



Fairfax County History Commission

10360 North Street
Fairfax, Virginia 22030-2514

Procedures for Nominating a Historical Highway Marker

1. Anyone may nominate a site or topic for a Virginia or Fairfax County Historical Roadside Marker. The nomination should include:
 - a. A cover letter or email that includes the name and address of the person or organization that will pay for all or part of the marker. A nomination may be made without a commitment of funds.
 - b. A 90 to 100 word text with supporting documentation and references consisting of primary sources (will, deeds, first person accounts, etc.). Secondary source documentation, such as books written long after an event occurred, are useful in suggesting historical information; however, primary source documentation is needed to provide an appropriate level of confidence that the information is correct. The wording of the text must be factual and objective.
 - c. A recommended location shown on a local map (such as a Fairfax County property map). The property owner must be willing to sign a license agreement with Fairfax County, which defines the responsibilities of the county in exchange for permission to place the marker.
2. Historical markers must commemorate persons, sites, buildings, or events of national, state, regional or local significance. Living persons or events that occurred less than fifty years ago are not eligible. Exceptions may be allowed if the person, site, building, or event is considered by the History Commission to be of extraordinary historical significance. Markers should provide information about the site where the marker is installed rather than providing historical information about nearby places.
3. Each nomination will be referred to the Historical Marker Committee. Before going to committee the text and documentation will be evaluated for accuracy and consistency by the Marker Committee Chairperson or his designated representative and changes may be recommended. Additional suggestions can be found at the History Commission web site: <http://www.fairfaxcounty.gov/histcomm/historicmarkers/>. The requesting party will be asked to prepare a package for each member of the Marker Committee containing a proposed text and the supporting documentation. The Committee will review the material and may make additional changes and/or recommendations. The final text will be forwarded to the full History Commission.
4. After editing has been completed and approved, the text will be submitted to the full History Commission for comment and approval. If full or match funding is requested by the nominating party, it will be considered by the full History Commission in a separate motion.

5. If the nominating party wishes to have a state marker installed, and wishes to have it partially or wholly funded by the Fairfax County History Commission, materials would be submitted to the Commission for approval and the Commission will forward those materials to VDHR for their approval. Requests for state markers may go directly to VDHR without Fairfax History Commission approval with the understanding that the funding would be provided by the requesting party.
6. The current cost of a Fairfax County historical marker is \$2,110. The History Commission may fund up to two markers per year, but the Commission prefers that the requesting party provide full or partial funding.
7. If the requesting party wishes to have a dedication ceremony after the marker has been installed, the event should be requested and coordinated with the History Commission and the office of the Supervisor within whose district the site is located.
8. Location for placement of markers by the Virginia Department of Historic Resources (VDHR) will be coordinated with the Virginia Department of Transportation (VDOT), which has final approval of the site location.
9. Installation of local markers will be undertaken by the Fairfax County Department of Facilities Management. Installation of local markers on Fairfax County Park Authority property will be undertaken by the Park Authority.
10. Decisions of the History Commission regarding the appropriateness of marker nominations, wording of marker text, approval for funding, and potential review by the Virginia Department of Historic Resources will rest entirely with the Fairfax County History Commission. Only the Fairfax County History Commission approves local historical markers.
11. The design of the Fairfax County historical highway roadside marker:
 - a. The marker will be manufactured by Sewah Studios in Marietta, Ohio of cast aluminum.
 - b. It shall be 30" H x 42" W.
 - c. It will be the Georgian style with the Fairfax County official seal in the designated place.
 - d. The lettering and trim will be dark blue and the background will be buff—all in baked enamel.
 - e. The text will consist of a 2" head, a 1" text and a 5/8" reference to the Fairfax County History Commission and year approved. The name of no other funding organization or agency will appear.