

PRESERVATION
ESTD SOCIETY 1920
of CHARLESTON

PRESERVATION SOCIETY OF CHARLESTON HISTORIC MARKERS PROGRAM

The Preservation Society invites you to apply for an historic marker for your property. Since 1959, the Preservation Society of Charleston (PSC) has worked with property owners to erect historic markers to educate the general public about Charleston's significant buildings, structures, and spaces, as well as outstanding events and people involved in local, state, and/or national history.

Application Process

Complete the application form attached and submit via email to Preservation Coordinator Laurel Fay at lfay@preservationsociety.org, or by mail/in-person to the Preservation Society of Charleston, 147 King Street Charleston, SC 29401.

It is the applicant's responsibility to provide research and documentation on the history of the property. See the attached a list of recommended resources. If no historical information is available, the applicant may contract a research consultant to compile property research. PSC Staff can provide contact information for potential consultants upon request.

Upon approval of the application, the applicant may independently draft and submit a marker text for PSC Staff review, or contract a consultant to draft the text. Consultant fees vary and are paid in addition to the marker price.

The marker text should be 200-300 words and follow the suggested format attached.

PSC Staff will edit the proposed text collaboratively with the applicant and owner to organizational standards.

The PSC will order the marker with dimensions customized to fit the space of the desired exterior location (legible from the public right-of-way) and schedule installation.

The price of an Historic Marker is \$2,000, which is paid in two installments: half upon commission and half prior to installation.

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**Preservation Society of Charleston
Historic Marker Application Form**

Property Address

Applicant Information

Name: _____

Address:

E-mail: _____ Phone: _____

Relationship to project/owner: _____

Signature of nominator:

Property Owner Information

check this box if this information is the same as above

Property owner name(s):

Mailing address: _____

E-mail: _____ Phone: _____

Signature of property owner consenting to application:

(The Preservation Society will not accept an application form that is not signed by the property owner)

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Historical Background Information

Have you done any historical research on this property? yes no

Historic name of property (if any): _____

Date of construction: _____

Original owner: _____

Original architect: _____

Original builder/contractor: _____

Information about the historical significance of the property (people, events, etc.):

Architectural description (notable exterior and interior elements, details, finishes, etc.)

If you have done or possess any historical research, please attach or provide any additional information about the property below. If you have any historical imagery, please include it as an attachment as well:

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PSC Historic Marker Text Outline

Suggested length: 200-300 words

Building Name
Address
Construction date

Introduction: Provide a brief overview of the building's origin

- Property name
- Construction date
- Information on building origin: original owner, architect, builder, occupants, use, etc. (you may include notable information about what existed on the site prior to the building's construction)

Architectural Information: Describe the building's architectural significance, emphasizing character-defining features. Notable alterations to the building over time may be included.

- Architectural style
- Character-defining features (notable interior elements may be mentioned)
- Notable additions, alterations (recent alterations should not be referenced)

Historical Significance: Highlight significant periods in the building's history

- Association with significant events or people
- Narrative of ownership and occupancy over time as it pertains to understanding broad patterns and themes of Charleston's history (current residents should not be mentioned)
- Information on the building's significant uses over time

placed by the
PRESERVATION SOCIETY OF CHARLESTON 2023

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RESEARCHING HISTORIC PROPERTIES

If you are interested in researching an historic property in Charleston, there are a host of institutions and resources available locally.

Charleston County Public Library

With a [Charleston County Public Library](#) card, many resources are available online, detailed below. You can apply for a library card [here](#).

- **Historic Newspapers**
 - Navigate to the [homepage](#)
 - Click [research tab](#), select “Newspapers & Magazines,” and “[The Charleston Collection](#)”
 - Search for keywords, names and addresses from this page.
- **Ancestry.com** (*includes Census data, City Directories, genealogical resources, etc.*)
 - Navigate to the [homepage](#)
 - Click [research tab](#), select “Biography & Genealogy.” Under, Ancestry Library Edition, and [Access the database inside a library branch or from home with your Charleston County Public Library.](#)
- **Sanborn Fire Insurance Maps** (*shows building footprint, materials, etc.*)
 - Navigate to the [homepage](#)
 - Click [research tab](#), select “History & Geography” tab for Digital Sanborn Maps. Click [Access the database inside a library branch or from home with your Charleston County Public Library card.](#)
 - Once you’re logged in, select the correct state and city in the dropdown menus. Maps are available from 1884-1955.
 - How to use the maps: Go to the map key and find your property location. Navigate to the sheet number that corresponds with your property’s location.

Additional Online Resources

- [Lowcountry Digital Library](#)
 1. Manuscripts
 2. Photographs
 3. Oral histories
 4. Digital exhibits
- [Sanborn Fire Insurance Maps](#)
 1. [1884](#)
 2. [1888](#)
 3. [Additional years available with your Charleston County Public Library card](#)

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In-person Institutional Resources:

- [South Carolina Room](#) - Charleston County Public Library, 61 Calhoun Street, 2nd floor
 1. Property files
 2. Maps
 3. City directories
 4. Tax records
 5. Access to Ancestry.com
- [South Carolina Historical Society Special Collections](#) - Addlestone Library, 205 Calhoun Street, 3rd floor
 1. Manuscripts
 2. Rare books
 3. Visual materials
- [Register Of Deeds Office, Charleston County](#) – O.T. Wallace County Office Building, 101 Meeting Street, Room 200
 1. Deeds
 2. Plats
 3. Easements and covenants
- [City Of Charleston Permit Center](#) - Gaillard Center, 2 George Street, 1st floor
 1. BAR property files
 2. Survey cards
 3. 1929 Sanborn Maps
- [City Of Charleston Records Center](#) - 2 George Street, 3rd floor
 1. Permit records
 2. Plans
 3. Correspondence
 4. By appointment only. Contact: Meg Moughan, moughanm@charleston-sc.gov
- [Avery Research Center](#) - 125 Bull Street
 1. Manuscripts
 2. Photographs
 3. Oral Histories
 4. By appointment only. Contact: Georgette Mayo, mayog@cofc.edu