INSTRUCTION ON FILLING IN THE HISTORICAL PLAQUE APPLICATION

Dauphin Middle Paxton Historical Society (DMPHS)

**The residence, business, or historical site must be at least 50 years old.**

All plaques will have a single line border.

**Section I**

Date – Current date

Applicant’s Name – Person applying for the plaque and financially responsible for it or if it is a business, the business’s name, and the name of the contact person

Mailing Address – Applicant’s address or business address

Email Address – Applicant’s email address or contact person’s email address

Address of Historical Plaque Placement –If the plaque is for a place that has since been demolished, or a historical area, permission will need to be granted by the owners of the property of where the applicant would like the plaque to be placed. This could be the state, county, borough, township, or private party.

**Section II**

Circle the correct response to each category in this section

Type of Property Represented by Plaque – Is it a private residence? Is it a current business? Is it a historical place that might no longer exist, there is no structure, or is owned by an association? Ex: area where a historical place once was: Dauphin Hotel, Old Dauphin School; no structure: Stoney Creek Dam, cemetery, etc.

Plaque Material – The plaques can be either bronze or aluminum with bronze being more expensive and heavier.

Size of Plaque –The plaques can be custom made to include the information that you want on your plaque. Once a decision is made of the information/wording you want on your plaque (draft), a more accurate estimate will be attained from the company. Please see the example on the application. The 10” X 7” example allows up to 120 characters. Characters are letters, numbers, and punctuation. Each character over 120 would cost $0.62/character.

There is required information that needs to be on the plaque but other information may be included.

Information that is required for each plaque:

* Year structure was built or business was started
* DMPHS name (This is not included in your count of characters.)

Other information that may be included:

* Original Owners – We suggest this is included
* Current owners name
* Interesting historical information about property/business/association/etc.
* Other owners, construction of building, etc

Mounting Options:

Front Mounting – This is for drywall and wooden structures. The plaque will come with holes in it for screws.

Back Mounting – This is for masonry structures. There are no holes through the plaque.

Hardware – Mounting hardware is included with your plaque. <https://www.erielandmark.com/plaque-mounting-options/>

Dauphin Middle Paxton Historical Society will NOT mount the plaques for you nor will it be responsible/liable for any mounting errors or damage to the plaque or property due to mounting.

Background Colors: Circle your choice. See examples on background link in the menu.

Letter Colors – Bronze plaques have gold lettering and border; Aluminum plaques have silver lettering and border

Roadside Markers: These are freestanding. For pricing, please contact the society for estimated costs.

**Section** III

Research Section – You may complete your own research. A copy of the research must be included with your application to be verified by the DMPHS of its authenticity.

The society will do the research of the property for you at no cost but will only research deeds and tax records.

Source of information column: Deed number, tax records, etc, You will need a copy of your research (deeds, legal documents, etc.) for the application process.

Year Built: Trace the deeds back to the date of construction of the building.

Contractor: If known, give business name and address of contractor

List of all owners on the deeds.

**Section IV**

Other Construction Information

Style of construction: Ranch, Four Square, Cape Cod, etc

Major Architectural Changes since original construction: Additions to the property after the original construction

**Section V**

Other Historical Information or Points of Interest if known

Please indicate if the information is hearsay or folklore if there is not official documentation.

**Section VI**

Name of business and owner’s name: If business name and owners have changed over the years, list all that are known.

Type of business: Examples – barbershop, dress factory, ice cream shop, restaurant, etc

Dates of Operation: start date of business, ending date, currently still in business

Other information: Any interesting facts known about business or people who worked for the business

**Section VII**

Historical Place –

Name of Historical Place: Examples – Dauphin Canal, Cemeteries, Water Gap Tower

Location of Historical Place: or approximate area

Historical Significance: what is it noted for

**Submit the following:**

1. Application
2. Research documents (if doing your own research)
3. Pictures: Front view, back view, side views of present-day structure

The above items can be attached to an email sent to: [dmphist@comcast.net](mailto:dmphist@comcast.net)

or mailed to: DMPHS

PO Box 532

Dauphin, PA 17018

**Steps of the ordering process**

1. Submit application, documents, pictures
2. DMPHS will review application and verify submitted documentation
3. If DMPHS is doing research, applicant will receive the research in order to make a draft

of desired plaque

1. DMPHS will contact applicant with any questions
2. Template will be submitted to the foundry for their review and pricing
3. Applicant will be notified of any changes that are needed and the price of the plaque
4. Applicant will do final proofreading of plaque and sign disclaimer
5. Applicant will submit full payment for the plaque to DMPHS
6. DMPHS will submit payment and final draft to the foundry for the plaque to be made
7. Applicant will be notified when DMPHS is in possession of the completed plaque
8. Applicant will do final inspection of the plaque, sign disclaimer form, and receive plaque

**Please email DMPHS** [dmphist@comcast.net](mailto:dmphist@comcast.net) **with questions. Please put “historical plaques” in the subject line.**