

HUNTERDON COUNTY CULTURAL & HERITAGE COMMISSION

Historical Marker Policy

Historic structures, areas, and places with exceptional significance are eligible for county marker designation. The Commission may erect or alter a marker on its own initiative or respond to a local request according to the following principles:

I. Unconditional Requirements

1. The site must be open to the public and/or visible from the public way.
2. The site's owner must give permission for the erection of a marker. The Hunterdon County Cultural & Heritage Commission (HCC&HC) must approve the site's designation and have available funding. A HCC&HC representative must visit and approve the location before text is written.
3. A site or event that affected two or more locations will only be marked with one marker at one location.
4. Claims made about this site can be verified by documentary evidence

II. Criteria

The Commission will consider these factors to determine eligibility for a marker. A site is not required to meet all the criteria to be eligible.

1. The site is significant to the history of Hunterdon County.
2. The site:
 - a. Is associated with events that have made a significant contribution to the broad patterns of our history.
 - b. Is associated with persons or groups whose lives were significant in our past.
 - c. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses exceptional artistic value.
3. The building or structure to be marked presents a reasonable level of historic integrity.

III. Procedure

1. A Historical Marker Application form must be submitted to the HCC&HC by the municipality's officially designated historical agency, governing body, or member of the general public. The application should be as complete as possible. The burden of proof will be on the applicant to provide documentary evidence demonstrating the significance of the proposed marker subject. The applicant must provide both primary and secondary source documentation for each fact presented to establish the significance of the marker subject. The application should include historical information with full citations to sources; should relate the site's eligibility to the criteria listed above, should enumerate the most significant facts about the site, and include the applicant's name, signature and contact information.
2. Members of the HCC&HC Marker Review Committee¹ will assess and check the accuracy of the information submitted, the integrity of the site, and the general suitability of the location for a marker.
3. The HCC&HC Marker Review Committee will present a recommendation to accept or reject the application to the HCC&HC.
4. The HCC&HC will vote on the recommendation and notify the applicant of the application's status.
5. If the application is accepted, the Marker Review Committee will draft marker text for consideration by the Commission.
6. The Hunterdon County Department of Roads, Bridges, and Engineering must approve marker locations in the public right of way, and arrange for a mark-out of the area to insure that no underground utility cables, lines, pipes or other potential threats to public safety exist in the vicinity. The Department will subsequently install the marker.
7. The Applicant does hereby waive any right to hold the Hunterdon County Cultural & Heritage Commission, and Hunterdon County, their employees or assigns, liable for any damages, losses or claims that may arise directly or indirectly from the execution of this program; and does hereby permit them access to the property in order to review the location for, and place any signage resulting directly or indirectly from the execution of this program.

¹ The HCC&HC Marker Review Committee will include, but is not limited to, two Commissioners and one independent historian.

HUNTERDON COUNTY CULTURAL & HERITAGE COMMISSION
Historical Marker Application

Please refer to the Hunterdon County Cultural & Heritage Commission's Historical Marker Policy before completing this form. The designated leader of the municipality's official historical body and the property owner are required to sign this application.

Site name _____

Site address _____

Date of construction/significance _____

Site visible from public way Site open to public Site is significant to history of Hunterdon Co.

Historic significance criteria: *Circle criteria below as appropriate:*

1. The site is significant to the history of Hunterdon County.
2. The site:
 - a. Is associated with events that have made a significant contribution to the broad patterns of our history.
 - b. Is associated with persons or groups whose lives were significant in our past.
 - c. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses exceptional artistic value.
3. The building or structure to be marked retains a reasonable level of historic integrity.

Justification for "Historic Marker" suitability:

Level of historic integrity: If a structure or building, state whether the structure or building is located on its original site and whether it retains the key exterior materials that date from the period of its historic significance. If the property has been altered, have historic materials and significant features been preserved? Can claims made about this site be verified by documentary evidence?

Attach a brief list of the most important information to include on the marker. Markers will have approximately 20 words.

	APPLICANT	APPROVAL: LEADER OF MUNICIPALITY'S OFFICIAL HISTORIC BODY	APPROVAL: PROPERTY OWNER
Name			
Address			
Phone			
Signature of Approval			
Date			

The Applicant does hereby waive any right to hold the Hunterdon County Cultural & Heritage Commission, and Hunterdon County, their employees or assigns, liable for any damages, losses or claims that may arise directly or indirectly from the execution of this program; and does hereby permit them access to the property in order to review the location for, and place any signage resulting directly or indirectly from the execution of this program.

Photographs are appreciated. Mail form and attachments to:

Hunterdon County Cultural & Heritage Commission
PO Box 2900, Flemington, NJ 08822-2900