



Plaque #: \_\_\_\_\_  
(To be completed by FCLF  
Committee)

## Frederick County Landmarks Foundation

### Plaque Award Application

Subject Property Address

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Year Built: \_\_\_\_\_

Date Current Owner(s) Purchased Property: \_\_\_\_\_

Occupancy Status, please circle:

Occupied

Unoccupied

Applicant's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Circle Location: Home Cell Work

Email: \_\_\_\_\_



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Please prepare a narrative about the history of your home and include as much of the information listed below as possible. Also submit any of the below resources that document your home.

**1. Description of Property:**

- Structure type(s)  
(i.e., principal dwelling & outbuildings)
- Architect/Craftsman/Builder
- Previous owner(s)  
(i.e., chain of title, deeds, tax records)
- Zoning and or permitted use
- Architectural style
- Historical Significance
- Historic Landscape or unique physical Features

**2. Restoration/Rehabilitation:**

Please provide a description of any restoration/rehabilitation work that has taken place on the exterior of your home.

**3. Chain of Title:**

- Current owner’s deed. This information can be found on the current property tax report located in the State Department of Assessment and Taxation, (SDAT). Please follow the link below, to obtain the property deed information noted as “Deed Reference”.  
<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>
- Chain of title back to original owner of your home.

**4. Resources: (Please consult these resources and provide any instances where property is noted)**

- Original photographs of exterior views or copies of historic photos.
- Early maps of Frederick County: (circle where applicable)
  - 1795 Griffith      • 1808 Varle      • 1858 Bond      • 1873 Titus
  - Sanborne Fire Insurance Maps (earliest known date): \_\_\_\_\_
- National Register of Historic Places. Number: \_\_\_\_\_
- Maryland Inventory of Historic Properties. MHIP Number: \_\_\_\_\_
- Books, local history publications, and media articles where property is described.



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### Conditions for Plaque Awards

- Frederick County Landmarks Foundation (FCLF) awards plaques to sites and structures that are at least 100 years of age, possess historical and/or architectural significance, and retain physical integrity. Additions and modifications to the original primary structure must preserve the architectural integrity. Plaques recognize and encourage historical preservation and good stewardship on the part of property owners.
- Total cost to the applicant of a plaque is \$200. This includes a non-refundable application fee of \$35, which must be paid at the time the plaque application is submitted. Once the application is approved, the applicant will be notified and the remaining \$165 is due prior to plaque award. Applicants will submit requests for plaque consideration on forms supplied by FCLF. If able, provide an electronic file of the completed plaque application. Please make check payable to: Frederick County Landmarks Foundation. All proceeds are used to support FCLF, plaque programs, and local historic preservation.
- All application materials become the property of FCLF. Applicant will be notified in the event the plaque application is denied.
- The plaque awarded to the property is eligible for display as long as the property continues to meet FCLF's criteria. If the property ceases to meet these criteria, FCLF reserves the right to reclaim the plaque.
- Plaques should be displayed to the right of the main door of the primary structure.
- Properties located within Frederick City Historic District must file a request with the City of Frederick, for permission to display a plaque on the exterior on the primary structure. *Historic Preservation Commission Application-Signs and Fences*.  
<https://www.cityoffrederick.com/226/Applications-Fees-Tax-Credits>
- Please send the completed FCLF Plaque Application, photographs, supporting documents, and application fee to:

The Plaque Committee  
Frederick County Landmarks Foundation  
1110 Rosemont Avenue,  
Frederick, MD 21701

- Forward the electronic format to: [info@fredericklandmarks.org](mailto:info@fredericklandmarks.org)

Applicant signature signifies agreement with these conditions.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_