

APPLICATION FOR HISTORY COMMISSION MARKER

Please complete this form and submit it with the additional attachments described below to the History Marker Chairman Mary Lipsey, <mailto:christopherlipsey@verizon.net>. Questions should be directed to this email or to Commissioner Lipsey by phone: 703-321-2824.

COMPLETE THE INFORMATION BELOW:

A. Name of Applicant:

B. Email Address:

C. Title of the Marker:

D. Address of proposed location of the marker:

E. Name of the owner of the property:

F. Owner contact information (we prefer an email address):

Please save and attach the completed form above along with the following attachments to Marker Committee Chair Mary Lipsey, [mailto: christopherlipsey@verizon.net](mailto:christopherlipsey@verizon.net).

1. Signed License Agreement (Document A)
2. Attach a photo, a marked map, or provide the GPS coordinates of the location of the marker.
3. A draft of the text for the marker, 100 words is optimum length. Double spaced with footnote citations for each fact included in the text. When possible, please cite primary sources. See example of a draft of a marker text (Document B).
4. Include word count (excluding the title) 100 words is the optimum length. See example of a draft of a marker text (Document B).
5. Include scanned copies of documentation used in research and cited in the text as either PDF or jpeg files. (See Document B).

Please Note: Payment is expected after the History Commission as a whole approves the marker text.

After the marker is ordered, delivery and installation could take up to six months.

If the marker is installed on VDOT property, there is an additional procedure and fee for a land permit.

Thank you for your marker submission!

History Commission Marker Committee Chair,

Mary Lipsey