

W Y O M I N G
MONUMENTS
AND MARKERS
HANDBOOK



Ames Monument, Albany County

**ARTS. PARKS.
HISTORY.**

Wyoming Department of State Parks & Cultural Resources

*The Wyoming Monuments and Markers Program is continually evolving, and with that evolution, updates will be made to this document.

Last updated March 2023

Wyoming Monuments and Markers Program Handbook

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I. Wyoming Monuments and Markers Program

A. Introduction

The Wyoming Monuments and Markers Program is a partnership and cooperative effort among the Wyoming Department of State Parks and Cultural Resources (SPCR), the Wyoming Department of Transportation (WYDOT), Wyoming Office of Tourism, the Northern Arapaho and Eastern Shoshone Tribes, other agencies, local governments, and private individuals and organizations. The Monuments and Markers Program installs new historical markers and maintains existing monuments, markers, and interpretive signage. The public can participate in the Program in several ways: proposing new signage, participating in the Stewardship Program, and joining meetings of the Monuments and Markers Advisory Committee (MMAC).

Per Wyoming state statute (§ 9-2-414, § 9-2-415 and, § 36-4-108), SPCR approves text for all new signage, including signage prepared by other agencies, oversees text changes for existing signage, erects new signage, inspects and repairs monuments and markers, and maintains a database of existing signage. WYDOT authorizes the location of new signage along state highways, assists in the inspection of monuments and markers, and coordinates with SPCR to relocate signage because of highway improvements. Local governments, Tribes, and federal partners assist in the maintenance of monuments and markers sited on property within their jurisdiction and report damage or deterioration of monuments and markers to the Program Coordinator.

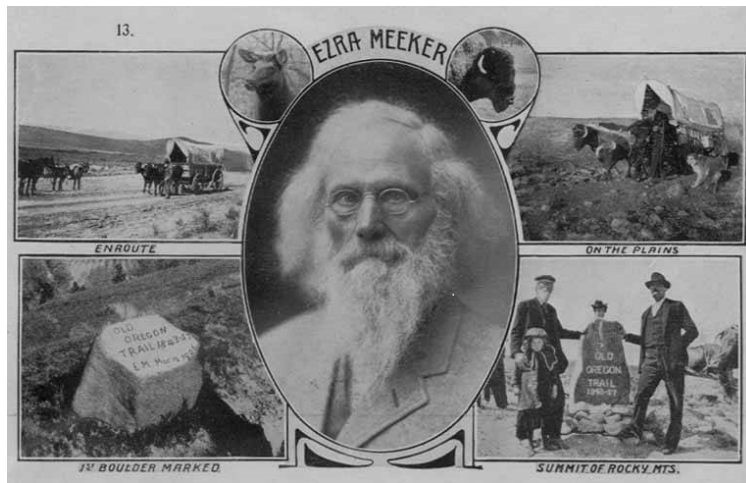
B. Purpose

Historical signage educates and informs the public about buildings, structures, sites, and objects of interest to Wyoming residents and visitors to the state. SPCR seeks to identify and mark sites and subjects having historical significance through the Monuments and Markers Program (M&M).

- Provide interpretation of significant events, people, and/or places in Wyoming history.
 - Interpretation is “a communication process that forges emotional and intellectual connections between the interests of the audience and the inherent meanings of the resource.” [*National Association for Interpretation*](#)
- Educate the public about significant people, places, and things in Wyoming’s rich prehistory and history, thereby enriching the public’s knowledge Wyoming’s past.
- Foster the public’s ability to make connections between extant resources and the past and encourage residents to preserve historic resources.
- Enhance cultural tourism by encouraging residents and visitors to investigate Wyoming’s rich prehistory and history.

C. History

Wyoming's Monuments and Markers Program has a rich and long history in our nation. At a time when few thought to mark history, interested and concerned residents of Wyoming realized the need to commemorate the past. These people placed monuments and markers that served to preserve various aspects of the state's heritage. For a more thorough history of the M&M Program, please click on the following [link](#).



Credit: University of Washington Libraries, Special Collections, SOC9908

D. Contacts

If you have questions, or want to apply for historical signage, please contact:

Dan Bach
Monuments and Markers Program Coordinator
Wyoming State Parks, Historic Sites, and Trails
2301 Central Avenue Cheyenne, WY 82002
Phone: 307-777-6314
Email: SPCR.Monuments@wyo.gov



The vertical supports and rock foundation attract the visitor's eye while the pictures and words of the panels captivate a person's interest by informing the reader about the area or an event that connects the reader to a story.



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II. Wyoming Monuments and Markers Program Components

A. Program Coordinator

The Monuments and Markers Program Coordinator acts as the liaison between the public, state and federal agencies, tribal representatives, fabricators, State Parks personnel, and the MMAC. The Monuments and Monuments Program Coordinator also administers the Stewardship Program and maintains a database of signage across Wyoming.

B. Monuments and Markers Advisory Committee

The SPCR Monuments and Markers Advisory Committee (MMAC) reviews and approves newly proposed signage under the jurisdiction of SPCR. The MMAC is a non-statutory committee. Members are volunteers. The MMAC reviews and approves interpretive signage submitted by the members of the public and through the Section 106 process of the National Historic Preservation Act (more information under Section V.C.6). Signage developed under statute enacted by the Wyoming State Legislature, such as the Historic Mine Byways Program, is also reviewed and approved by the MMAC. Interpretive signage that is historical in nature and installed by other state agencies must be reviewed by the SPCR and the MMAC and approved by the Director. Signage designed and prepared by staff for the Division of State Parks, Historic Sites and Trails is not reviewed or approved by the MMAC. The committee is also consulted for recommendations for the maintenance and replacement of markers.

Committee members are selected from the SPCR Commission, partnering state agencies, and the public and approved by the Director of SPCR. Members of the MMAC are generally expert archaeologists, historians, and preservation architects working for a variety of state agencies, affiliated with partner organizations such as the Wyoming Historical Society, and members of the Northern Arapaho and Eastern Shoshone tribes. Members of the public not affiliated with these agencies or organizations who are interested in serving on the MMAC are encouraged to contact the Monuments and Markers Program Coordinator. By-Laws for the MMAC are contained in a separate Advisory Committee Manual.

C. Stewardship Program

- D. As monuments and markers age, they succumb to elements that require their maintenance, removal or replacement. The State of Wyoming and SPCR strive to maintain quality markers throughout the state. Markers that no longer meet the Program's criteria or that are in poor condition must be repaired or removed. If you are aware of a marker that has been [vandalized](#), damaged by the weather, or is no longer a suitable representation for the historical place it is marking, please notify the Program Coordinator. Click on the above link or the following link to access the "[Request to Remove a Historical Monument or Marker](#)."
- E. The Monuments and Markers Stewardship Program establishes regular on-site inspections of the state's monuments and markers and provides annual photo documentation of existing monuments, markers, and wayside interpretive exhibits.
- F. The Stewardship Program capitalizes on the high-quality volunteerism seen throughout

the state by using local citizens to conduct inspections. Stewards use the [Condition Form](#) to keep up-to-date information on each piece of signage. This assists the SPCR in maintaining current records of the monuments, markers, and wayside interpretive exhibits in its care.

Regularly scheduled on-site inspection:

- provides SPCR and WYDOT with current information on the condition of monuments, markers, and wayside interpretive exhibits;
- establishes the basis for prioritizing regular replacement of existing monuments; and
- serves as a means of collecting data to update the monuments and markers database.

Annual photo documentation:

- enables the state to develop a historical record of monuments, etc.;
- creates a visual record of damaged monuments, etc.; and
- provides the basis for a website and public information brochure for the Program.

Questions about the Monuments and Markers Stewardship Program should be addressed to the Program Coordinator

D. Monuments and Markers Tribal Committee

In January 2009, the State Historic Preservation Office (SHPO) Monuments and Markers Program began consulting with members of the Northern Arapaho and Eastern Shoshone tribes in discussions of signage on the Wind River Reservation and other signage across the state that contains Native American subjects. The process involves the Tribes in choosing subjects for signs and for determining appropriate text for the signs that are part of the Monuments and Markers Program.

The Monuments and Markers Tribal Committee (MMTC) reviews SPCR signage projects that contain Native American content and/or are located on or near Tribal lands. The MMTC also identifies necessary new projects in order to achieve a more comprehensive interpretation of Tribal history in Wyoming.

As a result of the first meeting in early 2009, two Tribal Liaisons to the State of Wyoming have been appointed to the MMAC. The Tribal Liaisons will continue to be involved with the review of signs SPHST is proposing for replacement.

The MMAC Committee has two main foci:

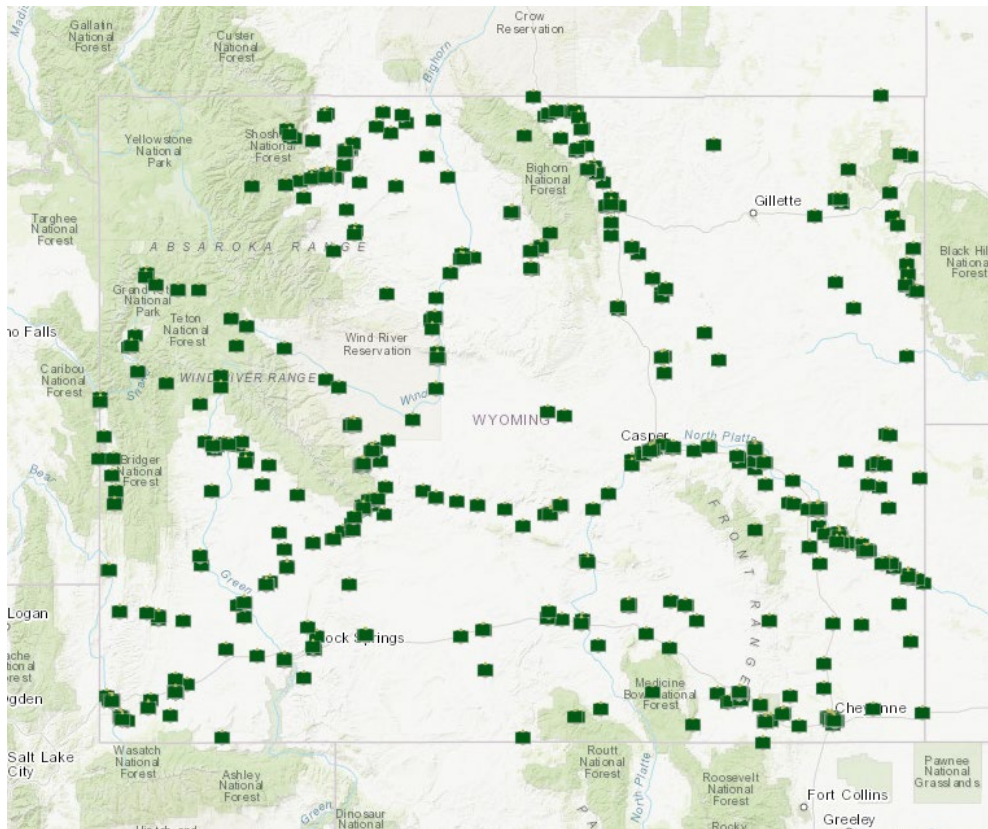
1. Assessing current signage and markers
 - a. Condition assessment
 - b. Accuracy/appropriateness of text assessment
2. Determining needs for future signage
 - a. Finding funding
 - b. Determining interpretive needs

The MMAC Committee meetings are open to all Tribal members. Tribal members include but are not limited to, the following organizations:

- Northern Arapaho Tribal Historic Preservation Officer
- Eastern Shoshone Tribal Historic Preservation Officer
- Tribal Transportation Department
- Northern Arapaho Preservation Society
- Eastern Shoshone Cultural Center
- State of Wyoming Tribal Liaison(s)
- Other pertinent tribes as needed

E. Monuments and Markers Database

In 2020, a searchable online GIS database was created and can be accessed from the Monuments and Markers webpage at <https://wyoparks.wyo.gov/index.php/home-mm>. From this webpage, the public is able to search for monuments and markers, find signage text, see photos, and more.



Monuments and Markers Interactive GIS Database

III. Monument, Marker, or Wayside Exhibits

A. Monument Standards

A monument is primarily artistic or commemorative in nature and is associated with a specific event or person. When new markers are proposed, plans, drawings, or photographs must be submitted to the Program Coordinator. The size, scale, quality, and appropriateness of content and location of the proposed monument will be considered.



Ames Monument. Photo courtesy of SHPO.

B. Markers

A marker is generally made of stone and simply marks the location or vicinity of a significant place, event, or the association of a particular locale with a significant individual(s) and their historical contributions or activities. Markers contain inscriptions that identify their purposes. The Wyoming Landmarks Commission placed many markers in the 1950s and 1960s. To propose new markers, plans, drawings, or photographs must be submitted to the Program Coordinator for review. The size, scale, quality, and appropriateness of content and location of the proposed marker will be considered.

C. Wayside Interpretive Exhibits

There are two classes of signs:

- Class I: Upright Mounts
- Class II: Angled Mounts (Low Profile)

These fall into four types that are determined by the amount of information to be conveyed depending on whether the reader is on foot or in a vehicle.

- Type A: from a moving vehicle
- Type B: from a parked vehicle
- Type C: on foot reading single sign
- Type D: on foot reading kiosk

Locations:

Upright signs can be placed in nearly any situation, such as roadside pullouts, while angled signs are used most effectively in areas where people are walking such as rest areas. They can be used singularly or grouped in combination with an upright, can stand alone, or can be attached to an upright kiosk structure.

Class I: Upright Mounts

- Roadside
- Roadside Pullout
- Rest Area
- Recreation Area Parking
- Information Center
- Trailhead
- Trailhead Parking

Class II: Angled Mounts

- Wayside Exhibit
- Rest Area
- Vista
- Along Trail
- Information Center
- Historic Site

MMAC will make the final determination on which class of sign is most appropriate for the site.

CLASS I: UPRIGHT MOUNTS

Traditional Historical Signs



SPCR has traditionally placed standardized signs that are generally cast aluminum or wood and framed on either side by 12-foot and 7-foot high posts that are bolted together. These signs measure 4' x 6'.



These upright mounted signs will be used primarily in the following cases:

- At the historic site (ex. Register Cliff, Dull Knife Battle, etc.)
- Along Interstates
- To replace an existing marker

Applications for a traditional historical marker must include:

- Text – less than 250 words per aluminum sign and 100 per wood sign
- Photographs or illustrations – 1-2 per aluminum sign: no images for wooden signs

CLASS II: ANGLED MOUNTS
Wayside Interpretive Exhibit sign



A wayside interpretive exhibit contains interpretive panels or kiosks with panels and is located along secondary roads or trails. Interpretive signs are smaller, low profile, and contain more graphics and less text than the traditional historical signs.

- Standard Size: 2' x 3' (24" height x 36" width)
- Standard Frame: (pictured above) pedestal mount with rustic-style supports to match traditional historical markers
- Standard Mounting: Low profile
- Template: SPCR has developed a sign template to be used in most cases. Please contact the Program Coordinator to discuss sign design.
- ADA compliant

History Theme Identifier

Sign Title

Header



Prairie Schooner

Pulling Team

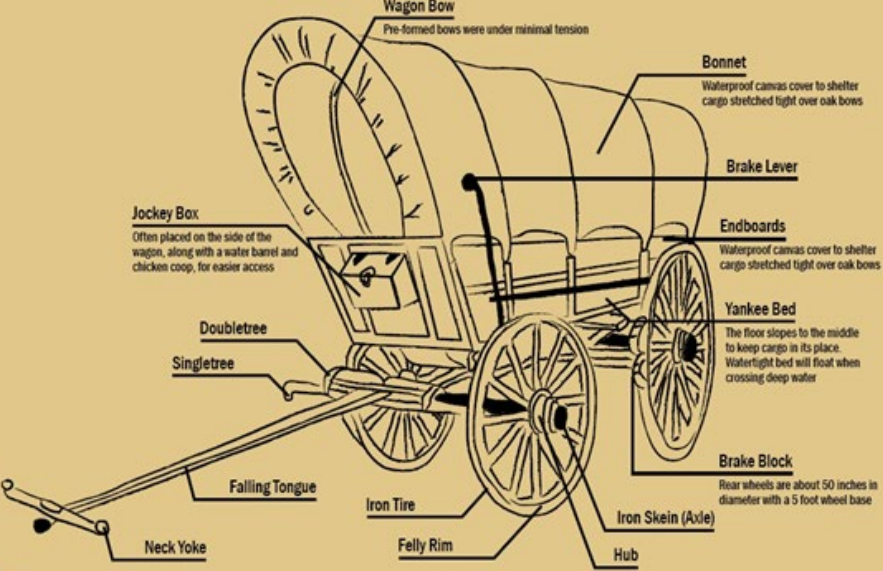


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WY Monuments and Markers branding

These angle mounted signs will be used in the following cases:

- When it is in a safe and convenient place for people to stop
- When there are more than two historic events/sites that need interpretation
- In places where the interpretation is removed from the actual site

Applications for an interpretive marker must include:

- Text – less than 150 words: more pictures = fewer words
- Photographs or illustrations – fewer than 10 (not all graphics will be used)

D. Monument/Marker Placement

Interpretive signage should be placed in locations accessible to the general public. To ensure that signage proposed for state highway rights-of-way is safely accessible to motorists, WYDOT is responsible for approving the site location for new signage. The final location of the signage is based on the following criteria:

- **Safety.** It is expected that travelers will need to pull off the road to read the signage and then reenter the highway; they must be able to do so conveniently and safely. Hence, signage must be placed so that it does not block drivers' lines of sight when making turns or create traffic hazards when travelers stop to read the signage.
- Signs also must be placed where they are least likely to be struck by motor vehicles, maintenance equipment, or otherwise endanger motorists or the signs. Curves, industrial or commercial intersections, congested areas, and similar hazardous places should be avoided.
- **Visibility.** The signage should be placed in a safe but relatively high-traffic area so that the largest possible number of travelers can read it. Given a choice between a secondary road and a primary road, the sign will be placed on a primary road. Signage is not permitted on an interstate or other limited-access highways, except in rest areas.
- **Location.** Ideally, the signage should be as close as possible to the site it commemorates. Sometimes, however, because of traffic conditions, the remoteness of the site, or other reasons, the signage must be placed some distance away.
- **Cost efficiency.** It is more cost-effective to place the signage at an existing turnout or wide shoulder rather than construct one. Sometimes, however, it is necessary to clear a pull-off area because signage cannot be read from a moving vehicle.
- **Placement inside WYDOT right-of-way.** WYDOT determines the final location and acceptable material for signage. It is the applicant's responsibility to obtain an encroachment permit from WYDOT to place signage in its right-of-way. The Program Coordinator can assist in the permit process.
- **Placement on State Parks Property.** When signage is placed on State Parks property, ownership of the signage must be turned over to the Department of State Parks and Cultural Resources. A Memorandum of Understanding among the State Historic Preservation Office, State Parks, Historic Sites, and Trails, and the signage proponent will be created.
- **Placement outside of WYDOT right-of-way.** State signage is usually placed in WYDOT rights-of-way. Under special circumstances, it may be placed on city or county property (usually because of highway conditions). *It is the applicant's responsibility to obtain the necessary permission to place signage. The Program Coordinator can assist with the permit process.*

E. Private Markers

If the M&M Program declines a subject for a state historical marker, it may be an appropriate topic for a local or private marker. Several counties, cities, and historical groups have in place local historical marker programs for marking places of local and regional significance.

Individuals or groups are free to pursue the purchase of privately funded markers or plaques. Such markers must be placed outside the highway right-of-way and may not use the same sign brand identification used by the State. Private signage is not considered part of the official state marker program.



Example of a Private Monument and Marker – Father DeSmet Monument, Sublette County, Wyoming

IV. Signage Content and Style

A. Signage Content Criteria

The Monuments and Markers Program commemorates significant facts, persons, events, and places prominently identified with the history of the nation, state, or region and

- are associated with events that have made a significant contribution to the broad patterns of our history; or
- are associated with the lives of persons significant in our past; or
- embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possesses high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- have yielded or are likely to yield information important to history or prehistory.

No signage shall be erected to commemorate a living person.

For an historic event to be eligible for commemoration with signage, the event must have occurred at least 50 years ago. Likewise, a place or person must have attained its significance at least 50 years ago. There are exceptions if the event, place, or person achieved extraordinary historical significance within the last 50 years.

Text must be historically accurate and developed using available published sources. Sign content should rely upon historical facts and avoid local myths or folklore. A list of references should be included with the submission of the proposed text. The text should provide the reader with significant and meaningful historical information about the subject and should be written as if the reader has no previous knowledge of the subject.

B. Monuments and Markers Writing Style

To ensure stylistic consistency among state signage, SPCR staff will revise and edit draft texts. The goal is to provide as much accurate and interesting information as possible in a limited space. Sponsors can assist us by following these suggestions when writing their drafts.

- Word limits vary based on sign type and graphics. See Section III above.
- Spell out numbers less than 10, otherwise use Arabic numerals (one, two, etc., or 10, 599, 34,987, etc.).
- Do not use honorary titles such as Mr. and Mrs., but do use and abbreviate occupational titles and ranks (the Rev., Col., Maj. Gen., Dr., etc.).
- Do not use commas before or after Jr., Sr., II, etc. (e.g. James Brown Jr. was secretary of the board).
- On first use, give a person's full name as he or she used it or as it is best known (e.g. Alexander Graham Bell; Maggie L. Walker), but on subsequent use only the last name.

For advice on writing concisely and vigorously, refer to the *Elements of Style* by William Strunk Jr. and E.B. White. The text should be submitted with the understanding that it will likely undergo further editing and revision by SPCR staff in consultation with

the sponsor or original author.

C. Text Content

When preparing the application, take into account the following questions:

- What was the cause and effect?
- What changes or consequences occurred and why?
- How did the subject influence the course of events?
- What and how widespread was the impact?
- How was the person, place, or event of statewide or national historical significance?
- What was the subject's lasting influence in history?
- What role did the subject play in their area of significance?
- What factors contributed to the subject's development?



Abraham Lincoln Monument on I-80 near Laramie, Wyoming

D. Themes for Text Content

These themes have been developed in order to place signage content within Wyoming history. Some subjects will fall under more than one theme.

Themes

The First Peoples - pre 1842

Housing (Stone Circles, pithouses, wickiups etc.)
Subsistence (big game, lesser game, traps, jumps, plant resources)
Stone quarries
Rock Art
Migrations
Protohistoric/Historic change and conflict

Early Historic (1801-1842)

The Push West Exploration
Trappers and Traders
Missionaries
Impacts to Native Americans - acquisition of the horse and guns, disease, etc.

Pre-Territorial (1843-1867)

Emigrant Trails
Oregon
California
Mormon/Pioneer
Bozeman
Bridger
Overland
Cherokee
Pony Express

Military

Forts
Roads
Conflicts
Transportation
Railroads
Aviation

Territorial (1869-1889)

Roads
Telegraph
Gold mining
Cattle Barons/Open Range
Native American Wars/Conflicts
Agriculture/ Stockmen/ Homesteading
Landscapes (natural and manmade)
Women's suffrage
The Reservation Era begins
Water
Wildlife

Expansion (1890-1919)

The range wars
Education and libraries
The growth of local communities
Architecture and Planning
Politics
Minorities
Cultural and Social Traditions
Transportation - the Lincoln Highway and other named highways
Massacre of minorities
Railroads

Depression (1920-1939)

Reclamation
Transportation and the development of a national highway system
Public works (CCC, WPA)

World War II (1940-1946)

Military facilities
Training Accidents
POW/internment camps
Military facilities

Post World War II (1946-1955)

Growth and prosperity

Mining

Modern (1955-present)

Natural resources boom and bust

Industrial growth

Railroads

Coming of the Interstate

Growth of UW

The Cold War

Military

Agriculture

Tourism

Commerce



Fort Bridger Monument, SHPO file photo, 2009.

V. Application and Approval Process

A. Applicant Financial and Stewardship Responsibilities

SPCR's budget does not currently provide for the manufacture of new markers. **Costs of manufacture and installation materials, and frequently maintenance, is the responsibility of the applicant.** Approximately \$6,000 - \$7,000 will be necessary to cast a traditional historical marker, and installation costs will apply (up to \$1,000). A fabricated low profile angle mount sign can range from \$2,500 to \$3,000 depending on dimensions, with additional installation costs up to \$1,000. A wooden sign can cost around \$1,000 plus installation. Please note all prices are based on 2022 estimates and are therefore likely to change over time. Applicant should contact the Program Coordinator to discuss potential sources of funding.

Ownership and stewardship of signage is retained by the applicant. The applicant is the steward of the signage and should inform SPHST immediately when the sign has been damaged or vandalized, etc. If the steward of signage is unable to perform the duties of the steward, then the sign will be considered abandoned, and it will become the property of the State.

B. SPCR Responsibilities

SPCR will complete graphic design as appropriate, and erect, monitor and insure the sign(s) as stated in the MOU. SPCR will also enter signage in the Monuments and Markers Database and assist in monitoring the condition of signage.

C. Application Process

- 1. Contact the State Parks, Historic Sites, and Trails Monuments and Markers Program Coordinator** (307-777-6314, SPCR.Monuments@wyo.gov) to be sure there is a need for your proposed marker before taking further steps in the process. The Program Coordinator will discuss themes, funding, sign styles, permits required, fabrication costs, timelines, and the application process.
- 2. Suggest a Suitable Marker Location.** Preferably, the marker should be placed on public land, within WYDOT right-of-way or other publicly accessible places. WYDOT will give final approval for the marker's placement if it is within the WYDOT right-of-way. Please see the [Marker Placement Approval form](#).
- 3. Research and Draft Initial Text.** Research the topic by consulting multiple primary and secondary sources and include a bibliography of sources consulted with the application packet. Write a roughly 150 - 250 word draft, following the "Monuments and Markers Writing Style." Review the themes in Section IV. Does the proposed marker relate to one or more of the themes? If so, how does the proposed marker relate to the themes discussed above? Also, why is it important to mark a particular spot? It is often helpful to seek assistance from local and regional historical

associations and governmental entities in researching and crafting the proposed text. Include any plans, architectural drawing and photographs as appropriate, as well as suggestions for graphics with the application packet.

4. Submit Your Application Packet to the Program Coordinator for Review.

Applications must be submitted by February 1 or August 1 of every year. Follow the instructions provided in the application for completing it. Please see the [Monuments and Markers Application form](#). If you have any questions, please contact the Program Coordinator (307-777-6314).

5. Expect to Work with SPHST staff in Revising or Refining the Marker Text.

Before submitting an application to MMAC for approval, SPHST staff will review the text. Any questions about the text that arise will be discussed with the sponsor, including further documentation, if necessary, to support the marker text. Staff will work closely with the sponsor – or the sponsor’s author – to produce a mutually agreed-upon text. Because SPCR and MMAC bear the ultimate responsibility for what appears on a marker, **they reserve the right to edit text for accuracy, clarity, brevity, and thoroughness.** The Director, or designee, of SPCR has final approval authority on all language and graphic content.

SPCR staff and a subcommittee of the MMAC will review the public application packet to determine if the proposed signage is eligible for the M&M Program. This evaluation will be based on the following:

- **Significance**
 - Signage must accurately mark facts, persons, events, and places prominently identified with the history of the nation, state, or local region.
 - Signage must sufficiently explain why the person, event, property, or site is significant at the local, state, or national level.
 - The subject being commemorated must have achieved its significance at least fifty years ago, or the applicant must demonstrate extraordinary significance.
- **Placement**
 - Signage must be appropriately located near the subject it is marking.
- **Need**
 - Application must demonstrate a need for this signage.
 - If the subject has been interpreted elsewhere, the *statement of significance* should address why more signage is necessary.
- **Accuracy**
 - Applicants must provide adequate documentary support.
- **Text**
 - Text must be well written, concise, and interesting.
- **Adequate funding sources (either government or private) are necessary.**

Applicants may be asked to modify text or provide additional information during the preliminary evaluation process. Applicants will be promptly notified if the topic and proposed signage is not eligible for the Monuments and Markers Program.

- 6. Applicants should expect to work with the Program Coordinator and others in revising and refining text** after preliminary acceptance into the M&M Program. The Program Coordinator and MMAC sub-committee will review the text. Any questions about the text that arise will be discussed with the applicant, including further documentation, if necessary, to support the marker text. The MMAC considers many applications and may be unable to consult sources listed in the application, so it is imperative to include pertinent photocopied excerpts from valid primary and secondary sources, along with citations. Limit material to less than 20 pages and wisely choose the information that relates most directly to the focus of your application.

Staff will work closely with the applicant – or the applicant’s author – to produce a mutually agreed-upon text. SPCR personnel will also begin the process of graphic design.

New signage created through the Section 106 of the National Historic Preservation Act has been developed by a committee of preservation professionals who have determined the need for the signage, an appropriate location and approved the text and signage design. Because these signs have already gone through an extensive approval process and are often under time constraints, they will not be reviewed by an MMAC sub-committee, but rather just the full MMAC, with final approval granted by the Director of SPCR.

D. Approval Process

- 1. Evaluation of Application by the MMAC.** Applications are evaluated twice annually by the full MMAC. The full MMAC will review the application, associated documentary sources, revised text and graphic design. The full MMAC may request further editing or additional information from the applicant, changes to the graphic design, or other graphics. Because SPCR and MMAC bear the ultimate responsibility for what appears on a marker, they reserve the right to edit text for accuracy, clarity, brevity, and thoroughness.

The application will be evaluated for historical accuracy, the inclusion of interpretation and analysis of the subject of the nomination, demonstration of an understanding of historical context, and appropriateness of the documentation provided.

The application must be accurate and supported with proper documentation. The MMAC considers many applications and may be unable to consult sources listed in the application, so it is imperative to include pertinent photocopied excerpts from valid primary and secondary sources, along with citations. Limit material to less than 20 pages and wisely choose the information that relates most directly to the focus of your application.

- 2. Director Approval of Application.** Upon approval by MMAC, the Director of SPCR will give final approval as per State Statute § 9-2-414. The applicant will receive notification in writing.
- 3. Pay for the Manufacture of the Signage.** SPCR will provide the foundry/fabricator that casts or prints the marker/sign with the final MMAC- approved text and layout. The fabricator will bill the sponsoring organization/applicant directly and will ship the signage to the appropriate SPCR office for installation. Also, the applicant will be responsible for covering the expenses associated with installing a sign. Please contact the Program Coordinator for an approximate cost estimate.
- 4. Placement on State Parks Property.** When signage is placed on State Parks property, ownership of the signage must be turned over to the Department of State Parks and Cultural Resources. A Memorandum of Agreement (MOA) among the State Historic Preservation Office, State Parks, Historic Sites, and Trails, and the signage proponent will be created. Please see the [*Transfer of Ownership Form*](#). The Program Coordinator will draft the MOA. **Long-term maintenance costs, repair costs, and/or replacement costs not covered by the State insurance are the responsibility of the marker proponent**
- 5. Timeline for Manufacture and Installation.** If signage is not manufactured and installed after two years of its approval by the MMAC, SPCR may choose to identify another applicant and/or sponsor or withdraw its approval of the application. Subject to the procedures outlined here, SPCR may work with a new individual or group to install the marker.
- 6. Hold a Dedication Ceremony (if desired).** Scheduling of a ceremony should only be done by the sponsor after the Program Coordinator and the fabricator can confirm a realistic shipping and installation date for the signage. The Program Coordinator asks to be notified of the time and date of any dedication ceremony so that SPCR, agency, commission, and MMAC members may be invited to attend and make brief remarks. SPCR, in consultation with the sponsor, will send a press release to local media announcing the ceremony.
- 7. Schedule for Application and Review.** Signage applications are due February 1 or August 1 of every year for consideration (see table below). This schedule is in effect for applications for new markers and new marker text only. All other marker activities requiring the completion of a request or approval form will be handled by the Program Coordinator and the MMAC on a case-by-case basis.

<i>Date</i>	<i>Action</i>
February 1/August 1, close of business day	Applications due to the Program Coordinator. Mail, fax, and e-mail submittals are accepted.
Mid-February/Mid-August	Program Coordinator and staff provide revision back to applicant for approval.
March 1/September 1, close of business day	Revised application goes to the Program Coordinator, who submits package to the MMAC.
Mid-March/Mid-September	MMAC meeting and determination
*April 1 st /October 1 st	Wyoming Cultural Trust Fund Spring Application Deadline https://culturaltrust.wyo.gov/index.php/grants
**First week in April/October	Notification to applicant. If accepted, further text and graphic edits begin.
Next Step: Submit text and graphics to the Program Coordinator who will submit it to SPCR's in-house graphic designer.	
Final product submitted to MMAC for Approval at one of the twice-yearly meetings. Once approved, the final product will be submitted to the fabricator.	

* Applicants are not required to apply to the WCTF. This is included for those who are seeking funding from the WCTF. Other grant opportunities may be available.

** Applicant has up to two years to complete all necessary changes (see page 10).

E. Application Checklist

- Contact the Program Coordinator – verify need for signage
- Location Approval – Marker Placement Approval Form
- Application – Monuments and Markers Application Form
 - Attachments
 - Statement of Significance
 - Signage Text
 - Sources – please attach copies of sources cited for reference for the Monuments and Markers Advisory Committee
 - Photographs or illustrations



Lincoln Highway Marker re-installed in order to be protected in the Rock Springs, Wyoming Department of Transportation District Office, SHPO file photo, 2009.

**Wyoming State Parks, Historic Sites, and Trails
Monuments and Markers Program**
2301 Central Ave., Barrett Building
Cheyenne, WY 82002

2022