

## **APPLICATION FOR STRUCTURE HISTORIC PLAQUES**

DIRECTIONS: "USING THE GUIDELINES FOR OBTAINING PLAQUES"  
PLEASE ANSWER THE FOLLOWING QUESTIONS AND  
GIVE PERTINENT INFORMATION.

1. Property Owner(s)

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Address

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Telephone number

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2. Address of Property

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3. Year building/structure was built

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4. Builder's name (if known)

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5. Architect's name (if known)

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6. First Owner (if known)

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7. Describe architectural style of building

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8. Important or interesting facts about the building/structure (can be  
answered on a sheet of paper.)

9. Please attach documentation regarding age and style of structure as well as current pictures of the front. If an early picture of the building/structure is available, please include it.

10. What visible evidence of construction methods of the period can be found?

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11. What records can be used to substantiate the existence of this structure?

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**ADJACENT PROPERTY OWNERS**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

## **GUIDELINES FOR OBTAINING PLAQUES**

(from the *Design Guidelines for the Beaufort Historic District & Landmarks*)

### **PURPOSE:**

1. To identify structures worthy of note.
2. To encourage recognition of this fact by preservation and appreciation.
3. To become aware of other historic facts through the research required to obtain a plaque.

### **ELIGIBILITY:**

1. Structure must be at least 100 years old.
2. Structure must not be subjected to extensive exterior remodeling nor be altered so that the architectural integrity of the structure no longer remains.

### **PROCEDURE:**

Formal written request is to be submitted to the Beaufort Historic Preservation Commission (BHPC). In the request should be the documentation as outlined below.

### **DOCUMENTATION:**

The documentation requested in this application, must be produced by the applicant. It is the responsibility of the applicant to do or have done all the research necessary to provide the documentation to the Beaufort Historic Preservation Commission. Included in the documentation should be:

- Written proof of the date of construction or the earliest date of reference in the tax records to show that the structure existed.
- Any records can be used to substantiate the existence of the structure, including early maps of the area, or other comparable documentation (with verification by outside sources if necessary) at the Commission's discretion. In addition, there must be visible evidence of construction methods of the period.
- Other information to be included: photos of each side the outside, photos of interior features used in determining age, scaled map of the lot on which the structure stands indicating all changes in lot by deed(s).

### **PLAQUE GUIDELINES:**

- 4.1.1 If the request to obtain a plaque is granted, the applicant will receive a written letter from the Beaufort Historic Preservation Commission. The letter will state the earliest name and date as determined by the Commission. No other information may be placed on the plaque.
- 4.1.2 The applicant will be responsible for the expenses of the plaque for and its maintenance. Once a plaque is received by the applicant, it is the responsibility of the owner/applicant not to make changes that would alter the architectural integrity of the plaqued structure.
- 4.1.3 The plaque should be to the exact specifications of the Commission. If future changes of the plaqued structure not appropriate to the original documentation which govern the plaque issued, the Commission has the right to request the removal of the plaque.