



# TOWN of WAKE FOREST

## Historical Marker Submittal Checklist

Private property owners, nonprofit organizations, and governmental departments/agencies may apply for self-funded markers for eligible sites. These marker applications will follow the same review and evaluation criteria as city-funded markers. No more than two self-funded markers may be approved annually. Applications will be accepted through September 1st for the current year. Anything proposed after September 1 will be reviewed the following year. Site, event, organization, or personal contribution must be over 50 years old. Recognition of an individual must be posthumous.

<b>A General Requirements</b>	
1	Provide a signed affidavit from the property owner, if applicable.
	<i>Include the following elements within the corresponding application requirement:</i>
<b>B Statement of Significance</b>	
1	On attached sheets, please provide a statement describing why the marker subject is significant to the Town of Wake Forest. Please also describe why a marker is an appropriate form of recognition. The statement of significance should include:
	i. Bibliography
	ii. Primary Source Material including historic documents, photographs, journals, diaries, letters, interviews, artistic works, newspaper articles, obituaries, etc.
	iii. Secondary source material, which includes information that has been gathered and recorded in books, articles, and other publications, may also be submitted to enhance the application
	iv. Digital images shared via a cloud service are encouraged for photographic and/or other similar documentation. These may also be used in the applicant's presentation to the Commission
<b>C Presentation</b>	
1	You are required to make a 5-minute presentation to the Historic Preservation Commission at their annual meeting. You may use PowerPoint or other visual aids. Failure to submit adequate required information, or to make a presentation at the Historic Preservation Commission meeting, will result in the application not being considered. Please note that all material submitted becomes the property of the Historic Preservation Program.
<b>D Suggested Marker Text</b>	
1	On an attached separate sheet, please type a suggested marker text. Marker text is limited to 670 characters, including spaces. This text is subject to change, as the Wake Forest Historic Preservation Commission prepares and approves the final marker inscription.
<b>E Map of Proposed Marker Site</b>	
1	Please include a map of the site where you propose to install a marker with the installation location marked. Markers will require an easement or encroachment agreement to be installed on private property.