



# **MARKING HISTORY**

## **Historic Site Plaque Program**

### **Long Hill Township**

#### Program Information and Instructions

**Long Hill Township has a generous collection of historic homes and buildings throughout the town. To celebrate this heritage, we are proud to introduce the Long Hill Township Historic Site Plaque Program. Share the history of your home or building by applying for a custom-made historic building plaque.**

**This program is sponsored by Long Hill Township and administered by the Historic Preservation Advisory Committee (HPAC). Its purpose is to highlight the town's rich history, instill a sense of community pride and encourage the preservation of historic resources in our town.**

**Your property need not be an officially designated landmark or within an historic district to participate. The program is completely voluntary, and your participation in no way impacts or restricts your property rights or potential modifications to your building.**

**Thank you for your participation!**

#### **Eligibility Requirements**

Eligible sites are more than 50 years old and meet at least one of the following criteria:

- The site is significant for its association with an historic event or a notable period in the town's history.
- The site is significant because of its association with a person who has made a contribution to the history of the town.
- The site is significant because of its architectural qualities which embody the distinctive characteristics of a type, period, or method of construction.

#### **Application Procedures**

1. Applications may be submitted at anytime throughout the year and will be considered in the order in which they are received.
2. Download the electronic application from [longhillnj.gov/historic-preservation.html](http://longhillnj.gov/historic-preservation.html) Instructions and a research guide are also available on this web page. Paper versions are available from the Township Clerk.
3. Complete the application and attach all required documentation. It is important to accurately record supporting evidence and sources.
4. Send the completed packet to the Township Clerk, Long Hill Township, 915 Valley Road, Gillette, NJ, 07933 or email to [municipalclerk@longhillnj.us](mailto:municipalclerk@longhillnj.us).
5. The packet will be reviewed by the Township Historian and the Historic Preservation Advisory Committee.
6. The applicant will be notified of the final decision. If approved, the applicant must agree to the final site name, date and plaque location.
7. The plaque and a commemorative resolution will be presented at a township committee meeting.



## Program Information and Instructions (continued)

### Plaque and Inscription

Plaques are 8" high by 10" wide and are made of durable cast aluminum with a black leatherette-textured background. All plaques come with the township seal above the year and "LONG HILL TOWNSHIP HISTORIC SITE" along the bottom. The Historic name of the building and the year built is unique to each plaque.

SAMPLE



10" x 8"

Bronze, Black Woodscrews (2)

HPAC will determine the name of your building based on the information that you provide with your application, reference materials and the Township Historic Sites Survey maintained by HPAC. Residential buildings are typically named for the original owner and/or the prominent person associated with the home. Commercial buildings (and some residential) may be named for their original use or other events associated with the site. You will be given the opportunity to approve the plaque text prior to its being ordered.

### Cost

The township contributes a small amount yearly to fund this program. While these funds are available, the plaques will be purchased by the township at no cost to the applicant. The applicant is responsible for installation.

### Placement

The plaque should be placed so that it is visible from the street and mounted at the front entrance of the building. Position the left edge of the plaque 12 inches from the right edge of the door (as facing it); Sixty (60) inches from the floor level to the lower edge of the plaque.

If this location is not visible from the street, a different location and mode of attachment needs to be determined by HPAC and the applicant, but it must be consistent with other sites whenever possible.