

Historic Marker Program

General Information & Instructions

*** Application on Reverse Side ***

Purpose: Antique homes and historic sites are significant features of the town of Sandwich. The Historic Marker Program was established to honor the town's history and the stewardship that preserves its special character. The program recognizes each property with a handsome dated sign that helps raise awareness of and appreciation for the historic nature of your home or business as one of our most treasured assets.

Eligibility: Any building that is at least 100 years of age is eligible for a historic marker. Also eligible is any building on the National Register of Historic Places or that the Sandwich Historical Commission (SHC) determines to be historically significant.

Documentation and review: The age and original property owner must be substantiated. The authenticating research can be done by the homeowner or a member of the SHC. (Please understand that SHC volunteers will research on your behalf as their time permits.) Homeowners who wish to do their own documentation must read the research guidance in the footnote below.¹

The application and supporting documentation will be reviewed at a regularly scheduled SHC meeting. The applicant will be informed of the meeting date. Once the review is complete, signs are usually ready within two weeks.

Design and cost: Each oval marker measures 9"x15" and is made of 3/4" MDO weatherproof signboard. Each marker is painted white with forest green lettering and is sealed. Holes are pre-drilled and stainless steel mounting hardware is included. These individually made markers are \$95 and available only through the SHC.

What information will be displayed? The marker will include the original owner's name or original building name as well as the year or approximate year of construction. In certain circumstances, an alternate name will be considered if the individual was a significant owner or occupant.

Where will it be installed? For consistency and to assist visitors to Sandwich admiring your historic home or business, markers are expected to be installed so they are easily viewable from the street, usually the front facade.

Questions? Email our program coordinators at SHCMarkerProgram@gmail.com or call -

Joanne Richardson - 860-989-6864

June Murphy - 508-246-9111



The Sandwich Old King's Highway Historic District Committee reviewed the above SHC procedures; approved this particular style, color, and size of the SHC decorative and historic markers; and agreed that no additional Sandwich Historic District permit or hearing is needed.

¹**Research guidance:** The purpose of the research is to determine the age and original owner of the property. To substantiate that, documentation must include a copy of the earliest recorded deed or comparable record, e.g., original tax records, newspaper accounts, or other creditable evidence obtained from reputable sources such as the Sandwich Town Archives, Sturgis Library, or Barnstable Registry of Deeds. Ensure the source of each record is clear; if not, annotate the documents as needed.

Research should begin with a review of the Historic Asset List (MHC Form B) and other local historical resources on file in the Archives Room of the Sandwich Public Library. The Archivist is able to offer assistance. Information on some of Sandwich's many historic properties is available on our website (<https://sandwichhistory.org/historic-marker-houses/>).

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Historic Marker Application

*** General Information & Instructions on Reverse Side ***

Please print clearly. If more space is needed add a separate page.

1. This application is for the building located at (address):

2. Contact information:

Applicant name: _____

Tel: _____ E-mail: _____

Mailing address: (if different than above): _____

3. Research: Please check one -

I would like the Sandwich Historical Commission to do the research on my behalf. (Skip to #4)

I did my own research. I have attached copies of the documents described in the research guidance and annotated each with the source of the information. I understand that the SHC may supplement my documentation with their own research. Here is the information I think should appear on the marker:

• Year built (if only the approximate year is known, write "circa" and then the year): _____

• Original owner's name OR original name of building or business:

• Alternate name to appear on marker and significance of alternate name (if applicable):

4. I give the Sandwich Historical Commission permission to publish research regarding my home on their website and social media platforms. Please initial here: _____

5. Owner's signature & date: _____

Mail this application, a \$95 check payable to the Sandwich Historical Commission and, if you did your own research, the required supporting documentation to —

Sandwich Town Hall
100 Route 6A
ATTN: Sandwich Historical Commission (Historic Marker Program)
Sandwich, MA 02563

What you should know:

- We recommend writing "For historic marker" on the check's memo line.
- The application will be processed after your payment is received.
- The check will be held in escrow until the approval process is complete.

FOR SHC USE: Received: _____ Approved: _____ Notified applicant: _____