Historic Plaque Application

This application form must be filled out completely and signed and dated at the bottom. Attach necessary documentation and supporting information. Please print or type clearly.

All applications are due by midnight on **January 15th** for consideration in this year's cycle
Please submit applications to Sam Hayes.
Sam Hayes – Planner II, Historic Preservation Commission Staff Coordinator
shayes@hvlnc.gov
(828) 341-7081

APPLICANT INFORMATION

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

OWNER INFORMATION

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

LOCATION INFORMATION

Address: _____

Property PIN: _____

Owner/Tenant Occupied: _____

PLAQUE DETAILS

The Plaque will commemorate:

- o Event
- o Landscape
- o Cemetery
- o Historic property, building, or district
- o Organization
- o Person
- o Other: _____

Date(s) associated with the Plaque (must be over 50 years old): _____

SUBMISSION ATTACHMENTS:

Please attach the following documents/files when submitting this application for consideration:

- Map of proposed Plaque location – The map should show where the Plaque will be located on the site and other important features nearby.
- Any documents you have about the history of the item to be commemorated such as:
  - Photos (existing or historic)
  - Brief written description of your known history
  - Newspaper clippings, interviews, journals, or other gathered research.

PLAQUE TITLE AND TEXT

This text is subject to change, as the Historic Preservation Commission prepares and approves the final plaque inscription. The Georgia Historical Society has some helpful Do's and Don'ts for drafting Historical Plaque Text, you can find their style guide here.

PROPOSED TITLE OF PLAQUE (30-character limit)

RECTANGULAR PLAQUE TEXT (240-character limit, approximately 8 30-character lines)

FUNDING

Applicants may apply for self-funded plaques for eligible sites. These plaque applications will follow the same review and evaluation criteria as town-funded plaques. *To ensure that all plaque applications are considered fairly without regard to the applicant's willingness or ability to self-fund a plaque, staff will keep this information confidential until after the Historic Preservation Designation Committee has scored applications.*

- Would you like this application to be considered for grant funding? _____
- If this application is not selected to receive funding (select one):
    - Consider the application for a self-funded plaque
    - Roll-over the application to the considered again next year
    - Void the application

Priority Evaluation Scoring Sheet

(For Historic Preservation Commission Use Only)

Application Name: _____

Priority 1: Each criterion met is given up to 5 points (20 points maximum, 10 points minimum)

Criteria	Points (1-5)
i. Plaque location is in the public view.	
ii. Lesser-known historic structure, neighborhood, site, event, or organization.	
iii. Topic of historical or cultural significance that has been demolished.	
iv. Historic or cultural event at a specific site.	
Total:	

Priority 2: Each criterion met is given up to 3 points (15 points maximum, 7 points minimum)

Criteria	Points (1-3)
i. Plaque topic is broadly significant to the history of Hendersonville.	
ii. Endangered or threatened structure, neighborhood, or site.	
iii. Existing structure or neighborhood with historical or cultural significance.	
iv. Historic designed landscape, such as a cemetery, farm, garden, or park.	
v. Organization with historical or cultural significance.	
Total:	

Priority 3: Each criterion met is given up to 1 point (5 points maximum, 2 points minimum)

Criteria	Points (1)
i. Topic fills a gap in the narratives covered by existing historic plaques.	
ii. Contributes to a more equitable geographic distribution of plaques.	
iii. Helps create a sense of place or identify an area.	
iv. Recognizes a preserved or restored structure, neighborhood, or site.	
v. Application is from the rollover list.	
Total:	

Total Score: _____