

## **GUILFORD KEEPING SOCIETY Guidelines for Historic House Plaques**

To promote its goals, including historical preservation, authentication, and education, the Guilford Keeping Society (GKS) will accept an application for a Historic House Plaque from the owner of any building located in Guilford, to be issued by the GKS on the following conditions:

1. The building must have been constructed at least 100 years prior to the date of application, and a substantial portion of that building must have remained intact.
2. The GKS shall determine the original date of construction of the existing building based on its research and knowledge of town records, applicable historical documentation, and physical evidence.
3. The GKS shall determine the accuracy or appropriateness of the name of the building or original owner to be indicated on the plaque.
4. If significant modifications have been made to what would have been the original structure or exterior appearance of the building and which are visible from the street, or if the building has been moved from its original location, the GKS reserves the right to include additional notations or information to explain more fully the building's architectural history as the GKS deems appropriate.
5. The full content of the Historic House Plaque and any determinations made in connection with such contents shall be at the sole discretion of the GKS Board of Directors or its appointees.
6. Payment for plaque in the amount of \$250.00 is to be received by the GKS to cover the cost of fabricating the plaque and for producing related documentation. Payment for a replacement plaque is \$150.00. The plaque fee will be refunded minus a service fee of \$25 if it is determined that the house is not eligible for a plaque.
7. If research is required to properly assess the original date of construction and owner's name, the GKS may charge an additional fee for that research. The amount will be disclosed to the applicant prior to any additional charges being incurred by the applicant
8. Plaques are black-lettered on a white salt-box house silhouette of a standard sign-board. Two screws are provided for attaching to the outside of the house. Generally, plaques are to be placed on the front side, left or right, or near the front door of the building, ensuring that it is visible from the road. For further information, call Gus Kellogg 203-416-6827 or the GKS office at 203-453-2263; email [gus.kellogg69@gmail.com](mailto:gus.kellogg69@gmail.com) or [info@guilfordkeepingsociety.org](mailto:info@guilfordkeepingsociety.org).

### **Application for Historic House Plaque**

Your name: \_\_\_\_\_ Tel: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I believe my property is eligible for a Historic House Plaque as issued by the GKS, and I would like to apply for a Historic House Plaque for my property at the following address in Guilford:

\_\_\_\_\_ (house number and street name)

Check the appropriate choice as follows:

I do not have documentation of the original building date or the original owner.

I have documentation of the original building date and the original owner as follows:

\_\_\_\_\_ (building date) \_\_\_\_\_ (original owner)

I am requesting a replacement plaque.

I have read the GKS guidelines above and accept the terms set forth therein.

Enclosed is my check for \$\_\_\_\_\_, which covers the cost of the plaque.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail to: Guilford Keeping Society, ATTN: Plaque Committee, PO Box 363, Guilford, CT 06437