

PLAQUING REQUIREMENTS FOR THE HISTORIC SITES AND MARKERS COMMITTEE

1. THE PROCEDURE FOLLOWED FOR MARKING OF A BUILDING OR SITE WITH A HISTORICAL PLAQUE SHALL BEGIN WITH A THOROUGH EXAMINATION OF THE DOCUMENTATION PROVIDED BY THE OWNER OR RESEARCH DONE BY MEMBERS OF THE COMMITTEE FROM RECORDS AT THEIR DISPOSAL (e.g. TAX RECORDS, CHICAGO TITLE AND TRUST RECORDS, PERSONAL INTERVIEWS, AND DOCUMENTS, ATLASES, ILLINOIS 1876 ATLAS, OLD MAPS, PHOTOGRAPHS, ABSTRACTS, LAND GRANTS, NEWSPAPERS, ETC.).
2. AFTER THE REVIEW, WITH THE OWNERS PERMISSION, THE COMMITTEE SHALL MAKE A RECOMMENDATION TO THE SOCIETY'S BOARD OF MANAGEMENT AS TO WHETHER THE BUILDING OR SITE IS ELIGIBLE TO BE NOMINATED FOR A MARKER. TO ASSIST THE BOARD, THE COMMITTEE AFTER INDEPENDENT VERIFICATION OF FACTS, SHOULD PRESENT A BRIEF WRITTEN SUMMARY OUTLINING UNDER WHAT CATEGORY(IES) THE BUILDING OR SITE QUALIFY, A RECENT PHOTOGRAPH OF THE BUILDING OR SITE AND A FORMAL REQUEST FOR BOARD APPROVAL. BOTH THE SUMMARY AND PHOTO WILL BECOME PART OF THE PERMANENT HOUSE FILE RECORD AT THE MUSEUM REGARDLESS OF THE ACTION TAKEN BY THE BOARD OF MANAGEMENT.
3. A BUILDING OR SITE IS ELIGIBLE TO BE NOMINATED IF IT QUALIFIES IN ONE OR MORE OF THE FOLLOWING CATEGORIES:
 - A) AGE - A BUILDING 100 YEARS OR OLDER IF IT HAS RETAINED MUCH OF ITS INTEGRITY, NAMELY ITS ORIGINAL ARCHITECTURE.
 - B) ARCHITECTURAL SIGNIFICANCES - A BUILDING AT LEAST 50 YEARS OF AGE AND IS A GOOD EXAMPLE OF A SPECIFIC ARCHITECTURAL STYLE OR AN EXAMPLE OF A STYLE WHICH HAD AN ARCHITECTURAL IMPACT ON THE COMMUNITY.
 - C) HISTORICAL SIGNIFICANCES - A BUILDING OR SITE THAT HAVE BEEN OF HISTORICAL SIGNIFICANTS TO THE COMMUNITY, OR IF IT WAS THE HOME OF A PROMINENT PERSON.
 - D) POTENTIAL SIGNIFICANCES - A BUILDING OR SITE THAT MAY YIELD IMPORTANT INFORMATION ON PREHISTORY OR HISTORY.
4. ONCE A BUILDING OR SITE IS OFFICIALLY NOMINATED IT IS THE BOARD OF MANagements RESPONSIBILITY TO PASS JUDGEMENT ON THE APPROPRIATENESS OF MARKING THIS PARTICULAR BUILDING OR SITE. IT SHOULD BE NOTED THAT JUST BECAUSE A BUILDING OR SITE IS ELIGIBLE AND NOMINATED DOES NOT AUTOMATICALLY DEMONSTRATE A CASE FOR APPROVAL. A PLAQUE IS AN HONOR BESTOWED BY THE LOMBARD HISTORICAL SOCIETY RECOGNIZING A BUILDING OR SITE AS IMPORTANT TO THE COMMUNITY AND THIS DESIGNATION SHOULD NOT BE TAKEN LIGHTLY.
5. THE BOARD SHOULD ALSO INCORPORATE IN ITS DELIBERATIONS THE FOLLOWING GUIDELINES, PRIMARILY APPLICABLE TO BUILDINGS:
 - A) CURRENT CHARACTER OF THE STRUCTURE:
 - 1) NO MAJOR CHANGES FROM THE ORIGINAL DESIGN. IN THE INTEREST OF TIME, THE COMMITTEE SHOULD IDENTIFY ANY CHANGES AND WHETHER THE COMMITTEE CONSIDERS THEM SIGNIFICANT.

2) NO REMOVAL OR ALTERATION OF ANY MATERIAL OR DISTINCTIVE ARCHITECTURAL FEATURES.

3) EXTERIOR OF THE STRUCTURE AND GROUNDS SHOULD BE PROPERLY MAINTAINED AND PRESENTABLE.

4) CHANGES MADE OVER THE COURSE OF TIME WHICH HAVE ACQUIRED SIGNIFICANCE IN THEIR OWN RIGHT MAY BE RECOGNIZED AND RESPECTED BY THE SOCIETY.

B) FUTURE CHARACTER OF THE STRUCTURE:

1) ALL STRUCTURES WORTHY OF CONTINUE RECOGNITION MUST BE MAINTAINED AS PRODUCTS OF THEIR ERA. ADDITIONS OR OTHER CHANGES MUST BE COMPATIBLE WITH THE ORIGINAL ARCHITECTURE. ANY REPLACEMENT SIDING MUST UPHOLD THE INTEGRITY OF THE ORIGINAL STRUCTURE AND MAY BE ACCEPTABLE AS LONG AS THE SIZE, SCALE, SHAPE AND APPEARANCE OF THE ORIGINAL STRUCTURE REMAINS INTACT.

2) EXTERIOR PAINTING SCHEMES, STORM WINDOWS AND DOORS, SCREENS WHICH WERE NOT PART OF THE ORIGINAL STRUCTURE MAY BE ACCEPTABLE. PERMANENTLY MOUNTED WINDOW AIR CONDITIONERS, ANTENNAE OR OTHER MODERNIZATION EFFORTS MUST NOT DETRACT FROM THE APPEARANCE OF THE STRUCTURE AS VIEWED FROM THE PUBLIC RIGHT-OF-WAY.

6. THE MARKER WILL BE OF WOOD, OF A UNIFORM SHAPE, PAINTED WHITE WITH BLACK LETTERING. THE MARKER WILL SPECIFY THE DATE OF THE BUILDING AND ANY OTHER INFORMATION DEEMED PERTINENT BY THE COMMITTEE.

7. THE MARKERS SHALL REMAIN THE PROPERTY OF THE LOMBARD HISTORICAL SOCIETY, AND REVOCATION OF THE MARKER SHALL BE AT THE DISCRETION OF THE LOMBARD HISTORICAL SOCIETY.

8. THE COMMITTEE SHALL MAINTAIN A LISTING OF OTHER BUILDINGS OF INTEREST THAT ARE NOT ELIGIBLE FOR MARKING.

IV. TIME COMMITMENT (ESTIMATED)