

City of College Station Historical Marker Application Packet

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CITY OF COLLEGE STATION
Home of Texas A&M University®

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Thank you for your interest in the College Station Historical Marker Program!

The program is a project of the College Station Historic Preservation Committee created to recognize structures/sites, enterprises, individuals, events, and topics that are significant to the history of College Station, yet do not meet the criteria for historical marker designation at the state or federal level. The goal is to identify and preserve as much information as possible about College Station's history for future generations. This packet outlines the criteria that must be met to receive approval for a College Station Historical Marker.

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Historic Building/Home Marker Criteria

Any building/home (house, business, church, non-profit organization) over 50 years old and meeting the following criteria is eligible for consideration:

Have architectural, intrinsic, social or historical significance to Texas A&M or to College Station.

Every house moved from the Texas A&M campus automatically qualifies for consideration for a marker and designation as a Historic Home.

Approval for a building/home marker will be based on several areas of significance:

1. **Historical**: A building/home which has been the site of significant events, or which has hosted the life and labors of important community persons.

2. **Architectural**: A building/home which is an excellent example of a certain architectural style at a certain time, or a good example of College Station's architectural style at a given period.

3. **Intrinsic**: A building/home that was designed or constructed by an important architect or builder or utilizes a local building material or product. (For example, the wood or windows came from a local source.)

4. **Social**: A building/home that demonstrates a particular lifestyle or characteristic way in which people lived in the past in College Station, the Texas A&M community, or Texas.

Documentation to be included with the application:

- the name of the architect and the builder (if known),
- a description of the building materials used,
- the year built, and
- any interesting stories associated with the structure/site

Preservation and Maintenance

The building/home must be preserved and maintained in accordance with its historic character. If alterations to the building/home impact its historic character, then the Historic Preservation Committee may review and delist the historical designation in the city's registry.

The College Station Historic Preservation Committee recommends that historic building/home markers be mounted on the front facade of the approved building within 30 days of receipt. The marker should remain with the approved building/home regardless of change in ownership.

Historic Designation Marker Criteria

An application for a historic designation marker should meet one or more of the following criteria:

1. **Enterprise**: Must have been in operation at least 25 years although it may have ceased current operations or may operate in a different location from where it was originally founded, so long as current operations are still in College Station or surrounding area. This includes commercial enterprises, cemeteries, and non-profit organizations.

2. **Person**: Must have been deceased at least 25 years, and demonstrated to have played a significant, positive, or helpful part in the development of some aspect of College Station's history, including, but not limited to education, government, business, religion, cultural institutions, ethnic or civic leadership, or other aspects of the community that make that person stand out as an historic figure.

3. **Event**: Must have occurred at least 25 years ago. Events slated for historical designation with a marker must be shown to have a lasting impact on the community, or to have been significant in some way to the community beyond trivial interest.

4. **Topic**: The topic must date back at least 25 years and can commemorate a number of historic concerns for College Station. Examples include Aggie Muster, Bonfire, or the old zoo, social, political, ethnic, or religious congregations, clubs, neighborhoods, business districts, early activities, early settlers, Native American presence in the area, etc. The primary criteria for granting a marker would be that the topic has played a meaningful part to members of the community in College Station's past or present.

5. **Site:** A section of town or general location in which a building lot is located dating back at least 25 years. Examples include the Richard Carter homesite, Billy Goat Bridge, etc. The site must have a historical or significant impact on the members of the College Station community, past or present.

Retraction of a Historical Marker

Please be aware that College Station Historical Markers are for historical interest and educational purposes. Obtaining a marker will not affect your ability to alter or add improvements to your property or structure in compliance with city regulations. However, your building or home must retain sufficient historic integrity to continue conveying its recognized significance. When alterations are proposed or undertaken, or in the event that it is demolished or destroyed, the determing question is whether the property continues to exhibit the appearance and character associated with the period during which it was originally deemed historically significant. If modifications materially diminish the property's ability to reflect that historic character, the Historic Preservation Committee (HPC) may initiate a review and, if warranted, remove the property's designation within the city's historic registry. In this case, it is requested that the historical marker be returned to the city.

In the event that a historic building/home is demolished or destroyed, or if it undergoes significant redesign in appearance, or in the event that circumstances are such that the historical significance of a historic designation marker is compromised, then the City of College Station may remove the marker listing from the archival registry. In this case, it is requested that the historical marker be returned to the city.

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Historical Marker Application

All applicants should complete pages 4 and 5.

APPLICANT'S CONTACT INFORMATION

APPLICANT'S NAME: _____

CURRENT MAILING ADDRESS: _____

CITY, STATE, ZIP: _____**PHONE NUMBER:** _____

EMAIL: _____

This application is for a: ☐ Building/Home ☐ Designation (Enterprise, Person, Event, Topic)

(Only the most applicable of the following sections needs to be completed. Supporting documentation will be added on the following page.)

BUILDING/HOME MARKER INFORMATION

This nomination is for: ☐ Home ☐ Building

If a home, was it formerly located on the Texas A&M campus? ☐ Yes ☐ No

Address of Structure: _____

Owner's Name: _____

DESIGNATION MARKER INFORMATION

This nomination is for: ☐ Enterprise ☐ Person ☐ Event ☐ Topic ☐ Site

The name of this designation (enterprise, person, etc.) is:

_____

What type of property is the proposed marker to be placed on? ☐ Public ☐ Private

Address of marker location: _____

All historical marker requests must include a description of the historical significance.

Describe the significance of the proposed historical marker with as much detail as possible.
You may attach additional pages for your narrative.

Supporting Documentation

Applications should include documentation that provides an accurate, thorough, and lasting record of the historical significance supporting or justifying the proposed historical marker. Please attach as much of the following information to the application as is available.

A. Alterations
List any known changes or modifications made to the property throughout its history.

B. Prominent Historical Figures
List any prominent historical figures associated with the property.

C. Property Ownership
List all known owners of the property. Include original owner and subsequent owners.

D. Tenant History
List all known tenants of the property throughout its history.

E. Narrative History
Attach a narrative explanation of the chronological and historical development of the property.

F. Drawings
- Provide a sketch of the current site plan. Include the proposed location of the historical marker.
- Provide a sketch map indicating the nominated property and any related sites.

G. Photographs
- Provide at least one historic photograph of the property.
- Provide at least one current photograph of the property illustrating it in its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

H. Additional Information
Provide any additional information that supports the application. This may include architectural drawings, letters, oral histories, newspaper/magazine articles, etc.

I. References
Attach a list of the books, articles, and other sources used in preparing this form.

Application Process

Completed applications are reviewed by the Historic Preservation Committee. After it is reviewed, the applicant will be notified of the final decision.

Upon approval, a non-refundable fee for the marker will be required. The current fee can be obtained from the College Station City Secretary's Office. The City of College Station may on occasion, in its sole discretion, determine that the historical significance to the community at large is such that the city may justify expending public funds to purchase the historical marker.

Once payment is received, a date will be set for a presentation of the marker at a College Station City Council meeting, and the information provided will be preserved in the city's archives.

Contact Information

If you have any questions or need help completing your application, please contact:

Historical Records Archivist
(979) 764-3491
Heritageprograms@cstx.gov

Mail application:

City of College Station
c/o City Secretary's Office
P.O. Box 9960
College Station, Texas 77842

Drop off application:

City Secretary's Office (City Hall)
1101 Texas Ave.
College Station, Texas 77842