

HISTORIC STRUCTURES PLAQUE PROGRAM

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.

The Geneva Historical Society, now the Geneva History Museum, has awarded bronze plaques since 1948. This award is a private recognition through our organization and is not affiliated with the city's designation of the historic district nor the Historic Preservation Commission.

The plaques are presented on the request of the owner, while the Museum's staff and volunteers perform the research, and prepare a written report of the building's history and property timeline. The Geneva History Museum's Board of Directors review the application and staff report to determine eligibility.

Applicants must be current members of the Geneva History Museum.

“ Belong to Geneva's story. ”

HISTORIC STRUCTURES PLAQUE AWARD GUIDELINES

NOTE: All applicants must complete the Archives Research Request process, consult with Geneva History Museum Archivist and be current members of the Geneva History Museum prior to application consideration.

The Geneva History Museum (GHM) Board of Directors may award a Historic Structures Plaque to the owner of a building in Geneva Township in recognition of the structure's significance based on one or more of the following criteria:

1. Structure was built in or prior to 1920;
2. Historical significance (not limited by any date factor) verified by Museum staff;
3. Architectural significance (not limited by any date factor) verified by Museum staff;

Domestic structures must have remained in appearance essentially as built; commercial and/or civic structures must substantially have retained their original form and appearance.

This award is a private recognition through GHM and is not affiliated with the City of Geneva's designation of the historic district nor the Historic Preservation Commission.

The GHM reserves the right to determine eligibility of each building based on a documented and factual written research record of the structure's significance and history compiled by GHM staff/volunteers. The presence of a plaque on a structure in Geneva does not imply any endorsement or restriction by the GHM or any of its agents.

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. Eligibility denials may be appealed in writing to the GHM Executive Director for presentation to the Board of Directors.

To be awarded a plaque, the owner agrees to the structure being featured in exhibits, programming, including any walking/drive-by tours (exterior only) sponsored by GHM, marketing and promotional materials.

The size, wording and any other imprint on the plaque being awarded is at the discretion of the GHM Board of Directors. The plaque is to be placed on a prominent location on the exterior of the building. GHM is not responsible for the installation or the costs involved in installation of the awarded plaque.

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.

Requirements and Fees

- GHM membership, if not already a current member
- Payment by the owner of a non-refundable application and processing fee of **\$100**
- Upon eligibility approval, payment by the owner of a non-refundable **\$600** plaque fee

These guidelines have been read, are understood and are agreed to by the applicant: _____
(initials)

Historic Structures Plaque Application

Address of structure: _____

Parcel Identification Number (from tax bill)

Owner's name

Owner's street address

City, State,

Zip code

Telephone

Email

Provide the following 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 copies of all relevant historical, architectural, and/or other significant information, 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 information provided by the owner.
2. Attach the \$100 non-refundable application processing fee or proof of fee payment.

The undersigned has read, understands and agrees to the stipulations set forth in the Historic Structures Plaque Award Guidelines.

Owner's signature

Date

FOR GENEVA HISTORY MUSEUM STAFF USE:

Date research request completed: _____

Name of person compiling submission to Board of Directors

Classifications:

Dwelling, Commercial, Civic, other: _____

Date of structure:

Year _____

Circa (within 5 years) _____

Historical significance (Y/N): _____ Architectural significance (Y/N): _____

Other significance: _____

Was the structure found to be eligible for a plaque? (Y/N): _____

Date of Board decision: _____

Was the decision appealed by the owner? (Y/N): _____

Board decision on appeal: _____

Date of Board appeal decision: _____

Notes: