



# HISTORIC STRUCTURES PLAQUE APPLICATION

## **Thank you for your interest in Geneva History Museum's Historic Structures Plaque Program!**

Many structures in Geneva tell the story of families who have contributed to the building of our community. Geneva History Museum holds many resources that are utilized to unveil your home or building's unique history. A bronze plaque is a wonderful way to belong to Geneva's story and mark your home with historic pride.

Geneva Historical Society, now the Geneva History Museum has awarded bronze plaques since 1948. This bronze plaque is a private recognition through our organization and is not affiliated with the city's designation of the historic district.

These plaques are presented on the request of the owner while the Museum's staff and volunteers perform research and prepare a written report of the building's history and property timeline. The Geneva History Museum Historic Plaque Committee reviews the application and staff report to determine eligibility.

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## GUIDELINES FOR AWARDING BRONZE PLAQUE

**NOTE:**

*All applicants must complete the Archives Research Request Form and consult with Geneva History Museum Archivist prior to application consideration.*

The Geneva History Museum will, upon application by the owner, sponsor bronze plaques of recognition to be attached to a domestic, commercial and/or civic structure in a prominent location based on one or more the following criteria:

1. Date of Construction (100 years old or more),
2. Historical Significance\* and/or Architectural Significance\*
3. Domestic structures must have remained in appearance essentially as built. Commercial and/or civic structures must substantially retain their original form and appearance.

The Geneva History Museum reserves the right to determine eligibility of each building. The presence of a plaque on a structure in Geneva does not imply any endorsement or restriction by the Geneva History Museum or any of its agents.

Pending eligibility, a documented and factual written research record of the structure's significance and history will be compiled by Geneva History Museum staff/volunteer after all necessary research has been performed and paid for per the Archives Research Request Forms.

If eligibility is approved, all written reports as well as photographic documentation of the structure will be placed on permanent file at the Geneva History Museum's Archives and Research Library.

## REQUIREMENTS AND FEES

The owner of the structure must be a current Geneva History Museum Annual Member and is required to pay a non-refundable application and processing fee of \$50.

A plaque fee of \$500.00 (not including installation) is required following a determination of eligibility.

If eligibility is approved and bronze plaque ordered, Geneva History Museum requires photo documentation of the plaque being awarded to the owner by a Geneva History Museum representative for archival and publicity purposes.

If the appearance, character, or form of the structure is changed so as to significantly alter the appearance, character, or form of the structure's state at the date of approval of the plaque, the Geneva History Museum reserves the right to ask for the removal and/or return of the plaque.

\*(historical and/or architectural significance is not limited by any date factor.)

UPDATED 08/14

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## GENERAL INFORMATION

Address of the Structure: \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Owner's Name (if different) \_\_\_\_\_

Street address \_\_\_\_\_

Street address \_\_\_\_\_

City, State \_\_\_\_\_ Zip code \_\_\_\_\_

City, State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Parcel Number (from tax bill): \_\_\_\_\_

## PROVIDE ADDITIONAL INFORMATION IF KNOWN (attach additional sheet if needed)

Brief physical description of structure:

Brief historical/architectural significance of structure:

## TO COMPLETE THE APPLICATION:

(1) Attach two copies of all relevant historical, architectural, and other significance, including at least four photographs of the structure (one front, one overall and two historical features) for deposit in the archives of the Geneva History Museum. Such information will be deemed public records. The Geneva History Museum is not responsible for the accuracy of the attached.

(2) Attach \$50.00 processing fee.

## BELOW FOR GENEVA HISTORY MUSEUM STAFF USE:

### CLASSIFICATIONS:

(Dwelling, Commercial, Civic, other) \_\_\_\_\_

Date of Structure: Year \_\_\_\_\_

Circa (within 5 years) \_\_\_\_\_

Historical Significance (Y/N) \_\_\_\_\_

Architectural Significance (Y/N) \_\_\_\_\_

Other Significance \_\_\_\_\_