

**Wayne County Historical Society
Historic Preservation Committee (HPC)
Floyd Schnakenberg Memorial Heritage Site Signage Program**

Policy:

Wayne County Historical Society (WCHS) administers a program in which an approved standard sign designates any historical site within Wayne County, Pennsylvania which has gone through the following procedure:

Procedure:

Anyone wishing to have a site considered for this signage program must submit to the WCHS's HPC the following documentation with a completed application form:

- Proof the site is listed on **National Register of Historic Places** as an individual site or a contributing building within a **National Historic District** or
- Proof the site has been found eligible by the Pennsylvania Historic and Museum Commission (PHMC) for the National Register as an individual site or a contributing building within a National Historic District or
- At least a four hundred word history (electronic form preferred) of the site which would include:
 - o Chronology of the site's ownership, usage, and year the site's building or structure was built (if exact year is not know, a circa date should be included)
 - o Previous owners' biographical information
 - o Discussion of exterior alternations to the building or structure on the site, if present, and how the same does or does not adhere to the *Secretary of the Interior's Standards of Rehabilitation*
 - o Classification of the building's architectural style, listing details which supports this classification
 - o Sources of above information
- Photographs which illustrate the above (electronic form preferred)

Help in compiling the above documentation can be provided by the WCHS's Research Librarian, for an hourly fee.

The WCHS's HPC will notify the applicant, in writing, if and why the application has been denied or accepted, in a timely manner after each quarterly meeting of the committee and that month's board of trustees meeting. Additional documentation can be added to a denied application for reconsideration.

An invoice for the cost of the sign and its installation, when applicable, will be included with notice of acceptance.

Upon payment of the invoice, WCHS will order the sign and notify the applicant when the sign is ready to be installed. If the applicant is installing the sign, the applicant is responsible for pick up of the sign at WCHS, 810 Main Street, Honesdale. If the sign company is installing the sign, the applicant is responsible for communication with the sign company where the sign is to be installed.

The applicant will then notify the WCHS's HPC when the installation has been completed and a mutually agreeable time determined for the sign's dedication, if desired.

Approved November 19, 2009/slt

