

## **Tennessee Civil War Trails Steps to Getting Civil War Trails Signage in Your Area**

1. Marker location sites should:
  - Be as close to the actual location of the interpreted event as possible.
  - Have adequate, safe parking **already in place**. A good rule of thumb is to have enough space for 3 cars or a motor coach.
2. Secure permission from the landowner to have the marker placed on his/her land. Use the attached **Permission for Temporary Easement/Entry Agreement**.
3. Provide a **sketch or drawing of the marker location**. The sketch should include the proposed marker location, the existing parking facility, the nearest road intersection including the names of the roads, and any buildings, grassy areas, etc.
4. Secure funding for the marker. **Each historical marker costs \$1,100**. You will be invoiced for the marker by the Tennessee Dept. of Tourist Development. This cost includes:
  - Development, design, fabrication, installation of one historical marker.
  - Fabrication and installation of required (avg. 4 each marker) directional “trailblazer” signs. (a) TDOT will be responsible for choosing trailblazer sign locations on TDOT Right-of-Way. (b) Your site will be a participant in the decision to locate trailblazer signs at locations off TDOT R-o-W. Your site will work according to the sign ordinances of local town or county governments to determine sign location.
  - Inclusion on the Tennessee Civil War Trails statewide map-guide.

Each interpreted site will be promoted as part of the existing, multi-state Civil War Trails program, currently developed in Virginia, Maryland, North Carolina and West Virginia.

5. Secure funding for the **\$200/year maintenance/membership fee**. You will be invoiced annually by the Civil War Trails System for this fee. The first payment of this fee will be due at the beginning of the fiscal year after marker installation.
  - The sponsoring group is responsible for the maintenance of the grounds around the marker and for letting the Civil War Trails program know of any repairs to the marker or trailblazers that might be needed over time.
6. Send the Permission for Temporary Easement/Entry Agreement, site sketch, draft historical marker text, images and graphics (see Civil War Trails Marker Guidelines), location/sponsor information and the sponsor’s address for the annual maintenance/membership fee to: Tennessee Department of Tourist Development, attn: Noell Rembert, 312 8<sup>th</sup> Avenue North, 25<sup>th</sup> Floor, Nashville, TN, 37243 (Ph. 615-532-8077).