



Federal Point Historic Preservation Society

Historic Plaque Guidelines and Checklist

Under the Federal Point Historic Preservation Society (FPHPS) historic plaque program, any house, business, or other structure can be deemed eligible for an historic plaque if it meets certain criteria. Anyone may submit an application for a structure or historic site to be considered. Plaque applications are available at the Federal Point History Center, 1121-A North Lake Park Boulevard, Carolina Beach, NC. The phone is: 910-458-0502; and email is info@Federal-Point-History.org.

Criteria

- The structure or site must be located within the Federal Point area. The boundary of Federal Point is defined as the same as the township lines.
- The structure or site must be greater than (50) years in age.
- The age of the structure or site must be established through the use of official documents, such as deeds, tax record, or other records.

Research

The FPHPS does not do the original research for you. The applicant is responsible for providing all of the supporting historic documentation, photographs, etc., along with the application form. The FPHPS can, however, provide assistance in guiding the applicant in how to obtain materials, or in suggesting a research firm or individual that can obtain the documentation for you for a fee.

Cost

The cost of the wooden plaque is \$100.00 must be submitted with the application. All expenses incurred for obtaining copies of the verifying documentation such as deeds, tax records, photographs, etc., is the responsibility of the applicant.

Checklist of Plaque Research Process

- Obtain and complete an application form from the Historic Plaque Committee, Federal Point Historic Preservation Society if the structure meets the indicated criteria listed above.
- Write and include a summary of the physical description and appearance of the structure. To the best of your ability provide a current description of the exterior and interior of the building. Include type of construction (frame, brick, etc.); number of stories; description and date of any alterations; door, window, and porch details; roof type (shape and material); decorative features, etc. Also describe the setting, e.g., beachfront, rural, downtown, etc. The library has architectural books that can assist you in this description.

- Write a brief summary of the history of the property. Locate and include any available information that may be supportive. The staff of the North Carolina Room at the New Hanover County Public Library can help you locate many of the sources listed on the following checklist:
 - ❖ Birth/Death Certificates (Register of Deeds Office)
 - ❖ Newspaper obituaries (Library)
 - ❖ Wills (Clerk of Superior Court)
 - ❖ Census Records (1790-1920) (Library)
 - ❖ Family histories (Library or Family files)
 - ❖ Cemetery records (Library)
 - ❖ Church records (Library)
 - ❖ Local history books and other sources (Library)

- Begin your research into documenting the historic structure by checking and providing copies of the following information on your building. Some of the information may not be available for your particular building, but the applicants are encouraged to provide as much information as possible to assist in determining if it should receive a historic plaque. All documents used to establish eligibility should be copied and submitted with the application:
 - ❖ Deed books (Register of Deeds office); copies of all the deeds showing transfer of the property are required. A “Summary List of the Deed Transfers” is also needed that indicates the name of the grantor, name of grantee, date of transfer, deed record book and page, and sum, if stated. Be sure that the correct lot(s) are traced. (Example: John Smith to William Woods, 13 acres including Lots 1 and 2. June 15, 1942, Deed Book Q page 345, \$600, and so on.)
 - ❖ City Directories (1861 to present) (Library)
 - ❖ Block books (Register of Deeds office)
 - ❖ Tax records (New Hanover County Tax office)
 - ❖ Insurance Policies (1846-1957) (Library)
 - ❖ Photographs (Library, Museum, Historical Society); two current (5x7 inch) photographs of the nominated property are required, along with copies of any available historic photographs.

- Submit plaque fee of \$75.00 *when documentation has been approved.*
- Receipt of historic plaque and certificate.

Review Process

Any application for a historic plaque must be submitted through the Historic Plaque Committee of the FPHPS for consideration. Two qualified individuals appointed by the Board of Directors will review your application and documentation. Your application and all additional information generated by your research will be permanently deposited with the FPHPS. The review process usually takes three or four weeks to complete. You will then be notified if your application has been approved, and if so, asked to submit your plaque fee.