

How to Apply for a Historical Marker

Application Procedure

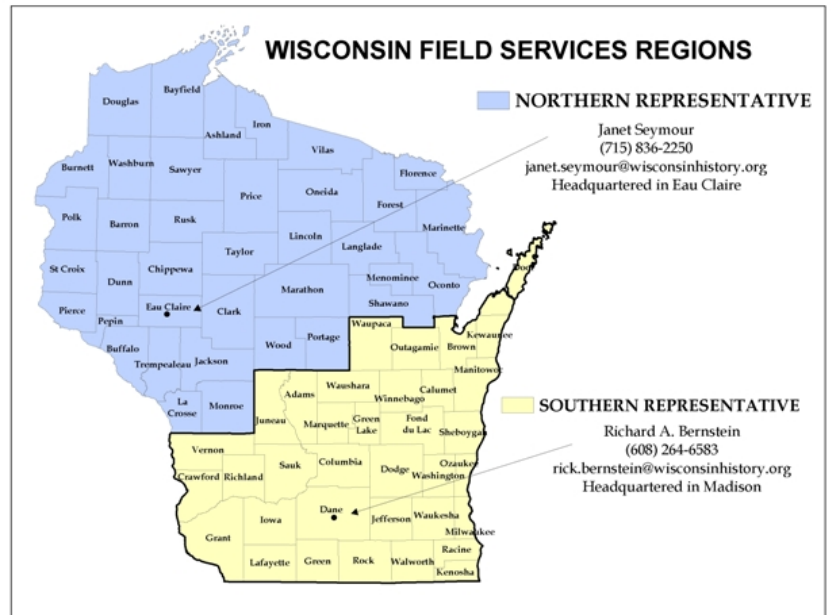
1. Anyone can apply for a historical marker by submitting a completed application, Form HMP:0001 <http://www.wisconsinhistory.org/hp/markers/HistoricalMarker-ApplicationForm.pdf>
2. In addition to submitting the application form, the Society requests that the marker's narrative text to be submitted via email as a Microsoft Word document attachment. Incomplete or ineligible marker applications will be returned to the applicant within **30 days** of receipt by the Society.

Submit Northern Region applications to:

State Historical Markers Program
Janet Seymour
Wisconsin Historical Society
c/o Department of History
UW-Eau Claire
105 Garfield Avenue
Eau Claire WI 54701

Submit Southern Region applications to:

State Historical Markers Program
Rick Bernstein
Wisconsin Historical Society
816 State Street
Madison, WI 53706



Visit our website at <http://www.wisconsinhistory.org/localhistory/about.asp> to find more information about Northern and Southern Field Service regions.

4. The applicant shall provide for the marker location, placement, funding, maintenance of the marker, and other information and documentation required in the application. A price list can be found online at: <http://www.wisconsinhistory.org/hp/markers/HistoricalMarker-PriceList.pdf>
5. The Society will review and approve applications that meet the requirements under Wisconsin Statute [s. HS 4.06](#). An application will be approved or disapproved within **180 days** of receipt by the Society. Marker installation will be the responsibility of the applicant. Markers will be shipped and invoiced directly from the marker manufacturer to the applicant.

NOTE: For those applicants considering a dedication ceremony, please keep in mind that the marker approval process requires a great deal of detailed research, review and editing by a number of different Society staff members. Because these markers have a 50-year life or more, it is essential that the marker wording be as accurate and complete as possible. Because of the time the editing process can take, the Society recommends not scheduling a dedication ceremony until the marker's narrative text has been formally approved by both the Society and the applicant.

Restrictions

1. The name of the current owner of the property or the name of any living person cannot be listed on the marker.
2. Only sites approved by the Society may be marked with State Historical Markers.
3. Sites already marked with a State Historical Marker are not eligible for a second marker.
4. No person may erect or use a marker that is identical to or misleadingly resembles the marker developed by the Society.

Marker Approval

1. The Society will consider the approval of marker applications for state and local sites if the applications meet any of the following criteria:
 - a. The property is listed in the State or National Register of Historic Places
 - b. The site is associated with the events that have made a significant contribution to the broad patterns of history
 - c. The site is associated with the lives of persons no longer living whom have made significant contributions to the broad patterns of history and culture
 - d. The site embodies the distinctive characteristics of a type, style, period or method of construction or architecture, or representative of the work of a master, or that possess high artistic value
 - e. The site yields, or likely to yield, information important in prehistory or history
 - f. The site is associated with ethnic groups who have made distinctive and significant contribution to history
 - g. The site embodies the characteristics of the State representing significant aspects of the physical or natural history of the earth and its life
 - h. The site is representative of popular stories or myths that, although not verifiable, are significant to history and culture
2. The Society reserves the right to reject a marker application that it deems offensive, either to general good taste or to a specific group of people.
3. The Society reserves the right to have a marker removed if additional research finds the existing marker text to be incorrect or offensive.

Marker's Narrative Text Approval

1. The narrative text for an approved marker will be based on the suggested text in the application and shall be prepared by the applicant with Society assistance.
2. **The marker's narrative text must be clear, concise and well documented.** Narrative text that is not clearly written or well documented will not be approved by the Society. Visit our website for help creating a marker: <http://www.wisconsinhistory.org/hp/markers/create.asp>
3. The Society reserves the right of final decision and to make any editorial changes it considers appropriate or necessary.

Ordering the Marker

Once the text has been approved by the Society and the applicant, the Society will place the order for the manufacture and delivery of the marker to the applicant. All historical markers are manufactured by SEWAH Studios in Marietta, Ohio. SEWAH Studios will invoice the marker applicant directly. Contact SEWAH Studios online at <http://www.sewahstudios.com/> or by phone at 1-800-55-SEWAH.

Location

1. The site selected for the marker must be accessible to the public and visible from a public right-of-way.
2. The Society has the final approval of marker location.
3. Markers placed within a public right-of-way must get written approval from the appropriate transportation official or governing body that has jurisdiction over that public right-of-way.
4. If the marker is to be placed on private property, an easement that permits public access for as long as the markers stands must be included as part of the marker application.
5. The owner(s) of the site must provide written permission for the marker to be located on their property. Written permission also must allow access for ongoing maintenance of the marker.
6. The relocation of any state historical marker requires pre-approval of the Society.
7. Once a state historical marker has been relocated, written notification, including photographs, must be furnished to the Society.

Installation

1. Marker installation will be the responsibility of the applicant. Markers will be shipped directly from the marker manufacturer to the applicant.
2. Once the marker has been installed, the applicant must submit three high-resolution digital images of the marker to the Society.

Maintenance

1. The applicant will be responsible for the maintenance of the marker after it has been erected.
2. The Society may issue orders to maintain markers.
3. The Society may maintain markers.

Still have questions?

Visit our frequently asked questions page: <http://www.wisconsinhistory.org/hp/markers/faq.asp>