

DRT HISTORIC SITE MEDALLION APPLICATION INSTRUCTIONS

The Historic Site medallion is to be placed on a site, landmark, structure or trail that was important to the creation of and/or during the Republic of Texas. Structures must have existed before 1846 and reflects the appearance that was exhibited during the Republic of Texas period.

The goal of the DRT Historic Site medallion application is to ensure that each marker is historically accurate. Every word included in a proposed marker's text must be substantiated on the basis of primary documentation (original sources). The entire text must be included in the application and approved by DRT Fourth Vice President General.

INCLUDE ALL OF THE FOLLOWING ITEMS WITH THIS APPLICATION:

- (1) A sketch of the proposed marker showing the placement of the DRT medallion and the exact wording to be placed on the marker (maximum of 150 words). If there are already any other markers or plaques at this site, please include either a photograph or a transcription of the text of the other marker(s). It is important that the text of a new DRT marker not duplicate that of any pre-existing markers.
- (2) Verification of the historical facts associated with this marker must include:
 - (a) Documentation, drawn from primary source materials and/or scholarly secondary source materials that verify the historical and geographical accuracy of each and every one of the statements that appear in the wording of the marker. It is the responsibility of the DRT sponsoring chapter or district to obtain the necessary proof for inclusion in a marker application package. These letters **MUST** include a complete copy of the exact wording that the person is approving.
 - (b) At least two letters from non-DRT historical experts. Letters may be written by such people as university professors and/or professional staff members at historical societies and other historical institutions that have in-depth, scholarly knowledge of the subject matter, indicating the accuracy and significance of the facts presented in the wording of the marker. These letters must include a complete copy of the exact wording that the person is approving.
- (3) A precise description of where the marker is to be located. If possible, include sketches, photographs and/or maps of the site.
- (4) Written statement authorizing installation of the marker from the property owner/custodian of land where marker is to be placed. The letter must be dated within the past year. The signed, dated letter should include a statement explaining by what right the writer has the authority to grant permission.

FAILURE TO PROVIDE ANY OF THE ITEMS LISTED ABOVE COULD RESULT IN A SIGNIFICANT DELAY IN THE PROCESSING OF THIS APPLICATION.

Cost of marker and medallion is the responsibility of the applicant. Marker may be made of stone or metal with the medallion affixed to it.

Medallion will be placed, with proper permission, at the nearest site available to the actual historic site location. Current owners, restorers of the property or persons not directly connected to the Republic of Texas will not be mentioned in the marker inscription.

If appreciable or unwanted changes are observed to have been made to a structure, DRT has the right to withdraw designation and claim ownership of the marker and medallion. Advance permission by the Fourth Vice President General must be obtained to move or rededicate a DRT Historic Site medallion.