

**Historic Plaque Requirements for the Lombard Historical Society Historic Sites and Markers Committee**

(adopted by the Board of Management on December 5, 2012)

1. The procedure followed for marking of a building or site with a historical plaque shall begin with a thorough examination of the documentation provide by the owner or research done by members of the Historic Sites and Markers 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 owner's 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 Significance - a building that is at least 50 years of age and a good example of a specific architectural style or an example of a style which had an architectural impact on the community.
  - C) Historical Significance - a building or site of historical significance to the community, or the home of a prominent person.
4. Once a building or site is officially nominated it is the Board of Management's responsibility to pass judgment on the appropriateness of marking the 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 observe the following guidelines regarding the current character of the structure, primarily applicable to buildings being considered under criteria 3(A) or 3(B):
  - A) 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.
  - B) No significant removal or alteration of any material or distinctive architectural features.
  - C) Exterior of the structure and grounds should be properly maintained and presentable.
  - D) Changes made over the course of time which have acquired significance in their own right may be recognized and respected by the society.
6. The marker will be 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 eligible for marking.