

## How do I apply for a plaque?

Applications for commemorative Historic Building Plaques may be obtained by calling the office at (334) 625-2722 or downloading from <https://www.montgomeryal.gov/city-government/departments/economic-and-community-development/land-use/historic-preservation-commission>

- Historic Building Plaques will be awarded twice yearly in June and December
- Application deadlines are March 1 and September 1, respectively
- You will be asked to submit your payment only upon notification of approval
- Checks will be payable to **City of Montgomery**
- Requests for replacement plaques will be evaluated to ensure the property still retains its historic integrity and meets the criteria for a plaque

## How should I display the plaque?

The following methods are recommended for displaying each commemorative historic plaque:

- mounted parallel to the front of the structure, or on a fence or gate;
- mounted parallel to the front of the structure on a 1 ½ inch square tube post of black or white metal, not to exceed 36 inches in height; or
- mounted parallel to the front of the structure on a 2x2 inch black or white wooden post, not to exceed 36 inches in height.

CITY OF MONTGOMERY  
Planning Dept., Land Use Division  
25 Washington Ave., 4th Floor  
PO Box 1111  
Montgomery, Alabama 36101-1111

CITY OF MONTGOMERY

## Obtaining Plaques for Historic Properties



**Revised Guidelines  
adopted 2020**

## Does my building qualify for a commemorative historic plaque?

The Historic Preservation Commission (HPC) reviews applications for the City's commemorative plaques which are available to historically designated properties. The Commission is charged with assessing the "historic integrity" of a property. Historic integrity is the sum total of factors that contribute to the overall historic look and feel of a property. These factors include:

**setting, location, association, feeling, materials, workmanship, and design.**








As changes to properties are made over time, they may diminish the historic character of a building. While each change by itself may be small, the accumulation of changes can have a dramatic visual impact on a property.








Historic properties that have undergone few changes or many changes done sensitively may qualify for a plaque. Those buildings retain most aspects of their historic integrity. Repairs, additions, and introductions of new materials on these properties have been done in a sensitive manner so that the

overall integrity of the property has not been compromised. Properties that still retain their overall historic form and character but have experienced other changes will be evaluated by the HPC to determine how those changes impact the integrity of the building. Changes such as siding replacement, window replacement, addition of non-historic shutters, porch enclosures, and front yard parking areas impact the elements of historic integrity. In cases where the HPC determines that the changes have significantly altered the historic appearance of a property, a commemorative plaque will be not issued.

Plaques may be considered for a historic property which retains its original design elements. The following properties may be eligible for a plaque:



-  Locally designated historic structures (individual properties or those included within historic districts) that are 50 years old or older;
-  Any National Register-listed property;
-  Any contributing structure located within a National Register Historic District;
-  Any individual property listed in the Alabama Register;
-  And any contributing structure in a district listed in the Alabama Register.

Applications should include a date of construction, any available information about the history of the property, and any significant physical changes to the property. The following resources are excellent for information on your historic property:

-  Title Abstracts
-  City Directories
-  Sanborn Maps
-  Historic photographs
-  Family histories
-  Newspaper clippings
-  Development brochures

## What is printed on the plaque?

Each plaque has a designated area for the addition of an inscription to identify each individual historic property. However, because of limited space this inscription must be confined to the following:

-  For historic landmarks or for individually designated structures on either the local, Alabama, or National Register, the inscription will consist of its generally recognized name (E.g., "Governor Jones House," "Winter Building," etc.) and the date it was constructed.
-  For eligible residences or buildings located in historic districts, the inscription includes the district name and the approximate date of construction, unless a historic name can be documented.

It will be the property owner's responsibility to supply all needed information (E.g., date of construction, brief history of the property), and each inscription must be approved by the Montgomery HPC prior to display.

Commemorative plaque applications are available through Land Use and on our web site. Plaques are 15" x 18" and cost \$40, each.

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