

# GOOCHLAND COUNTY HISTORICAL MARKER PROGRAM

2875 River Road West Goochland, Virginia 23063

## NOMINATION PROCESS

Historical markers must commemorate persons, sites, buildings, or events of national, state, regional or local significance. Living persons or events that occurred less than fifty years ago are not eligible. Exceptions may be allowed if the person, site, building, or event is of extraordinary historical significance.

Anyone may nominate a person, site, building, or event for a Virginia or Goochland County Historical Marker. The nomination requires of a completed Nomination Form, with attachments showing:

- Name of person, site, building or event to be commemorated
- The name, signature and contact information of the person(s) or organization(s) that will pay for the marker (sponsor). A letter must be included that verifies that funds are available to cover the cost of the marker (currently \$1,700). Also, in certain situations the sponsor could be responsible for paying the expenses associated with erecting the marker. A nomination can be made without an initial commitment to fund.
- The name, signature and contact information of the person(s) or organization(s) submitting the nomination if different from that of the sponsor.
- Proposed marker text
- Proposed installation site of marker shown on a local map such as a Goochland County property map
- Signed agreement of the private property owner(s) of the land on which the marker is proposed
- Photographic images of the proposed installation site, including surroundings
- Photographic images of the subject of the marker

The nomination is to be referred to the GCHMP where it will be evaluated for accuracy, assigned a priority (if there are a number of submissions) and edited. The committee will work with the person(s) making the nomination to ensure a full and accurate text.

After research and editing have been completed, the full GCHMP committee will approve/disapprove and assign a priority. Consideration will be given to equitable distribution of markers among the various magisterial districts.

When required local approvals are completed, the text and supporting research may be submitted to the VDHR. VDHR will decide if the marker is of national, state, regional or local significance. If VDHR staff decides it is of national, state, or regional significance, VDHR staff may perform additional research and/or editing before submitting the nomination to the VDHR Board for approval.

When a marker is of local significance only, it will be placed on either a Goochland County Historic Highway Marker at a cost of approximately \$1,700, or a distinctive Goochland County Historic Building Plaque, with cost dependent on amount of lettering and size of plaque.

Installation of local markers will be undertaken by the appropriate agency.

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The design of the Goochland County Historical Marker:

- Manufacturer: Sewah Studios in Marietta, Ohio
- Appearance: aluminum casting with letters in raised relief
- Size: highway markers shall all be 30" in height x 42" in width; building plaque size will vary depending on the amount of text and the building itself
- Style: South Dakota style with the Goochland County official seal at the top of the marker; markers erected outside of the GCHMP may not bear the Goochland County seal
- Lettering and trim: white; baked enamel
- Background: black; baked enamel
- Text Heading: 2" lettering
- Body of Text: a 1" text or 5/8" text, depending on the number of words – 1" text allows for 13 lines with approximately 41 characters on each line; 5/8" text allows for 20 lines with approximately 62 characters on each line
- Bottom of marker: a 5/8" reference to the Goochland County Historical Society, a sponsor if fully funded, and the year approved; the name of no other funding organization or agency will appear.



- Sample:

A dedication ceremony will be planned by the GCHMP and the sponsors. Invitations will be sent, including the member of the Board of Supervisors in whose district the marker will be erected.

Decisions of the GCHMP regarding appropriateness of marker nominations, wording of marker text, approval for funding, and forwarding to VDHR will rest entirely with the GCHMP. Individuals or organizations submitting nominations that are not satisfied with the above-approved procedures will be informed that the VDHR accepts direct nominations for Historic Highway Markers if the individual or organization submitting such nominations provides full funding. Only the GCHMP approves local historic markers.