



www.charlestownpreservation.org

# Charlestown Preservation Society historic house marker application

*Preserving the architectural heritage and quality of life of Boston's oldest neighborhood*

A CPS historic marker is a unique way to share our architectural heritage with tourists, visitors and each other. CPS sells these handsome bronze markers at cost to members and at a small profit to non-members, with proceeds going toward donating markers to Charlestown's historic churches and public buildings.

To be eligible for a marker, your house must . . .

- be 100 years old
- be in good condition
- be representative of its original architectural style
- retain its original character

The oval markers show the date a house was built and – optionally – the name of the builder or original owner. They also carry the name of the Charlestown Preservation Society. The markers measure 9" x 4.5". They're installed on the front of your house near eye level, and installation is included in the cost of the marker. *A CPS marker does not limit your ability to sell or restore your house.* Markers are sent to the foundry for casting in lots of 20. When we receive your order we'll give you an estimate of delivery time for your marker.

House for which I'd like a marker \_\_\_\_\_

Year house was built \_\_\_\_\_

My Name \_\_\_\_\_

My Address (if different) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Optional information for marker\* (name of original owner or builder) \_\_\_\_\_

**\*This information cannot exceed 30 letters and spaces.**

## Instructions / Information

1) Fill out the marker application. 2) Attach a photo of your house. 3) Include documentation showing its year of construction. 4) Enclose a check for \$TBD (CPS members) or \$TBD (non-members) made out to CPS. 5) Mail to CPS, Box 290201, Charlestown, MA 02129.

CPS reserves the right to make final determination of eligibility for a marker, construction date, wording and placement. If the exact date can't be determined, "c" for circa is placed before the date. If it's determined that your house isn't eligible for a marker, we'll let you know promptly and return your check. CPS plans to amplify basic eligibility guidelines to help owners understand house documentation needs, placement issues, and what exactly "original character" means, particularly in regard to materials (wood, stone or brick) that would have been on the original house.

## Where to Find Construction Dates

- 1) *Charlestown Branch Library.* Ask for the Boston Landmark Commission's Charlestown Preservation Study, with information on 300 Charlestown houses.
- 2) *Massachusetts Cultural Resource Information System (MACRIS)* at [www.sec.state.ma.us/mhc/mhcidx.htm](http://www.sec.state.ma.us/mhc/mhcidx.htm). Click "Search MACRIS database" for the Massachusetts Historical Commission database of historic properties.
- 3) *Middlesex County Registry of Deeds* for houses built before 1874.
- 4) *Suffolk County Registry of Deeds* for houses built after 1874.

**Questions?** Call 617.214.7500,  
e-mail [info@charlestownpreservation.org](mailto:info@charlestownpreservation.org),  
or visit [www.charlestownpreservation.org](http://www.charlestownpreservation.org)  
and we'll do our best to help you.

## Payment Information

I've enclosed a check in the amount of \$ \_\_\_\_\_  
made payable to Charlestown Preservation Society.

Please charge my:

Mastercard  Visa

**Name as it appears on card** \_\_\_\_\_

**Card number** \_\_\_\_\_

**Expiration date** \_\_\_\_\_