

Stow Historical Commission

Procedure for obtaining plaques

The Stow Historical Commission will decide on basic criteria for signs on an individual basis. Criteria to qualify for a sign will be based on information available in town records, in the Inventory of Historic Sites, and on county records.

Building dates will be determined by documents in the Town of Hall, at the County Deed's office, or by additional reliable information.

Names or titles will reflect owner at time of building, significant long-term owner, significant person who lived in home or use of the building.

Additional information will be included only as determined appropriate to the history of the building. Among that information will be facts like the date the building was moved to the site, and where it originally stood. The purpose of limiting the information will be visual clarity from the road.

Guidelines for the placement of signs:

Signs will be visible from the curb to the extent possible. The owner of the building is requested to keep shrubs and trees from obscuring the plaque.

It is suggested that signs be placed to the right of the door or on the right corner of the house for uniformity. (Right is as seen from the most major street if the building is on a corner.)

Procedure:

Owner will complete request form identifying property.

SHC will judge whether the site is eligible to display a plaque. and will suggest wording. Owner(s) may make suggestions for changes.

When agreement is reached, both owner and SHC members will sign form. Owner will write check made out to sign maker, including cost of shipping and return it to commission with stamped envelope.

When copy of application is completed, a copy will be place on file and the original form with check will be sent to sign maker by the SHC.

Maker will complete sign and send it directly to owner.

Stow Historical Commission

Application for Historical Marker for use at building or site

Name of Applicant/s:

Address of site:

Number in inventory if any:

Contact information

Phone

E-mail

Wording:

Historical Commission recommended wording

Suggestions by owner(s) for change in wording

Final Wording: Indicate line breaks and relative size of print

(Indicate lines and relative size of lines)

Signature of Owner approving final wording

Signature indicating approval of Historical Commission

Date of approval

Date mailed

Official use only: inspection of installation, placement of sign
SHC 4/09

Guideline for Additional Wording on Historical Plaques

House name or title as well as date of construction are to appear in large letters, with Stow Historical Commission in small letters across the bottom. Other information would be limited to one line and might include the following types of information

- . Architect or unique architectural details
- . Significant events in history of structure—major remodeling and relocation of building
- . Historical events associated with the building
- . Significant person or family associated with building

All content and wording must be approved by the Commission, as previously agreed.

Stow Historical Commission
Approved, April 30, 2009