



## ORLAND PARK HISTORIC MARKER PROGRAM

### DESIGN GUIDELINES

**Dated: 1-15-08**

#### ***Intent***

The intent of the Orland Park Historic Marker Program is to mark the significance of landmark sites and buildings in the Village, including historic districts. It also the intent to educate the public on the community's local history. The Orland Park Historic Marker Program Design Guidelines is open to designated contributing structures in historic districts, like the Old Orland Historic District, and buildings/ sites designated as landmarks per Section 5-110 of the Land Development Code. The placement of markers will increase the awareness of the Historic District in the community and also strengthen the cause for historic preservation.

The intent of the following is also to guide the form and function of the historic markers in Orland Park and provide a template for historic district markers and landmark markers. It is also the intent of the following to establish a standard Village format marker for Orland Park.

#### **1. Appropriate Significance**

- a. Markers may cover events, individuals, buildings, sites, and other entities that have local and/or state significance; regional, national, and/or international significance will be recognized as well.
- b. The mere fact of existence of an entity generally will not constitute significance.
- c. The reason for a marker must be concisely described in the Nomination Form.
- d. The HPRC may recommend but the Village Board of Trustees may establish special initiatives to focus on specific topics for commemoration, alone or in collaboration with other entities. As needed, additional guidelines and/or formats may be approved for such special initiatives.

#### **2. Restrictions on Markers**

- a. No individual may be the topic of a marker until twenty years after his or her death, unless the Village Board of Trustees makes an exception for a deceased person of local, state, national, or international significance.
- b. Marker topics, other than individuals, generally should date from at least seventy years in the past unless otherwise determined.
- c. Neither restorers nor current owners of a historic structure may be named in the text of a local marker awarded to the structure.
- d. Individual fundraisers, contributors, or donors cannot be named on the marker, though they will be on record for their contributions.

#### **3. The Marker Text**

- a. The Village Board of Trustees has final authority for the text of an historic marker. The Village Board of Trustees shall approve the marker text.
- b. A marker will not include information in the text unless proof is presented

to the HPRC that will verify that information with appropriate documentation, provided by the nominator. See the Orland Park Historic Marker Program Rules and Procedures, Section 1.

- c. If a topic or subject purports to be unique (one of a kind, the largest, smallest, oldest, first, etc.) there must be documentation—from unbiased and authoritative sources—which validates that claim.
- d. The HPRC will recommend the marker and its text to the Village Board of Trustees as part of the final approval process.

#### **4. Official Village-Format Historic Marker and Sign**

- a. The official Village-format historical marker design is distinguished by the words “Orland Park Landmark” at the top center of the marker per the specifications of Figure 1 below.
- b. Village Markers are 18 inches tall and 12 inches wide, with a black background, silver or gold lettering, and silver or gold-colored border mounted on a silver-colored metallic post that raises the marker’s bottom 42 inches off the ground and per the specifications of Figure 1.\*
- c. For Village-format markers in the Old Orland Historic District, the traditional “Windows” logo with the words “Old Orland Historic District” centered under the logo shall be located at the bottom of the marker above the Village credit line.
- d. Village-format markers for landmark buildings or sites that are associated with Village programs or initiatives that were responsible for preservation outside of Old Orland (i.e. Open Lands, Stellwagen Farm etc.) shall have the logo of the pertinent Village program or initiative locate at the bottom of the marker above the Village credit line.
- e. Village-format markers for landmark buildings or sites that are designated landmarks per Section 5-110 of the Land Development Code and are not associated with any Village program or initiative shall include the Village Seal or the Orland Park Landmark logo above the Village credit line at the bottom of the marker. See Figures 2 and 3 for logo customization.
- f. No other logo or emblem may be included on a Village historic marker, with the exception of state or federal agency logos or program logos. The Development Services Department shall determine the placement of these logos.
- g. Inclusion of artwork, a map, or a photograph on a marker may be approved only if the Village Board of Trustees, on the recommendation of the HPRC, judges that it is essential to clarify or enhance the interpretation of a marker topic. Extra costs for such non-standard markers must be paid by the marker nominator.
- h. The marker text shall include the following information in Times New Roman per the specifications of Figure 1.
  - i. “[Year], National Register of Historic Places” if applicable (centered at top beneath logo);
  - ii. The year/ era of construction (centered at top beneath logo and under NRHP credit if applicable);
  - iii. Address, Name of Building (if applicable);
  - iv. Architectural Style;
  - v. Brief history on original historic use; and/or a historical fact or

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\* Figures 1, 2, and 3 have an example paragraph to demonstrate a distribution of letters and body text.

- architectural highlight about the site or building, if applicable/appropriate;
- vi. Village of Orland Park credit line (centered at bottom);
- i. Markers will carry in the credit line in smaller legible font as follows: "Village of Orland Park – [Year]".
- j. The text of a historic marker may either be in an outline format or in a paragraph format. The text must also leave enough space at the bottom of the marker to include the necessary program or district logos.
- k. The location of a Village-format historical marker should be called the "site of a historical marker" or "a historical marker site". The location should NOT be called "a village historic site."

## **5. Placement of Historic Markers**

- a. Historic markers should be installed in conspicuous places accessible to the public. Desirable locations are public right of ways, parks, city streets where persons can stop safely and read the text for its educational value.
- b. A marker must be installed according to the Village Board of Trustees approved plan.
- c. Installation of a marker shall follow the necessary codes and regulations adopted by the Village Board of Trustees in the Village Code, Land Development Code, Building Code and other applicable codes.
- d. Markers shall be placed a minimum distance of three (3) feet to a maximum distance of five (5) feet from the sidewalk in the front yard in order for the text to face the public right-of-way.
- e. Markers shall not be placed within five (5) feet of the property line of the side yard property lines.