

HISTORIC MARKERS PROGRAM

The Preservation Society invites you to apply for a 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 objects, 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 Laurel Fay, Manager of Preservation & Research, at lfay@preservationsociety.org, or by mail/in-person to the Preservation Society of Charleston, 147 King Street Charleston, SC 29401. **Property owner consent is required to submit an application.**

☐ Upon approval of the application, the applicant may:

- Independently draft and submit a draft marker text for PSC Staff review
- Contract a historic property research consultant to draft the text; consultant fees vary and are paid in addition to the marker price. PSC Staff can provide contact information for potential consultants upon request.

☐ **Applicants are responsible for providing in-text citations (footnotes) and submitting all source materials to PSC for review to verify the accuracy of information provided.**

See attached for a list of recommended research resources.

**PSC reserves the right to request additional research if evidence is deemed insufficient, which may require the applicant to hire a professional research consultant.*

☐ 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 property owner to organizational standards.

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

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

**Applicants who may face financial barriers to participation in the Historic Marker Program are encouraged to contact PSC staff to discuss potential accommodations or funding options prior to submitting an application.*

☐ The timeline for a PSC historic marker varies on a case-by-case basis, but is generally approximately 3-4 months from the submission of a draft text to installation of the historic marker.

PRESERVATION
ESTD SOCIETY 1920
of CHARLESTON

HISTORIC MARKER APPLICATION FORM

Property Address

Nominator 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 nomination: _____

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

PRESERVATION
ESTD SOCIETY 1920
of CHARLESTON

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:

PSC HISTORIC MARKER TEXT OUTLINE

Marker text formats may vary depending on the subject matter, but this outline is designed to provide guidance for organizing information in a clear and logical order.

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

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. Put all search keywords in quotations for the best results. Ex: “251 King” or “Laura Bragg”
- **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 card](#).
- **[Sanborn Fire Insurance Maps](#)** (show building footprint, materials, etc.)
 - 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.
 - [1884](#)
 - [1888](#)
 - [1902](#)
 - [1944 Volume 1](#)
 - [1944 Volume 2](#)
 - [1951 Volume 1](#)
 - [1951 Volume 2](#)
 - [1955 Volume 1](#)
 - [1955 Volume 2](#)

Additional Online Resources

- **[Lowcountry Digital Library](#)**
 1. Manuscripts
 2. Photographs

PRESERVATION
ESTD SOCIETY 1920
of CHARLESTON

3. Oral histories
4. Digital exhibits

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, Suite 200, 2nd Floor
 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 and plats
 3. Correspondence
 4. By appointment only. Contact: Kendall John, johnk@charleston-sc.gov
- [Avery Research Center](#) – 125 Bull Street
 1. Manuscripts
 2. Photographs
 3. Oral Histories
 4. By appointment only. Contact: averyresearchcenter@cofc.edu