

Henrico County Recreation and Parks

New Henrico County Historical Roadside Marker Proposal

Before completing this application, please read the information below explaining the procedures and guidelines for the marker program. When completed, this application and accompanying material should be sent to:

Bryce Stanley
Henrico County Recreation and Parks
P.O. Box 90775
Henrico VA 23273-0775

If you have any questions, please contact Bryce Stanley at (804) 501-5123 or sta080@henrico.gov.

The Henrico Preservation Advisory Committee (HPAC), the body responsible for the roadside marker program, meets the second Thursday of each month except August and December. The deadline for application submittal is two weeks prior to the next scheduled meeting. Any late submittals will be processed at the next scheduled meeting.

Please note: Not all marker applications will be accepted. Acceptance will be at the discretion of HPAC and Henrico County Recreation and Parks (HCRP). Applications that do not meet the marker criteria set forth in the following, or applications that duplicate existing county or Virginia historical highway markers, may be denied. All submitted materials become the property of HCRP and will not be returned. An application will not be processed until the complete application packet is submitted.

Marker Criteria

The county historical roadside marker program commemorates events, people, and places identified within the history of Henrico County. If there is a question whether your topic may have significance beyond Henrico County, please [check with the Virginia Department of Historic Resources](#) to determine if your topic is eligible for a state highway marker.

Places may include, but are not limited to, churches, schools, commercial structures, historic neighborhoods, cemeteries, and private residences. No marker shall be created to commemorate a living person.

For a historic event to be eligible for a marker, the event must have occurred at least 50 years ago. For a person or a place, the significance must have been attained at least 50 years ago. Exceptions may be made at the discretion of HPAC and HCRP on a limited basis.

The marker shall be of the same type and style currently in use. Only the following shall appear on the marker: the seal of Henrico County, identification code, title, text, County of Henrico, and the year the marker was approved.

Other criteria which will be considered when approving a marker include the equal distribution of markers throughout the county and the representation of the marker topic in relation to existing markers.

Procedure for Developing and Submitting a Marker Proposal

- Research and Write the Marker Text
 - Research the topic by consulting multiple primary and secondary sources. Facts gathered via oral histories will only be considered if there is sufficient documentary evidence to suggest that the history is accurate and if available primary and secondary sources do not contradict the given history.
 - Text should contain approximately 100 words and should be included on a separate sheet of paper.
 - Avoid editorializing and the use of superlatives unless they are supported by documentation; only state facts as they are known. The text should be submitted with the understanding that it may undergo revisions by HCRP and/or HPAC in consultation with the sponsor.
- Suggest a Marker Location
 - Optimal locations for marker placement should be along roads maintained by Henrico County. These roads **do not** include major thoroughfares such as state routes (Route 250, Route 1, Route 33, etc.). These roads, which are part of the Virginia highway system, are under the jurisdiction of the Virginia Department of Transportation and will require extra permitting and fees that will be incurred by the marker sponsor. The Virginia Capital Trail also falls within this category and is subject to additional permitting and fees.

- Choose a location that may safely be viewed by passersby; locations with existing street parking are also desirable. Include an exact street address and/or grid parcel identification number (GPIN), if known. **The application packet should also include a street map identifying the proposed location.** Make every effort to suggest a location on or adjacent to the actual site of the event or place the marker is recognizing. Suggested locations will be sent to the Henrico Department of Public Works to ensure safety for both vehicle and pedestrian traffic. An alternative location may be suggested if it is determined that the chosen location is unsafe.
- In some instances, markers may be placed on private property, but they still must be visible and accessible to the public. Written permission from the property owner will be required in these instances.
- Wait for Approval from HCRP and HPAC
 - After a marker packet has been approved by HCRP, it will be taken to the next scheduled HPAC meeting for final approval. If a quorum of voting members is not in attendance, the marker approval will be postponed until the next scheduled meeting.
 - HCRP will contact the marker sponsor after the marker has been approved and will order the marker from Sewah Studios. Markers currently take around six months from order placement to delivery. Markers will be delivered to and installed by HCRP.
- Plan an Unveiling Ceremony
 - If desired, a ceremony can be held either at the site of the marker location (if safety allows) or on another property of the sponsor's choosing, provided that written permission has been granted.
 - Many HCRP facilities may be used if a suitable site in the community cannot be located.

- Planning can begin once the marker has been received by HCRP and must be coordinated with Bryce Stanley.

Please complete all information on the following pages.

Henrico County Recreation and Parks

New Henrico County Historical Roadside Marker Application

Marker Information

Proposed Marker Title:

Proposed Marker Location (street address and GPIN, if known):

Proposed Marker Magisterial District (select only one):

Brookland Fairfield Three Chopt Tuckahoe Varina

Proposed Marker Subject Matter and Time Period (e.g. Jim Crow 1880s through 1960s; Revolutionary War 1775 through 1783):

Sponsor Information

The sponsor is the individual or organization responsible for the payment for the marker. This information will be used for billing purposes upon completion of the marker. Sponsor signature is required for processing all applications.

Sponsor Organization Name (if applicable):

Sponsor Name:

Sponsor Mailing Address:

Sponsor E-Mail Address:

Sponsor Daytime Phone Number:

By signing below, Sponsor takes responsibility for all payments associated with the marker.

The current price of a marker is **\$2,330**. Marker will remain the property of Henrico County.

Marker prices are subject to change.

Sponsor Signature:

Date:

Personal Property

Please note: If the marker is referencing a specific physical property, HRCF will need the property owner's information and signature before processing the application.

Property Owner Name:

Company (if applicable):

Property Owner Mailing Address:

Property Owner E-Mail Address:

Property Owner Daytime Phone Number:

Property Owner Signature:

Date:

Bibliographic Sources Consulted

A minimum of three sources is required. HCRP will do a word-by-word search of your sources to ensure that the material presented is factual. Please either photocopy or attach digitally all source materials used. You are welcome to use more sources; please include them on a separate sheet.

Source #1

Author:

Title:

Publisher:

Date of Publication:

Web Address (if retrieved from internet):

Source #2

Author:

Title:

Publisher:

Date of Publication:

Web Address (if retrieved from internet):

Source #3

Author:

Title:

Publisher:

Date of Publication:

Web Address (if retrieved from internet):

Application Checklist

Please make sure you have all the following prior to submitting your application:

- Completed Application
- Map of Proposed Marker Location
- Proposed Text as a Word Document
- Photocopies or Digital Images of All Sources