

# JEFFERSON COUNTY HISTORICAL COMMISSION

4700 Seventh Court South  
Birmingham, Alabama 35222  
(205) 592-6610  
*futurepast44@gmail.com*

## **HISTORIC MARKER PROGRAM** **APPLICATION AND AGREEMENT**

Applicant's name: \_\_\_\_\_

Address: \_\_\_\_\_

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Address of historic property if different from above: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax parcel identification number: \_\_\_\_\_

Date of construction: \_\_\_\_\_ Source of date (attach copy): \_\_\_\_\_

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Please provide names and dates for the following:

Original owner or occupant: \_\_\_\_\_

Any other long-term occupants: \_\_\_\_\_

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Sources of owner/occupancy information (attach copies of relevant document pages):

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Any major alterations to the exterior? (For example: removal from original site, porch enclosures, room or wing additions, other changes to porches, siding, windows) Please provide dates for each. \_\_\_\_\_

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Is there any additional information about the history of the building or its occupants that you would like to include? If necessary, feel free to attach additional pages or copies. \_\_\_\_\_

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If you should have any questions about this application or any difficulty gathering the information requested, please call the Commission office at (205) 592-6610 for assistance, or you can e-mail us at [futurepast44@gmail.com](mailto:futurepast44@gmail.com).

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**Please be sure that you have included the following:**

- Tax parcel identification number for the historic property.
- Copy of your source for the date of construction.
- A listing of the original owner or occupant and any subsequent long-term owners or occupants and copies of sources for all (*e.g.*, City Directory pages, tax file notes).
- Copies of any other supporting documentation including the Board of Equalization field appraisal sheets.
- Oldest available photograph of the property.
- Current photograph, preferably taken from the same general direction and angle of the historic picture.
- Check for \$125 payable to the Jefferson County Historical Commission.

If any of the documentation requirements above bewilder you, refer to the sheet accompanying the application entitled "Where to Begin Your Research."

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**General Information:**

Applications generally require about eight weeks to process. Applications that are not fully completed or that do not include copies of supporting documentation will be delayed; this office will notify any applicants with a request to supply any missing or incomplete documentation.

The applicant or property owner is responsible for mounting and maintenance of the marker. Because the markers are specific to buildings or sites, they should under no circumstances be removed when ownership or occupancy changes.

If a marker needs to be replaced due to damage or deterioration, the Commission will be glad to order a replacement for a somewhat reduced fee. Markers should not be copied or altered in any way to reflect later owners.

The historic markers carry no restrictions on present or future use of a property. They are honorary only and have no implications for financial benefits or design restrictions. We do, of course, encourage good historic preservation practices and are happy to consult with owners about them.

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**I agree to abide by all policies and regulations of the Jefferson County Historical Commission's Historic Marker Program.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_