

# Criteria and Procedures for Awarding Baldwin County Historic Development Commission Banners & Shields



The Baldwin County Historic Development Commission awards historic buildings Plaques for the purpose of informing the public that the structure is an important element in the community and is of historic importance or is an example of a particular architectural style.

The Baldwin County Historic Development Commission shield contains the Baldwin County Seal with the inscription "Baldwin County Historic Development Commission" at the top. The Banner below the shield displays the construction date of the building and the designated name. The Banner names for homes are usually the last names of the first and current owners of the home. A building may have the name given to the structure, such as "Georgia Cottage" or "People Supply". The shields and banners are placed on the perimeter of the building, and should be displayed with prided and distinction.

# Criteria

The criteria for awarding Baldwin County Historic Development Commission Shields and Banners are as follows:

## 1. New Plaques

- a. The building must be a contributing building within an historic or preservation district established by the Baldwin County Historic Development Commission.
- b. The building must be located within the boundaries of the historic or preservation district.
- c. The building must be at least fifty (50) years old, or be listed individually on the National Register of Historic Places.
- d. The building must be researched and documented by the Baldwin County Historic Development Commission.
- e. The building exterior must be restored or maintained in accordance with the historic and architectural style, integrity and character of the building. If the building has been moved from its original site, it must continue to maintain the sense of its historic style and integrity.
- f. All changes and alteration to the building's exterior must be consistent with its historic and architectural style and integrity.
- g. All restoration and rehabilitation work to the building must conform to the Secretary of Interior standards for rehabilitation and guidelines for rehabilitation of historic buildings, or within the guidelines established by the Baldwin County Historic Development Commission and the Architectural and Preservation District Review Board.
- h. Notwithstanding the foregoing, the Baldwin County Historic Development Commission may in its discretion award plaques to buildings or sites of peculiar or particular historic significance of Baldwin County or the state of Alabama notwithstanding the building's failure to comply with the foregoing criteria.

## 2. Replacement Banners or Plaques

- a. In the event the property owner would like a new banner with a name change, the applicant may submit the request in letter format including the address of the property, a photograph of the home and the current Banner, and a check for \$50.00.
- b. In the event of damaged or aged plaques, replacement Banners and Shields may be requested in writing for a cost of \$150.

## **Procedure for Plaque Applications**

1. Applications for Historic Plaques may be submitted at any time.
2. Applications shall be made by the property owner using the official application form.
3. Applications must include two photographs of the property and a check or money order for a nonrefundable fee of one hundred fifty dollars (\$150). They should be mailed to the Baldwin County Historic Development Commission, C/O: Archives and History, 312 Courthouse Square, Suite 26, Bay Minette, AL 36507.
4. Applications are then reviewed by the architectural historian and/or are researched by the Historic Development Commission Plaque Committee. Applicant authorizes a representative of the Commission to enter the property for the purpose of evaluating the structure to determine if it meets the criteria for receiving a plaque. They are brought before the Baldwin County Historic Development Commission for approval at the next regular meeting. Applicants will receive a letter informing them of the action of the Historic Development Commission.
5. Plaques which are approved will be awarded twice a year, in April and in October, or as otherwise determined by the Historic Development Commission.
6. Approved properties will be awarded the Shield and Banner with no additional charge to the applicant. The awarding of the plaque shall not vest ownership of the Banner and Shield to the recipient, but ownership shall remain in the Baldwin County Historic Development Commission. Recipient shall have solely a license to use and display the marker on the approved property only so long as the building is maintained in conformance with the rules and regulations of the Baldwin County Historic Development Commission now in effect or hereafter promulgated. If modifications to the exterior of the property are made subsequent to the awarding of a plaque, they shall be made in a manner so as to continue to meet all criteria for the awarding of a plaque.
7. In the event that members of the Shield and Banner Committee determine that they have inadequate information on which to take action on the application, such application shall be held over until the next meeting of the committee so that necessary information may be obtained. The awarding of a plaque is a gratuitous recognition of the status of a property by the Historic Development Commission, and is awarded in its sole discretion. There is no appeal from the decision not to award a plaque, though a new application may be made and a plaque awarded if the Commission determines that it has been brought into compliance with the criteria for the awarding of plaques.
8. The Chairman of the Shield and Banner Committee shall indicate on each application form the action taken on that application and the date the action was taken. The applicant shall

receive a letter informing them of the action taken and those approved will be invited to the next presentation event.

9. All applications, photographs, correspondence or other supportive documentation in connection with an application shall be retained in the files of and become the sole property of the Baldwin County Historic Development Commission.

10. Structures displaying the Banner and Shield of the Historic Development Commission shall retain the right to display the shield until such time as it is determined that unacceptable changes have occurred to the structure. The Historic Development Commission retains the right to reevaluate all properties which have been awarded the plaque. If the Commission in its sole discretion determines that a property no longer meets the criteria for the awarding of a plaque, the Commission shall notify the property owner, who shall within 30 days return the Banner and Shield to the Commission. In the event that the Banner and Shield is not returned, the applicant for applicant and applicant's successors in interest grants a license to the Baldwin County Historic Development Commission to enter the property and remove the Banner and Shield.

11. These criteria and procedures shall be effective June 1, 2014.