

**City of Elgin Historical Marker Program
Parks and Community Development Department**

**Marker Research Guide
Events within the Elgin City Limits or Elgin ETJ**

Eligibility: Events as topics for an Elgin Historical Marker must have taken place more than 30 years ago, are historically significant and have definite beginning and ending dates. Application must demonstrate the historical significance of the event including its influence, effect or impact on the course of history or cultural development. Age alone does not determine significance. Application should address local history and local significance.

Costs: All costs for plaques or any fees will be borne by the applicants. Applicants are required to purchase the oval Elgin Landmark plaque if an application is approved.

Applications: Applications for landmark recognition for structures must be submitted to the City of Elgin Parks & Community Development Department. City staff may request additional information for an application. A joint committee of the Elgin Historical Review Board and the Elgin Historical Association will review completed applications. This committee will request additional information from the applicant or make a recommendation regarding the application. Applications recommended for approval will be submitted to the Historic Review Board, and upon Historic Review Board recognition to City Council. The application should include but not be limited to the following information.

1. Completed application form
2. Historic Name, with background information on causes of the event
3. Beginning and ending dates
4. Location of the event with current site information
5. Individuals, organizations or businesses involved in the event with a brief history of each and vital dates (birth and death if available)
6. Information on the influence, effect or impact of the event on local history, or cultural development
7. How did the event play a role in history?
8. How has it made a difference in the context of local, state, or national history?
9. What is the period of historical significance for the event?
10. Remaining physical reminders (structures, inventions, memorials, etc.)

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