



[Sample Plaque]

## Newburyport Preservation Trust Historic House Plaque Program Application

The Newburyport Preservation Trust (NPT) is a non-profit membership organization that brings together people from Newburyport and beyond who value the preservation of the city's period architecture, neighborhood ambiance, heritage landscapes, and authentic historic character.

### Getting Started

The NPT Historic House Plaque Program seeks to engage homeowners in displaying accurate, **research-based** information - authenticated by experienced researchers and historical architects - about the early ownership of their homes.

Once your application has been received, the NPT will schedule a meeting at your house. A trained historical architect will examine your house, especially the foundation and attic, to gain valuable insight about construction methods used in building your house. If you have any documentation or research regarding your home that you would like to share with the NPT, we will collect it at that time. Supplementary materials are not essential to the plaque process.

When finished, you receive a custom house plaque plus a binder with copies of all the deeds, a chain of title, a narrative history, an architectural description of your house and other related documents. Importantly, copies of all finished research packages are also given to the NBPT Public Library's Archival Room for future historians.

### House Plaque

NPT has contracted with a professional sign vendor to create the official plaques for the NPT, above. The wooden plaques are 16 inches high by 24 inches wide. Holes for mounting are pre-drilled and screws are provided. The installation of the plaque on the exterior of the structure is the responsibility of the homeowner.

### Fees

The official Newburyport Preservation Trust Plaque costs \$450. A deposit of \$150 for the plaque will be collected at the time of the initial home visit if you opt to move forward with the project. The remaining balance for the plaque, \$300, is due when the plaque is delivered. The **maximum** cost for the house research is \$500 plus a \$25 fee for materials. *If substantive and credible research is provided to the NPT, this fee may be discounted.* The research fee is paid at the end of the research process.

The Newburyport Preservation Trust's Historic House Plaque Program celebrates the preservation of our domestic architecture. The Program reserves the right to reject any application. An application may be rejected in cases where substantial historic material has been removed from the house thereby not meeting the goal of preservation as determined by the Newburyport Preservation Trust.

Newburyport Preservation Trust : Historic House Plaque Program

Required Homeowner Information -- Please print

Name of Applicant: \_\_\_\_\_

Name of Property Owner(s) as Appears on Deed: \_\_\_\_\_  
(if different from applicant)

Address of Historic House: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

To be signed at the initial meeting with the NPT:

I authorize the Newburyport Preservation Trust to conduct deed research on my behalf. I understand that I will pay a \$150 deposit as a down payment for the cost of the plaque. I will pay the balance of \$300 for the plaque when it is delivered. Upon completion of the research, I will owe a *maximum* of \$525 for the research. A copy of the research will be shared with the archival center of the Newburyport Library for future historians.

\_\_\_\_\_  
Signature

Send your completed information to:  
Newburyport Preservation Trust  
Historic House Plaque Program  
PO Box 184  
Newburyport, MA 01950  
Or scan and email to: [npt@nbptpreservationtrust.org](mailto:npt@nbptpreservationtrust.org)  
Questions? Contact us at [npt@nbptpreservationtrust.org](mailto:npt@nbptpreservationtrust.org)

For Internal Use Only:

- Application Received
- \$150 Deposit Received \_\_\_\_\_ Date \_\_\_\_\_ Check Number or Payment Method

**Plaque Inscription:**