommend a historical marker to the Board of County Commissioners, History Center staff will submit the appropriate documents to the Board for its consideration.
- Once the Board of County Commissioners approves the text for a new historical marker, the marker enters the queue for fabrication. Marker fabrication is contingent upon available funding. Fabrication may be expedited if the applicant or a third-party sponsor provides funding to cover the cost.
- Once the new marker enters the fabrication process and a delivery date can be estimated, History Center staff will work with the applicant to plan an appropriate unveiling ceremony.

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Application for a New Historical Marker

Please type the information requested on the following form, completing all sections. Only complete applications will be forwarded to the Historical Commission for consideration.

Applicant

Name: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Resource or Subject to Be Marked

Resource Name/Subject: _____

Location (Address or Coordinates): _____

Briefly describe the significance of the historical resource or subject:

Proposed Marker Location

This application must include a separate sheet with a map clearly showing the marker's proposed location.

If the marker is to be erected on non-county property, provide the property owner's information below:

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Proposed Marker Content

Proposed Marker Title: _____

This marker will have (check all that apply):

- ☐ The same text on both sides. ☐ Different text on each side. ☐ A historical photograph included.

Proposed Marker Text: *(Maximum 1,360 characters on each side; less if a photo or paragraph breaks are included.)*

Sponsorship

The current prices for historical markers may be found on the History Center's website at **scgov.net/history** under the Historical Markers section. Marker fabrication may be expedited if the applicant or a third-party sponsor provides funding to cover the cost.

Funder (if applicable): _____ Amount: _____

Attachments

Remember to include the following attachments with this application form in your packet. If the proposed marker content includes a photograph, contact the History Center for instructions on how to submit it electronically.

- The research narrative, including a bibliography and either footnotes or endnotes.
- Labeled copies of primary sources or hard-to-find secondary sources consulted for the research narrative.
- A map showing the proposed location for the marker.

Applicant Signature: _____ Date: _____