



## Historic Marker Program

Sponsored by the  
Historic and Architectural Preservation Commission  
City of Oxford, Ohio  
Established 2009

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### HISTORIC PLAQUE APPLICATION (TIER TWO)

To apply for a **Historic Plaque**, fill out the **Tier Two Marker** application form and submit it, along with a photograph of the *structure* or *site*, to the City of Oxford Municipal Building. Once your application is submitted, the Historic and Architectural Preservation Commission (HAPC) will review the application to determine if the *structure* or *site* meets the eligibility criteria. If the application is approved, applicant will be notified and a fee of \*\$124.00 for the **Historic Plaque** is required; installation is included.

A register number will be assigned and the **Historic Plaque** will be ordered, awarded to the property owner and affixed to the front of the *structure* or at the *site*. It will be fastened with tamper-proof brass screws by a qualified contractor selected by the HAPC.

Before receiving the **Historic Plaque**, the property owner will be asked to sign a Letter of Agreement with the City of Oxford in which the owner pledges to maintain the historic integrity, the significant original features and the surrounding grounds that distinguish the character of the *structure* or *site* and its environment.

**Historic Plaques** will not restrict property owners from making appropriate changes to their property. However, changes considered inappropriate to the significant architectural elements or details of a *structure* or *site* will result in loss of designation and removal of the **Plaque**.

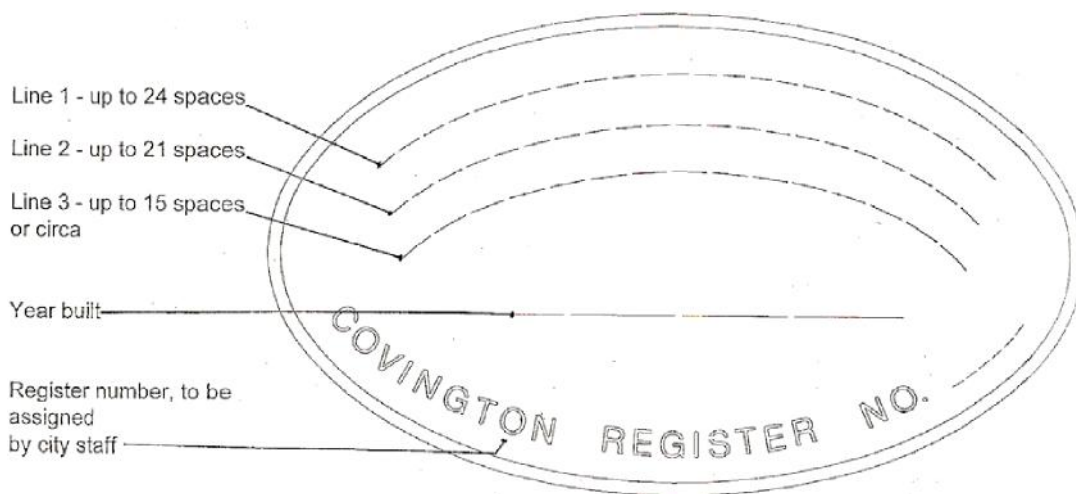
This includes removing important architectural features, installing vinyl siding, replacing original windows with vinyl or metal windows, removing an original slate or tile roof, building inappropriate or insensitive additions, or otherwise destroying the integrity of the original structure.

**Register Numbers:** The register numbers are a coding system to establish a permanent record of historic resources in Oxford. The register numbers also allow the City to correlate its historic resource records with neighborhood walking tours.

**\* Price Subject to Change Based on Foundry's Pricing. Recipient will be notified of final cost.**

### HISTORIC PLAQUE WORDING

Fill in desired information; please print clearly. Historic and Architectural Preservation Commission (HAPC) members will assist in determining the final layout.



### **INFORMATION ON PLAQUE MUST BE VERIFIABLE HISTORIC FACT SUBSTANTIATED BY DATA SUBMITTED WITH THE APPLICATION.**

Please submit a check for \*\$124.00 payable to the City of Oxford. The plaque will not be ordered until payment is received. Please allow 8-12 weeks for delivery. The City of Oxford will notify you when the plaque arrives.

Before the City will release the plaque, a **Letter of Agreement** must be signed by the property owner, pledging to maintain the historic integrity of the structure. A copy of this letter is available for review upon request.

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## AGREEMENT

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20( ), between the City of Oxford, Ohio, a municipal corporation, (hereinafter “CITY”), and \_\_\_\_\_, (hereinafter “OWNER”), owner of the real estate located at \_\_\_\_\_, Oxford, Ohio (hereinafter “PROPERTY”).

**WHEREAS**, the CITY has instituted a Historic Marker Program with two levels, for properties within the boundaries of the City of Oxford: as **Tier One** to present **Preservation Award** plaques to recognize sensitively executed preservation projects, and **Tier Two** to present **Historic Plaques** to recognize structures and sites of historic significance; and

**WHEREAS**, the CITY has reviewed the application of the OWNER and has determined that the structure or site located on the PROPERTY meets the eligibility criteria.

**WHEREAS**, the CITY awards the OWNER a Tier Two, Historic Plaque for the PROPERTY: and

**NOW, THEREFORE**, in consideration of the mutual promises contained herein it is hereby agreed:

### 1. OBLIGATIONS OF THE CITY

- (a) The CITY will design and advertise for the purchase of the Preservation Award plaques and Historic Plaques to be used throughout the City of Oxford to designate historic structures and sites;
- (b) The CITY will transfer ownership of the **Preservation Award** (Tier One) plaque to the OWNER and bear the cost of the plaque and its installation;
- (c) The CITY will transfer ownership of the **Historic Plaque** (Tier Two) to the OWNER upon payment to the CITY of an amount equal to the cost to the City for the Historic Plaque, with installation included.

### 2. OBLIGATION OF THE OWNER

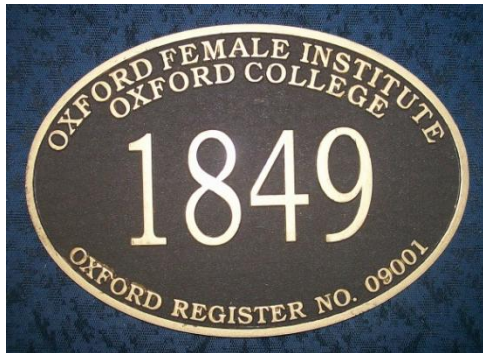
- (a) The OWNER will pay the CITY for the cost of the **Historic Plaque** (Tier Two);
- (b) The OWNER will display the **Preservation Award** plaque/**Historic Plaque** in a prominent position on the PROPERTY per guidelines developed for the Historic Marker Program, and maintain the plaques;
- (c) The OWNER will maintain the historic integrity of the structure or site designated as being historically significant; if said structure/site is compromised in a manner insensitive to its historic significance, the plaque will be revoked.

**CITY:**

**OWNER:**

By: \_\_\_\_\_  
Douglas Elliott, City Manager

By: \_\_\_\_\_



# Historic Marker Application City of Oxford, Ohio

Please submit to:  
Historic and Architectural Preservation Commission  
City of Oxford, Municipal Building  
101 East High Street, Oxford, Ohio 45056  
For information or assistance:  
524-5204 or [www.cityofoxford.org](http://www.cityofoxford.org)  
*Established 2009*

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## HISTORIC PLAQUE APPLICATION (TIER TWO) (Application Deadline: May 1)

Name of Applicant(s): \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Name on marker (original owner or most significant owner): \_\_\_\_\_

**Please summarize information on the following topics and include attachments as appropriate:**

1. Location of Structure \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_ Building Permit # \_\_\_\_\_

Year of Construction \_\_\_\_\_ Additions/Restorations \_\_\_\_\_

2. Description of the site (Habs Haer, fire maps) \_\_\_\_\_

\_\_\_\_\_

3. General narrative of the structure (title search, chain of title, deed records, historic surveys, historic structures report if available): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Architect/builder, if known: \_\_\_\_\_

\_\_\_\_\_

5. Architectural narrative (for styles, refer to Virginia and Lee McAlester, *A Field Guide to American Houses*, Alfred A. Knopf, NY, 1994): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Description of interior and any modifications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Distinguishing exterior features (gardens, setting, landscape features): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Historic Context (significant events, people, stories associated with the property): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Historic photographs / Current photographs: *Please submit photos of all elevations and grounds.*
10. Reference sources: \_\_\_\_\_  
 \_\_\_\_\_
11. Statement of significance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Additional pages may be attached.*

**The applicant certifies that the information on this application is true and accurate to the best of his/her knowledge.**

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

**HAPC Use Only:**

Site visited by \_\_\_\_\_ on \_\_\_\_\_

Information verified by \_\_\_\_\_ on \_\_\_\_\_

Application approved \_\_\_\_\_ Not approved \_\_\_\_\_ on \_\_\_\_\_

Marker awarded to \_\_\_\_\_ on \_\_\_\_\_

Register Number: \_\_\_\_\_