



# GEHS HOUSE PLAQUING SERVICE

Revised May 2022

The Glen Ellyn Historical Society has adopted the following criteria for the recognition and plaquing of historically and/or architecturally significant structures in Glen Ellyn. The word “structure” refers to various types of buildings, such as houses, schools and businesses. If you think your house is 80 years old, it may qualify for a plaque from the Glen Ellyn Historical Society.

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## 1. ORIGINAL REQUESTS

### **Historical and Architectural Recognition Program Policies and Procedures**

(Revised December, 2010)

#### **I. Criteria**

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The selection of structures will be based on one or more criteria in the following categories. A structure may qualify for plaquing by meeting the following criteria:

- A. Age:** (A minimum) 80 years of age
- B. Historical Significance:** If it is historically significant.
  - 1. A structure other than a house, such as a church, store, etc., must have been important to the history of the village.
  - 2. A house must have had as a resident an individual that contributed to the overall character of the village, its development and/or history, or was historically significant in the county, state or country.
- C. Architectural Significance:** If it is significant to the architectural history of the village the structure must:
  - 1. Be an outstanding example of a specific architectural style or construction, and/or
  - 2. Is the work of a renowned architect or master artisan, and/or
  - 3. Is a unique architectural achievement.

## II. Guidelines

To qualify for recognition, the current structure must meet the following criteria:

- A. **Original Character:** Exhibit no major change in the distinguishing original character and design (building exterior).
- B. **Architectural Features:** Show that its material and distinctive architectural features have not been removed or altered.
- C. **Craftsmanship:** Preserve examples of skilled craftsmanship or distinctive stylistic features that characterize the structure.
- D. **Exterior and Grounds:** Demonstrate that the exterior of the structure and grounds are properly maintained and presentable.

### Glen Ellyn Historical Society Plaquing Program

## III. Application Information

- A. **Fees:** The fee for initial plaquing of a structure is \$600.00; which includes \$200 for the plaque and \$400 for the research. **There will be an up-front non-refundable research fee of \$200.00.** If application is approved, this amount will be applied to the \$600.00 fee. Should the structure not qualify for plaquing, all research documentation will be provided to the applicant.
- B. **Professional Research Option:** The applicant may provide professional research at the time of application to support the plaquing of the structure.
- C. **Information and Documentation Provided by the Glen Ellyn Historical Society:**
  - 1. Identification of complete address of property
  - 2. Documentation of proof of age through a title search from the original owner of the structure through the current owner. Information about previous owners/residents may be included when available.

## D. Recognition and Plaquing

- A. **Approved Requests:** If application is approved, the structure will be recognized through entry in the **Historical Building Registry** of the Glen Ellyn Historical Society, and a plaque will be awarded by the Society.
- B. **Denied Requests:** Although many structures in Glen Ellyn meet the minimum requirements, recognition is reserved for those structures that are

historically and/or architecturally distinctive. Through identification of these buildings, the Historical Society helps preserve the heritage and history of Glen Ellyn.

## **V. Application Procedure for Plaquing**

Requests must be made in writing and sent **with a check for the \$200 deposit** to:

**Glen Ellyn Historical Society  
800 N. Main Street  
Glen Ellyn, IL. 60137**

For more information, please call (630) 469-1867 or email [director@gehs.org](mailto:director@gehs.org)

## **2. REVISED REQUESTS**

### **a. New Property Owner request for Original GEHS Survey Data**

If GEHS residence survey data sponsored by previous property owner was not imparted (upon property sale) to the new owner, GEHS can provide a copy of the file (print or scan) at a cost of fifty cents (\$0.50) per page.

### **b. New Property Owner request for GEHS FILE PHOTOGRAPHS**

If GEHS residence survey photographs sponsored by previous property owner was not imparted (upon property sale) to the new owner and is requested by same, GEHS can provide a copy of the photos at a cost of one dollar (\$1.00) per page.

### **c. New Property Owner request for UPDATE TO Original GEHS Survey Data**

If GEHS residence survey data sponsored by a previous property owner is requested by the new owner to be updated in its historical references from its previous end point, GEHS can provide a research service if requested at a cost of forty dollars (\$40.00) per hour (travel and labor inclusive).

### 3. NEW (replacement) GEHS PLAQUES

The GEHS Historical and Architectural Recognition Program in most instances includes provision for a large, sturdy wooden plaque intended for mounting on the exterior of the recognized structure. While such signage is substantial and should be durable, some owners may request that the original be reconditioned or replaced.

Original signage, depending on its condition, can usually be reconditioned for one hundred and twenty-five (\$125.00) dollars.

New signage can be replaced on average for two hundred (\$200.00) dollars.

### 4. HOUSE KIT STRUCTURE PLAQUING (Sears Homes, etc.)

The fee for initial plaquing of a House Kit structure is \$600.00; which includes \$200 for the plaque and \$400 for the research. The research includes efforts to find/recognize and identify the model and/or style of kit structure/home. The owner can provide appropriate photos and documents to GEHS for this purpose. The GEHS plaque for Kit buildings is similar to the standard GEHS signage, but notes that it is a Sears home, etc. The home must be able to be authenticated as a kit home to receive this designation.

**There will be an up-front non-refundable research fee of \$200.00.** If application is approved, this amount will be applied to the \$600.00 fee. Should the structure not qualify for plaquing, all research documentation will be provided to the applicant.

Although many structures in Glen Ellyn may meet the initial recognition expectations of a kit structure, because of original design modifications and remodeling features, final determinations are reserved for those structures that are historically and/or architecturally significant. Only through authentic identification of these buildings can the Historical Society help preserve the heritage and history of Glen Ellyn. Please be aware that some homes in Glen Ellyn were built according to the architectural plans of a kit home (often borrowed from a friend or neighbor who had purchased a kit home), but the materials itself were not ordered as part of a house kit. These properties might still qualify for a house plaque, but the plaque would not designate that it was a kit home.

Glen Ellyn Historical Society  
**Historical and Architectural  
Plaquing Program**

**APPLICATION**

Please complete and return this form with your check for the **\$200.00** deposit to:

**Glen Ellyn Historical Society  
800 N. Main Street  
Glen Ellyn, IL 60137  
630-469-1867**

A balance of **\$400.00** will be due upon completion of the research and plaque.

**Date of Application:** \_\_\_\_\_

**Circle Type of Structure:** Home Store Other \_\_\_\_\_

**Address of Structure:** \_\_\_\_\_  
\_\_\_\_\_

**Year Built (if known):** \_\_\_\_\_

**Name(s) of Applicant:** \_\_\_\_\_

**Name(s) of Owner:** \_\_\_\_\_  
*(if different from applicant)*

**Applicant Phone#:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Other Historical Information if known:**  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only

**Deposit: Date Rec'd:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_ **Ck. #:** \_\_\_\_\_  
**Balance: Date Rec'd:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_ **Ck. #:** \_\_\_\_\_