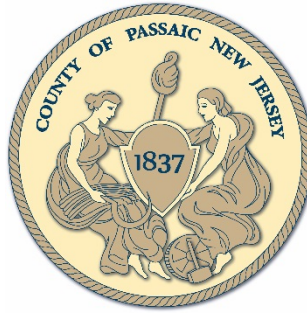


**DEPARTMENT OF  
CULTURAL & HISTORIC AFFAIRS**

Kelly C. Ruffel, Director



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## **Passaic County Historic Marker Program Guidelines**

*Resolution No. R20161011 authorizes the County of Passaic to erect, at suitable historic sites, markers denoting and describing locations, events and occasions of historic significance within the County of Passaic, New Jersey. These markers shall conform to a standard size and design prepared by the Department of Cultural & Historic Affairs (DCHA) and Department of Planning and Economic Development; and shall be maintained by the County of Passaic. The language of legend thereon shall be submitted to and approved by the DCHA. When sponsored and furnished by authentic historic organizations, the markers may carry the sponsor's organization name along the bottom edge thereof, but otherwise shall conform in all respects to the standard design and method of erection as provided in this resolution. The placing of the name of any living person upon these markers is expressly prohibited.*

**Before completing this application, please read the information below explaining the procedures and guidelines for Passaic County's Historic Marker Program. Please note that not all applications will be approved for a historic marker. Each application must meet the program criteria as outlined below. When completed, this application and any supporting documentation should be sent to:**

**Department of Cultural & Historic Affairs  
Dey Mansion  
199 Totowa Road,  
Wayne, NJ 07470**

**If you have any questions please contact the Department at (973) 706 – 6640 or kellyr@PassaicCountyNJ.org**

### **Historical Marker Criteria**

The Passaic County Historic Marker program commemorates persons, events, historic landmarks and districts prominently identified with the history of the Nation, State, or County of Passaic. Each proposed marker and location shall be reviewed and edited by the Historic Marker Committee of the Department of Cultural & Historic Affairs (DCHA) and verified by the Director of the DCHA.

Historic markers can be privately sponsored, funded by sponsors and/or grants.

No marker shall be erected to commemorate a living person.

In order for an historic event to be eligible for commemoration with a marker, the event must have occurred at least fifty years ago. Likewise, a person must have attained their historic significance at least fifty years ago within the County of Passaic. There are exceptions if the event or person is of extraordinary historical significance.

Markers shall be erected in a safe location, at or close to the places being commemorated, and where they will be visible to the traveling public.

Any individual or group may nominate a location or occasion of historic interest for historic marker commemoration.

## **Criteria for Marker Placement**

To ensure that historic markers are accessible to and can most effectively educate the traveling public, the DCHA assumes the responsibility of approving the location for nominated historic markers. The final location of the marker is based on the following criteria:

**Safety:** To the extent that drivers will need to park on street to read the marker, and then reenter the flow of traffic; they must be able to do so conveniently and safely. Historic markers must be placed so that they do not block drivers' lines of sight when making turns or create traffic hazards when drivers or pedestrians stop to read the marker.

**Visibility:** The historic marker should be placed in a safe but relatively high traffic area, so that it can be read by the largest possible number of travelers.

**Location:** Ideally, the marker should be placed as close as possible to the site it commemorates. Sometimes, however, because of traffic conditions, the remoteness of the site, or other reasons, the marker must be placed a distance away.

**Placement on private property:** Historic markers can be placed on public right-of-ways or on public property in the County of Passaic. However, they may be placed on private property if the property owner gives the sponsor written permission.

## **Procedure for Developing and Submitting a Marker Topic and the Approval Process**

### **Research and Write the Marker Script:**

The person or group wishing to sponsor the marker must do the research necessary to substantiate the facts to be included in the script of the marker. Research the topic by consulting multiple primary and secondary sources. Sponsors are encouraged to seek assistance from the local and/or the county historian(s), local historic societies, preservation commissions, libraries, and governmental entities in researching and crafting the proposed script.

### **Suggest a Suitable Marker Location:**

The most appropriate location would be where the person made an impact, where the event took place, or at the historic site being commemorated. The historic marker preferably should be placed on public right-of-way so that it can be read by the largest possible number of travelers and pedestrians. If the marker will be installed on private property, the sponsor must receive the owner's written consent.

### **Submit Your Application Packet to the Department of Cultural & Historic Affairs for Review:**

All applications will be reviewed by the Historic Marker Committee of the DCHA. After reviewing a nomination, the Historic Marker Committee will make a final determination of whether the nomination meets the historic marker criteria and complies with the resolution pertaining to the Historic Marker Program. The Director of the DCHA shall verify the accuracy of the sponsor's proposed script and, if necessary, propose revisions or edits. The Director shall also make a recommendation to the Historic Marker Committee on whether the nominated location or occasion of historic interest meets the requirements of the Historic Marker Program. Pending possible further revisions to the script, the Historic Marker Committee will formally present the marker nomination to the County of Passaic Board of Chosen Freeholders for final approval at its regular meeting.

*\*\*Please note: if your proposed historic marker is located in a municipality that has a historic commission and/or historic committee, your review will be extended to that governing body for further consideration and comment.\*\**

### **Work with the DCHA in Revising or Refining the Marker Text:**

Before submitting a nominated marker to the DCHA for approval, the Historic Marker Committee and the Director will review the text. The script must not be over the number of lines and spaces specified from the letter size that is offered. Any major questions about the script that may arise will be discussed with the sponsor, including further documentation, if necessary, to support the marker script. If changes are warranted, the Historic Marker Committee will work closely with the sponsor - or the sponsor's author - to produce a mutually agreed upon script, which the sponsor must approve in writing. The sponsor shall be responsible for all script content including any mistakes made on the nominated marker.

### **Await the Final Decision of the Historic Marker Committee and Department of Cultural & Historic Affairs:**

The DCHA has final authority for the nomination of all historic markers. A decision will be given to a sponsor, in writing, no later than 60 days from the date the nomination was received.

**Final Approval:**

Once the application and marker script are approved, the Historic Marker Committee will formally present the marker nomination to the County of Passaic Board of Chosen Freeholders for final approval at its next scheduled regular meeting. Formal notice will be given to the applicant after approval by the Board of Chosen freeholders. At such time, the applicant can place their order to the marker manufacturer.

**Procedure for Historic Marker Vendor and Payment****Vendor:**

The Historic Marker Committee will provide the name and contact information for Sewah Studios, the County's marker manufacturer. A sponsor may select an outside vendor, however they must conform to the standard size and design of the historic marker as prepared by the County of Passaic and be reviewed by the Historic Marker Committee in advance.

**Payment for the Manufacturing:**

The Historic Marker Committee will provide the designated vendor the final approved script. Markers typically ship within 8 – 10 weeks of the order being placed. The vendor will bill the sponsor directly upon shipment of the marker. The sponsor shall submit a copy of the historic marker shop drawings to the Historic Marker Committee and DCHA.

**Procedure for Installation of Historic Marker and Unveiling Ceremony****Installation:**

The sponsor shall be responsible for paying all cost associated with the manufacture of the historic marker. The County will designate a department/county employee to install all historic markers located on public right-of-ways. Upon installation, the County of Passaic shall assume ownership of the historic marker and shall be responsible for maintaining it.

**Hold an Unveiling Ceremony:**

The sponsor shall also be responsible for arranging and providing funding for the unveiling or dedication ceremonies of the installed marker. A ceremony shall take place within at least two months of marker installation. The DCHA will provide a press release and advertisements of the ceremony on behalf of the County of Passaic and sponsor.

**Other Requirements:**

The Historic Marker Committee and DCHA requests that the sponsor submit pictures of the installed historic marker to be kept on file.

Shop drawings / marker rendering will be required as part of the application submission.

## County Historic Marker Specifications

There are two types of historic markers that can be manufactured 1) free-standing and 2) wall mounted. Both styles will have to adhere to the following specifications:

**Marker Material:** Choice of Bronze or Cast Aluminum

**Marker Color:** *Black*

**Marker Pole Color:** *Aluminum*

**Font Style:** Sewah

**Font Color:** White

**Bottom Line Text:** “YEAR”

*\*\*If the Historic Marker is FUNDED by County funds through its various programs and grants, the applicant must add “Passaic County Board of Chosen Freeholders” to the bottom line text.\*\**

In addition to the specifications noted above, each marker style has additional conditions.

### Free-standing Historic Marker:

- Measures to 36”width x 24”height
- Must have a post no smaller than 7 ft.
- Marker style is noted as “Ohio”
- Depending on the placement of the marker , the marker could be one- or two-sided
- The County Seal must be on the marker. The seal will be provided to applicant.
- The max amount of text is 150 words

### Wall-mounted Historic Marker:

- Measures to 18”width x 15”height
- The max amount of text is 130 words
- The County Seal is omitted on this design.

### Vendor Contact Information:

**Sewah Studios, Inc.**  
Millcreek Road  
PO Box 298  
Marietta, OH 45750  
[www.sewahstudios.com](http://www.sewahstudios.com)

**Contact:** Phone (740) 373-2087

*Department of Cultural & Historic Affairs  
Passaic County Historic Marker Program  
Final 2016*