

# HISTORICAL MARKER PROGRAM APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

**For more information on the Historical Marker Program or for assistance in completing this application, please contact the Apex Planning Department at 919-249-3426 or [planninginfo@apexnc.org](mailto:planninginfo@apexnc.org).**

The Historical Marker Program is designed to provide incentive funds to tenants/property owners to install Historical Markers at key locations adjacent to or on historic structures and sites within Apex's jurisdiction. The grant can provide up to \$4,000 of the cost of the marker per property.

1. Application requirements:

- a. Completed application form signed by the property owner.
- b. Photos of the historic structure or site, showing the current condition.
- c. Documentation of historic nature of structure or site.
- d. Detailed content for Historical Marker.
- e. 11" x 17" Site Plan showing location of Historical Marker on site or photograph of building with location noted for markers that will be hung on the structure.
- f. Drawings including colors/finishes of Historical Marker.
- g. Encroachment agreements and/or easements.
- h. Cost estimates from a qualified professional, such as but not limited to [www.sewahstudios.com](http://www.sewahstudios.com) or [www.signsunlimitedusa.com](http://www.signsunlimitedusa.com). Cost estimates must be detailed in a line-by-line format.

2. Applications must be approved before work begins or no funds will be disbursed.

3. The Planning Staff has been granted authority to administer the Historical Marker Program process by Town Council. Town Council allocates the funding for the grant through the yearly budgeting process.

4. Grant amount shall be paid only when construction is completed and receipts are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed the actual costs or the \$4,000 limit, whichever is less. In no case shall a grant be issued higher than the original approved grant amount.

5. Eligibility Criteria:

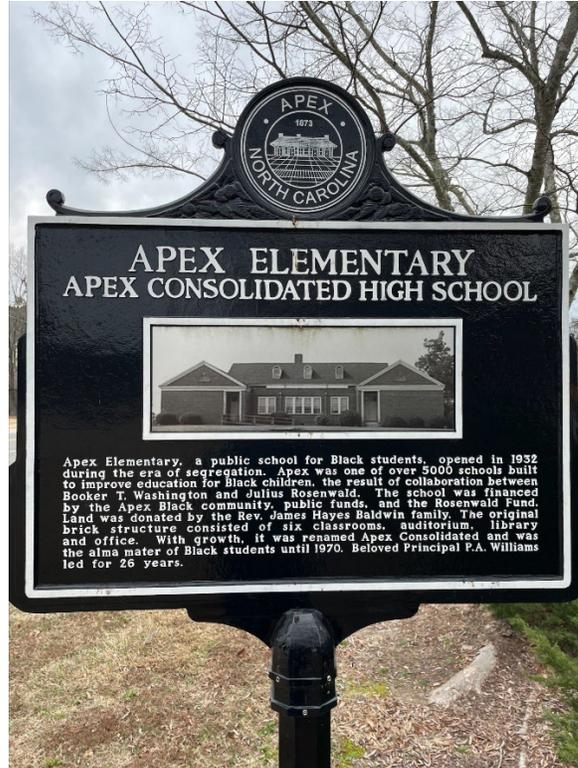
- a. If the tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
- b. Historical Marker Program applications will be reviewed for historical authenticity, relative merit, appropriateness of content, and aesthetics. No funds will be awarded for Historical Markers that are not in keeping with the appropriate content and aesthetic standards of the Town, as deemed by Planning Staff. Requirements include, but are not limited to:
  - i. Historical Markers can be located on private land with appropriate easements or on Town property with appropriate easements or encroachment agreements. Location of the Historical Markers in NCDOT rights-of-way will generally not be allowed due to maintenance issues with markers being hit by vehicles.
  - ii. Historical Marker shall be the following style (identified by Sewah as "South Dakota") with the Town of Apex seal in the center.

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- iii. Historical Marker must have a black background with white lettering (and the seal to be white as well).
  - iv. The post must be black if post mounted.
  - v. Lettering shall be appropriate to the location but shall be no smaller than 1" and no larger than 3".
- c. Historical Marker locations must be within Apex's corporate limits and/or extraterritorial jurisdiction and must comply with all state and local regulations, including obtaining required easements/encroachment agreements from the Town of Apex or easements on private property.

I have read the Historical Marker Program information:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Application #: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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## Hard Copy Submittal Requirements: (Submit to Planning Department)

- One (1) copy of Historical Marker Program Application
- 11x 17 Site Plan/Marker Drawings and Colors

## Applicant Information:

Applicant: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Owner Information:

Owner: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Location Information:

Address: \_\_\_\_\_  
Property PIN: \_\_\_\_\_ Owner or Tenant Occupied? \_\_\_\_\_  
Current Building or Site Use: \_\_\_\_\_  
Cost of Overall Proposal: \_\_\_\_\_ Historical Marker Funds Requested: \_\_\_\_\_

## Historical Marker Content:

1. Please provide the requested Historical Marker content in detail (exactly what it would say on the Marker). Attach a separate sheet if necessary.

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2. On a separate sheet, provide a detailed cost estimate for the Historical Marker fabrication and installation. Once the work is completed, please provide the Planning Department with a copy of the receipt(s) for all labor and supplies. Historical Marker funds will not be released without receipt(s).

3. Please describe how this Historical Marker contributes to the historic character of Apex. Provide documentation of historical authenticity and relative merit as attachments to this application.

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## Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this program.

_____	_____
Applicant Signature	Date
_____	_____
Owner Signature	Date
_____	_____
Staff Approval	Date

Conditions of Approval: