

City of Elgin Historical Marker Program
Parks and Community Development Department

Marker Research Guide
for Structures located within the Elgin City Limits or Elgin ETJ

Eligibility: Structures must be located within the Elgin City limits or Elgin ETJ (Extra Territorial Jurisdiction), be at least 50 years old, and exhibit both architectural and historical 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, the Planning and Zoning Commission and finally 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
3. Location
4. Date of Construction and complete construction history including building materials used, major alterations, etc.
5. Architect, builder, contractor if known
6. Brief architectural description
7. First owner and all or any subsequent owners and occupants, including vital dates of occupancy with background information such as professional/business activities, community activities, military service, public service etc.
8. Owners or occupants associated with any major alterations to the structure
9. List any organizations or business that have occupied the structure with a brief history of each
10. Information on surroundings and setting such as significant out buildings, landscape features, relationship to adjacent properties, etc.