

# Recommended Guidelines for Plaquing Downtown Buildings

The following are recommended guidelines for signing buildings that are not designated for city, state or national designation.

1. The structure must be located in the Downtown Overlay District.
2. The building owner shall sign a plaque agreement.
3. The HPC may contribute up to 50% toward the purchase of the plaque if the building is at least 50 years old. The HPC does have the authority to plaque any building less than 50 years old, however the funds must be raised from elsewhere.
4. The plaque will contain the original building name. It will also include the year it was built as well as the oldest and best quality photograph available. All text will be in Goudy Old Style, 69 point, bold, font.
5. The size of the plaque will be approximately ¼ in. in thickness and approximately between 7x10 and 10x10 depending on which fits the photograph the best.
6. The plaque will be made out of Zinc with matte pebbly black background and will have screws for mounting. The plaque will be encased in plexi-glass in order to protect it.
7. The owner shall agree to mount the plaque within a designated time or allow the City to install the plaque.
8. If the plaque is removed for building maintenance, it must be reinstalled upon completion of the project.
9. The plaque shall be considered part of the building, therefore if transfer of ownership shall occur the plaque must remain with the building upon sale.