



HISTORIC SITE PLAQUE PROGRAM

Plaque Request Form

PLAQUE SPONSOR INFORMATION

Contact Person _____

Sponsoring Organization _____

Mailing Address _____

City _____ State _____ ZIP _____

Office Phone _____ Home or Cell _____

Email Address _____

HISTORIC PROPERTY INFORMATION

Note: Property must be located within the boundaries of the Baltimore National Heritage Area.

Historic Name (for plaque title) _____

Location: Street and Number _____

Property Designation

- Baltimore City Landmark
- Individually listed in the National Register of Historic Places
- Other: please describe _____

Is the property owned by the City of Baltimore?

- NO
- YES: Agency or Department _____

Will the sponsoring organization be acknowledged on the plaque?

Note that specific individuals of the sponsoring organization cannot be cited/acknowledged on the plaque.

- NO
- YES

AGREEMENT TO TERMS

I, the undersigned, commission the Baltimore Heritage Area Association, Inc., to create a historic site plaque for the property cited above. With this application I am providing payment in the amount of \$_____, which is 100% of the total estimated cost and acknowledge that I and/or the sponsoring organization will be invoiced for any balance of the total cost of the design, fabrication, and delivery of the plaque. I understand that BHAA will provide the structure description and coordinate the approval of text by both the plaque's requesting party and the Commission for Historical and Architectural Preservation (CHAP). I understand that BHAA reserves the right to make changes to the content for historic accuracy, relevancy, and to adhere to National Park Service standards in grammar, punctuation, and spelling. I understand that BHAA will proceed with the plaque design after text approval and when all images are received, and that when the design work is complete, BHAA will coordinate final approval by the plaque's requesting party and CHAP. I understand that BHAA cannot guarantee a date for sign delivery and/or installation and can only arrange installation for properties owned by the City of Baltimore.

I have read, understand, and agree to the above terms and conditions.

Signature of Authorized Representative of the Sponsoring Organization

Date