

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

**Steps for submitting a Request for an Elgin Historical Marker**

- 1) Pre application must be filled out by applicant and submitted to City of Elgin Parks & Community Development Department. Pre applications will be submitted to the Historic Review Board.
- 2) Applicant will obtain an Elgin Historical Marker Application Packet from City of Elgin including the following:
  - a. Cover letter
  - b. Application form
  - c. Research Guide for appropriate type of marker
  - d. Guide for preparing reference notes
  - e. Example of narrative
- 3) Application will be submitted to City of Elgin Parks & Community Development Department for initial review. Staff may request additional information for the application.
- 4) Historical Marker Review Committee (representatives of both Historic Review Board and Elgin Historical Association) will review the application with the applicant.
- 5) Final application will be submitted by January 15 annually to be considered for an award in that year. Applications may be submitted at anytime.
- 6) Historical Marker Review Committee will review applications and submit recommendations to the Historic Review board by February annually.
- 7) Historic Review Board to review and submit recommendations to Planning and Zoning commission for structures by March annually. All other application recommendations are submitted to City Council.
- 8) Planning & Zoning commission to review structure applications and submit recommendations to City Council.
- 9) City Council to review recommendations for Elgin Historical Marker applications in April annually beginning in 2011.
- 10) Awards to be announced in May annually.
- 11) Award ceremony at recipient's discretion. The City may coordinate activities related to the historical marker announcements in conjunction with May, National Preservation month.