

ORANGE COUNTY PARKS
POLICIES AND PROCEDURES

NO.: 7.2.301

TITLE: Historic Site Plaque Program

Effective: December 10, 1999

Revised: June 6, 2017

I. PURPOSE

To establish uniform guidelines for identifying and evaluating sites of historic significance for the placement and dedication of plaques.

II. POLICY

The County's Historical Site Plaque Program is administered by the Orange County Historical Commission (OCHC) under authority of the Board of Supervisors. The program's purpose is to place plaques containing historical data at selected sites in order to identify their location and significance and to promote their preservation and use.

III. PROCEDURE

A. Site Identification and Evaluation

Proponents of a historic site plaque submit an application (Attachment A) to OCHC. The application should include an authorization and approval statement prepared by the owner of the site. A member of OCHC visits the site and reports to the Plaque Committee, which evaluates the application based on criteria of significance (Attachment B) and reports to the OCHC.

Within 90 days after receiving the completed application, OCHC will notify the applicant of its decision to approve or disapprove the application. The applicant has the right to appeal an adverse decision to the Board of Supervisors.

B. Property Owner and Sponsorship Organization Agreements

Property Owner Agreements (Attachment D) and Sponsorship Organization Agreements (Attachment C) are executed with appropriate parties. The Director of Orange County Parks (OC Parks) or designee shall sign for the County of Orange.

C. Plaque Wording and Mounting

1. The plaque proponent submits proposed plaque wording which must focus on historical site data pertinent to the significance of the site. Plaque size limits wording to 400 characters, including spaces (Refer to Attachment E). Any revisions of plaque wording by the OCHC are submitted to the proponent prior to final approval by OCHC. Final OCHC approval is announced within 60 days after receipt of final approval by the applicant, if possible.

Funding credit for the plaque may be included at the end of the text. The plaque becomes property of the County of Orange.

2. Plaques shall be mounted on the concrete or masonry portion of a building or structure, or on a monument to be provided by the plaque proponent. Plaques must be mounted in publicly visible places. The property owner is responsible for provision of and

maintenance of the monument. A sketch showing the proposed design and location of the monument or building mount is submitted to OCHC for approval along with the proposed plaque wording.

D. Coordination with OC Parks

After approval by OCHC, selection of the plaque manufacturer and processing the purchase order are coordinated through OC Parks. Under special circumstances, by vote of OCHC, the Commission or OC Parks may assist in funding the manufacture of the plaque or the monument.

E. Dedication Ceremony

A dedication ceremony shall be arranged in cooperation with the Board of Supervisors, OCHC, the plaque proponent, OC Parks, and other parties as appropriate.

ORANGE COUNTY HISTORICAL COMMISSION
13042 OLD MYFORD ROAD
IRVINE, CA 92602-2304
(714) 973-6609

HISTORIC SITE

PLAQUE APPLICATION FORM

The Board of Supervisors has authorized the Orange County Historical Commission to administer the placement of plaques commemorating sites of historical significance in Orange County. This form along with the Sponsoring Organization Agreement (Attachment C) and the Property Owner Agreement (Attachment D) must be completed to nominate any site that the applicant believes merits recognition. This form may be copied and additional sheets attached, as long as the form's content and format are retained.

Name of Site _____

Address of Site _____ City _____

Year of Original Construction _____

Original Use _____

Architect (or Design Engineer) _____

Builder (or Prime Contractor) _____

Present Owner _____

Address of Owner _____

City _____ State _____ Zip Code _____ Phone _____

Current Use _____

Applicant's Name _____ Date _____

Address _____ City _____

State _____ Zip code _____ Phone _____

Sponsoring Organization _____

PROPERTY CLASSIFICATION

Ownership	Category
<input type="checkbox"/> Private	<input type="checkbox"/> Building
<input type="checkbox"/> Public-local	<input type="checkbox"/> District
<input type="checkbox"/> Public-state	<input type="checkbox"/> Site
<input type="checkbox"/> Public-federal	<input type="checkbox"/> Structure
	<input type="checkbox"/> Object

DESCRIPTION

Describe the site's historic appearance and present physical condition, noting any major changes from its original appearance.

SIGNIFICANCE

Describe the historical significance of the site. For criteria, refer to Attachment B.

A. Documentation

Provide photographs with the application that show both current views and historic setting (where available). Prints should be black-and-white glossy format, maximum 8" x 10", minimum 5" x 7". Identify the source, credit and the date of each photograph.

B. Sources

List the books, documents, historic surveys, and interviews used to document the historic significance of the site.

PLAQUE WORDING AND MOUNTING

A. Wording

Please enter proposed wording for the plaque, including the name of the site and historical data pertinent to its significance. See Attachment E for the format and size of the plaque.

B. Mounting

The applicant must provide a mounting for the plaque in a location accessible to the public – either on a monument on the masonry foundation of a building. A sketch showing the proposed design and location of the plaque and its mounting shall be submitted with the application.

ORANGE COUNTY HISTORICAL COMMISSION
13042 OLD MYFORD ROAD
IRVINE, CA 92602-2304

CRITERIA FOR EVALUATING SIGNIFICANT HISTORIC SITES
(Adopted 1972 and Revised 1999)

A. HISTORICAL CONSIDERATIONS

1. Are the properties, sites, and structures connected with significant in cultural, political, economic, military or social history?
2. Were the properties or places related to significant activities of notable people?
3. Do the sites or groups of structures represent the development patterns of historic eras such as early settlement, agriculture, seaports, railroads, and pre-1940 highways?
4. Do the sites represent a historic business or activity?
5. Have the properties or sites yielded or are they likely to yield significant information in cultural or natural history?

B. ARCHITECTURAL CONSIDERATIONS

1. Do the structures represent the work of architects or builders who have made major contributions to the history of architecture, engineering or building technology?
2. Is the structure one of the few remaining examples in the county of a particular architectural style or period?
3. Is the structure a unique architectural curiosity or does it represent a unique or indigenous building style or form?
4. Does the structure retain the integrity of the original design or has it been substantially altered?
5. Is the structure part of a concentration of higher quality landmark buildings where its presence, even though it is of lesser quality, is still necessary to support the architectural composition?
6. Is the building a good representative example of a particular architectural style or period?
7. Is the structure an outstanding example of workmanship or materials?
8. Has the structure been moved from its original site?
9. Is the property a visual landmark that establishes and embellishes the county's image?

C. SITE CONSIDERATIONS

1. Is the property a visual landmark that establishes and embellishes the county's image?

2. Does the property identify a neighborhood?
3. Are the properties or buildings significant and important because they form a building grouping which, because of its collective impact, becomes more significant to the site or area?
4. Are there significant plant materials such as a row of boulevard trees, or specimen plantings of exceptional size or beauty?
5. Is the property a fixed work of art, commemorative sculpture, wall mural, graphic or an item of street furniture such as clocks, lamp posts, etc., that depict an era of the county or give it distinction?
6. Is the property or structure easily viewed by the public?
7. Do(es) the structure(s) form an important visual and aesthetic background and scene for a noted gathering place, square or plaza?
8. Is the site important because of the presence of a significant cultural or natural object?

HISTORICAL PLAQUE PROGRAM
SPONSORING ORGANIZATION AGREEMENT

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ORANGE COUNTY HISTORICAL COMMISSION  
13042 Old Myford Road  
Irvine, California 92602-2304  
(714) 973-6609

With reference to \_\_\_\_\_ historical plaque authorized by the Orange County Historical Commission (OCHC) and the Orange County Board of Supervisors, the undersigned hereby understand and agree to the following conditions:

1. To obtain the property owner's signature on the Historical Plaque Program Property Owner Agreement;
2. **Optional condition:** With the assistance of an OCHC member, to take the responsibility for the preparation of an application for the historical site as a State Point of Historical Interest. The application will be submitted to the State through OCHC and the Board of Supervisors;  
  
☐ I agree to apply for State designation.  
☐ I choose to apply for an OCHC designation only.
3. To participate in arranging a dedication ceremony for the plaque in cooperation with the OCHC Board of Supervisors, the property owner, County Public Information Office, and other parties as deemed appropriate by OCHC.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Zip Code & Telephone Number

Dated: \_\_\_\_\_

\_\_\_\_\_  
County of Orange

ORANGE COUNTY HISTORICAL COMMISSION  
13042 Old Myford Road  
Irvine, CA 92602-2304  
(714) 973-6609

**The undersigned hereby understand and agree to the following conditions  
with reference to the \_\_\_\_\_**

**historical plaque as authorized by the Orange County Historical Commission  
(OCHC) and the Orange County Board of Supervisors.**

- 1. That said plaque shall remain the property of the County of Orange  
and shall be returned to the County of Orange upon demand.**
- 2. That if said plaque is to be placed on a monument, provision and  
maintenance of monument shall be the responsibility of the property  
owner. Monument design shall be subject to the approval of OCHC.**
- 3. That said plaque shall be mounted in a publicly visible location.**
- 4. That property owner shall notify in writing the County of Orange in the  
event of a sale of the property, change of possession or any other  
occurrence which may cause said plaque to be lost or destroyed.**

**DATED: \_\_\_\_\_**  
**Property Owner**

**DATED: \_\_\_\_\_**  
**Property Owner**



## **HISTORICAL SITE PLAQUE FORMAT AND SIZE**

**The body of the text is to be no more than 400 letters and spaces and must contain historical date pertinent to the historical significance of the site. Dimensions to be 20" x 14". Drawing below is not to scale.**

|                                     |  |
|-------------------------------------|--|
| TITLE                               |  |
| BODY OF<br>TEXT                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
|                                     |  |
| SEAL OF THE<br>COUNTY OF ORANGE     |  |
| Historical Site No. _____           |  |
| Orange County Board of Supervisors  |  |
| Orange County Historical Commission |  |
| Donated by _____                    |  |
| Placed <u>2###</u>                  |  |