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## *Louisiana Historical Marker Program Guidelines*

*La. R.S. 48:271(A) authorizes the Louisiana Department of Transportation and Development (DOTD) to erect, at suitable points selected by the Louisiana Tourism Development Commission (LTDC), bronze markers denoting and describing locations and occasions of historical interest. These markers shall conform to a standard size and design prepared by the DOTD in cooperation with the LTDC and shall be maintained by the DOTD. The language of the legend thereon shall be submitted to and approved by the Department of History of Louisiana State University. When sponsored by and furnished by authentic historical organizations, the markers may carry the sponsor's organization name along the bottom edge thereof, but otherwise shall conform in all respects to the standard design and method of erection as provided in this La. R.S. 48:271(A). The placing of the name of any living person upon these markers is expressly prohibited.*

**Before completing this application, please read the information below explaining the procedures and guidelines for the marker program. Please note that not all applications will necessarily be approved for a historical marker; each must meet the program criteria as outlined below.** When completed, this application and any supporting documentation should be sent to the Louisiana Office of Tourism, Louisiana Historical Marker Program and postmarked by **May 12, 2021**. If you have questions, please contact Lynne Coxwell at 225.342.2876 or at [lcoxwell@crt.la.gov](mailto:lcoxwell@crt.la.gov).

### **Historical Marker Criteria**

The Louisiana Historical Marker program commemorates facts, persons, events, and places prominently identified with the history of the nation, state, or region. Each proposed marker script shall be reviewed by the administrator of the marker program with the Louisiana Office of Tourism (LOT) and verified and edited by the Louisiana State University (LSU) Department of History and, with the location, shall be approved by the Louisiana Tourism Development Commission (LTDC).

No marker shall be erected to commemorate a living person.

In order for an historic event to be eligible for commemoration with a marker, the event must have occurred at least fifty years ago. Likewise, a place or person must have attained its

significance at least fifty years ago, although there are exceptions if the event, place, or person is of extraordinary historical significance.

Markers shall be erected in safe locations, at or close to the places being commemorated, and where they will be visible to the traveling public.

Historical markers are privately sponsored and funded by sponsors. Any individual or group may nominate a location or occasion of historical interest for historical marker commemoration.

Exceptions to any program criteria will be determined on a case-by-case basis.

## **Procedure for Developing and Submitting a Marker Topic and the Approval Process**

- 1. Research and Write the Marker Script.** The person or group wishing to sponsor the marker must do the research necessary to substantiate the facts to be included in the script of the marker. Research the topic by consulting multiple primary and secondary sources. It is often helpful to seek assistance from local and regional historical associations, local libraries, and governmental entities in researching and crafting the proposed script.
- 2. Suggest a Suitable Marker Location.** The most appropriate location would be where the person made an impact, where the event took place, or at the site being commemorated. The marker preferably should be placed on public land or a highway right-of-way, so that it can be read by the largest possible number of travelers. Be sure in your application to specify the DOTD district headquarter number or district location, so that the marker can be shipped to the appropriate DOTD contact for installation. If the marker will be installed on private land, then the sponsor must receive the owner's consent and obtain all necessary permissions from local, state, and/or federal authorities.
- 3. Submit Your Application Packet to the LOT for Review.** Follow the instructions provided in the application for completing it. All applications will be reviewed internally by the LOT. After reviewing a nomination, the LOT will make a determination of whether the nomination meets the marker program criteria and complies with the applicable laws pertaining to the Historical Marker program. If the nomination is considered appropriate for a historical marker, the LOT will submit to the LSU Department of History all applications that are determined to be complete, timely received, and substantially compliant. The LSU Department of History shall verify the accuracy of the sponsor's proposed script and, if necessary, propose revisions or edits. LSU shall also make a recommendation on whether the nominated location or occasion of historical interest meets the requirements of the Historical Marker program. Pending possible further revisions to the script (see step 4 below), the LOT will formally present the marker nominations to the LTDC for approval at its quarterly meeting in August.
- 4. Work with the LOT in Revising or Refining the Marker Text.** Before submitting a nominated marker to the LTDC for approval, the LOT and the LSU Department of History will review the text. The script must not be over the number of lines and the number of

spaces per line specified for the four letter sizes that are offered. Any major questions about the text that arise will be discussed with the sponsor, including further documentation, if necessary, to support the marker script. If changes to the text are warranted, the LOT's administrator will work closely with the sponsor—or the sponsor's author—to produce a mutually agreed upon script, which the sponsor must approve. The sponsor shall be responsible for all script content, any mistakes and claims made on the nominated marker.

5. **Await the Final Decision of the Louisiana Tourism Development Commission (LTDC).** The application form is designed to provide the LTDC with the necessary data to be able to evaluate and approve the proposed historical marker. The commission has final authority for the nominations of all historic markers. **The August meeting is open to the public, and sponsors may attend.** Contact the LOT for more information.
6. **Pay for the Manufacture of the Marker.** The LOT will notify the designated vendor that casts the marker and provide it with the final commission-approved script. **Payment (see cost of markers below) must be made upon ordering the marker.** Markers typically ship within 6 weeks of the order being placed to either the appropriate DOTD district headquarters for installation, if it is placed on a state highway right-of-way, or to the sponsor, if the marker is on private land or non-highway right-of-way public land.
7. **Hold an Unveiling Ceremony.** The sponsor is responsible for making any installation arrangements either with the DOTD or arranging and costs involved for unveiling or dedication ceremonies of installed markers. **NOTE:** The process for ordering and manufacturing markers is determined by a number of variable factors including manufacturing and shipping delays arising with the vendor and the work load of the DOTD; thus, **the LOT cannot be held responsible for meeting local deadlines for any planned dedication event.**
8. **Other Requirements.** The LOT requests that the sponsor submit to LOT a picture of the installed historic marker to be kept with LOT's records.

### **Cost of Markers** (Effective through May 1, 2022)

*Louisiana Markers are set in a Georgia 30"x42" pattern and delivered with a 7' post. Shipping and marker post are included in cost.*

#### **Same copy on both sides of a two-sided marker**

5/8" Letter Size	\$2,440.00
1" Letter Size	\$2,220.00
1 ½" Letter Size	\$2,160.00
2" Letter Size	\$2,080.00

#### **Different copy on each side of a two-sided marker**

5/8" Letter Size	\$2,790.00
1" Letter Size	\$2,520.00
1 ½" Letter Size	\$2,440.00

2" Letter Size            \$2,380.00

**Metal Photo's**

\$75-\$250 depending on the size of picture

### **Criteria for Marker Placement**

To ensure that historical markers are accessible to and can most effectively educate the traveling public, the LTDC assumes the responsibility of approving the site for a new marker. The final location of the marker is based on the following criteria:

**Safety.** To the extent that travelers will need to pull off the road to read the marker, and then re-enter the highway; they must be able to do so conveniently and safely. Hence, markers must be placed so that they do not block drivers' lines of sight when making turns or create traffic hazards when travelers stop to read the marker.

**Visibility.** The marker should be placed in a safe but relatively high-traffic area, so that it can be read by the largest possible number of travelers. For those markers placed along roadways, given the choice between a secondary road and a primary road, the marker will be placed on a primary road. Markers are not permitted on interstate or other limited access highways, except in rest areas.

**Location.** Ideally, the marker should be placed as close as possible to the site it commemorates. Sometimes, however, because of traffic conditions, the remoteness of the site, or other reasons, the marker must be placed some distance away.

**Placement on private property.** Historical markers are usually placed in DOTD rights-of-way or on public property. Under special circumstances they may be placed on private property (usually because of highway conditions) if the owner gives the sponsor permission to erect a historical marker on the private property. A signature of owner approval is required on the application (page 2).



## *Louisiana Historical Marker Application*

Application must be **POSTMARKED NO LATER THAN MAY 12, 2021.**

Mail **original and one copy** of the completed application and **original and one copy** of historical documents/attachments, to:

Louisiana Historical Marker Program

Attn: Lynne Coxwell

Louisiana Office of Tourism

P.O. Box 94291

Baton Rouge, LA 70804

**OR**

1051 N. 3<sup>rd</sup> St., Rm. 347

Baton Rouge, LA 70802

- ◆ No FAX submissions will be accepted.
- ◆ Keep a copy of your application for your files.

For questions, call Lynne Coxwell at 225.342.2876 or email [lcoxwell@crt.la.gov](mailto:lcoxwell@crt.la.gov).

# *Louisiana Historical Marker Application*

## **I. Name**

Name of Nominated Location or Occasion of Historical Interest (Suggested Marker Title) – Also, insert below on V. Proposed Marker Script:

## **II. Recommended Location of Nominated Marker** (Review “Criteria for Marker Placement” for more information on how to determine an appropriate site.)

Physical Address

City

Zip Code

Parish

GPS Coordinates (if known)

**Location commemorated by marker, *if the marker will not be placed at the actual historic site.***

## **III. Property Owner of the Recommended Location for the Nominated Marker**

Owner Name

Address

City

Zip Code

Parish

### **Type of Ownership:**

Private (Individual)

Private (Non-Profit)

Private (For Profit)

Public (Local)

Public (State)

Public (Federal)

**Owner Approval Statement (ONLY if property ownership is private)**

As the owner, or the official representative of the owner, of the property checked above, I am aware of and agree to the submission of this application to place an Official Louisiana Historical Marker on my property. I understand that additional documentation may be required to evidence my authority to grant permission to erect the marker on the property.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name of signatory

**IV. Classification of Nominated Location or Occasion of Historical Interest**

**Type of Site:**

- Historic Home                      Museum                      School                      Church
- Military/Battle sites              Historic Cemetery
- Other:

**Public Access to Site (days of week & hours site available to public)**

- Is the site listed in the National Register of Historic Places?              Yes              No

**V. Proposed Marker Script**

Please submit a proposed title, script and sponsor line\* for your marker on the next page as you wish it to appear on the marker.

(\***Note:** The placing of the name of any living person upon these markers is expressly prohibited by R.S. 48:271(A). For example, the sponsor line may state “SPONSORED BY THE MILLER FAMILY OR FOUNDATION” but cannot state “SPONSORED BY JOHN MILLER”, if living.)

Choose a letter size for your script depending on the amount of text you want written on the marker. The cost is based on current historical marker prices listed on page 3. In the text narrative, total spaces between words are counted as one letter/numeral space each including commas, quotations, and other spaces. The title & sponsor lines are not included in the number of lines. (Please refer to the example on the next page.)

EXAMPLE (2-in letter size; 8 lines/25 spaces)

SULPHUR MINES

One mile north. In 1894  
Herman Frasch, using the  
process for the first time,  
forced steam into salt  
dome caprock, returning  
solid molten sulphur to  
the surface. Sicily sulphur  
monopoly was thus broken.

SPONSORED BY FRIENDS OF LOUISIANA

**CHECK THE LETTER SIZE & WRITE THE TEXT FOR YOUR  
MARKER SCRIPT** (The title line & sponsor line are not counted with amount of  
lines—include title and sponsor line in script below)

Letter Size and Lines	Reverse Text
2" – 8 lines/25 spaces per line	Same Copy (identical text on the front and back of the marker)
1 ½" – 11 lines/31 spaces per line	
1" – 13 lines/41 spaces per line	Different Copy (different or overflow text on the front and back of the marker)
5/8" – 20 lines/62 spaces per line	



## VI. Required Documentation

Submit historical documentation that pertains to the script (text) on your marker. (To support the accuracy of the facts contained within the suggested script, the sponsor must provide a minimum of three sources that relate to the marker script and include the following information: author, title, publisher, and date of publication. Please refer to the example below. **You must photocopy each historical source listed (book pages, news article, pamphlet, etc.), and submit two copies of the adequate documentation with the completed application.** Note: The language contained on the historical marker shall be submitted to and must be approved by the Department of History of Louisiana State University.

### EXAMPLES OF CORRECT DOCUMENTATION

1. William C. Bruce, John Randolph of Roanoke (2 vols; New York, 1922), 423-25.
2. Ellery L. Hall, "Canadian Annexation Sentiment in Kentucky Prior to the War of 1812", Kentucky State Historical Society, Register, XVIII (1930), 378.
3. London Times, Nov. 1, 1809.

## VII. Sponsor Information

Contact Name (if different than sponsor name)

Sponsor Name

Title or Organization

Billing Address

City

Zip Code

Daytime Phone

Email Address

**SHIPMENT LOCATIONS CANNOT BOTH BE MARKED – CHOOSE EITHER BUSINESS OR DOTD**

***IF NOT BEING SHIPPED TO DOTD,***

Receiver Contact

Receiver Phone Number

Business Address\*

City

Zip Code

*\*Must be a business (non-residential) address if the marker will be shipped directly to sponsor per the LOT designated manufacturer requirements.*

or

***IF BEING SHIPPED TO DOTD,***

Yes, the nominated marker will be placed on a state highway/street right-of-way.  
Please indicate the DOTD District headquarter location or number:

