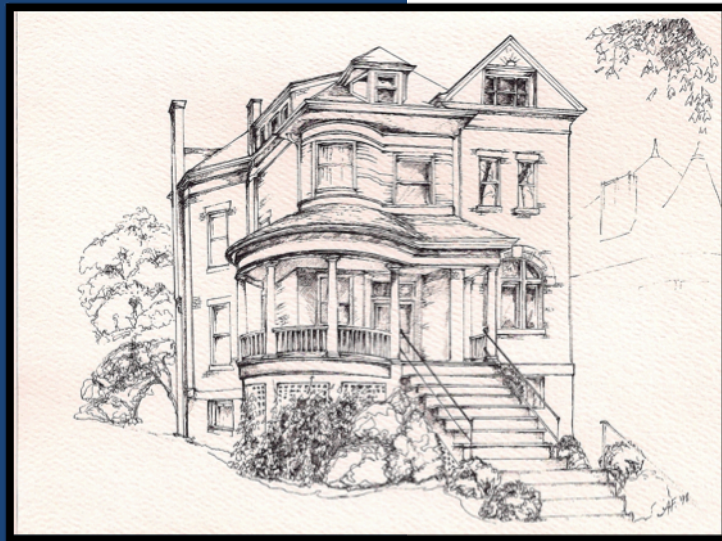


**Wheeling
Historic Landmarks
Commission**

**Building
Plaque
Program**



**For Past, Present
and Future Generations**

City of Wheeling
1500 Chapline Street
Wheeling, West Virginia 26003

Building Plaque Program

The purpose of the Wheeling Historic Landmarks Commission Building Plaque Program is to identify and promote awareness and appreciation of those buildings in Wheeling that have historical and/or architectural value.

The program is indicative of the pride Wheeling has in its past and its desire to preserve the history for future generations. Under the auspices of the Wheeling Historic Landmarks Commission, the program was initiated in in 2013. Whether you are spurred on by a natural curiosity, or are seeking information for a restoration project, you may find that unique stories about your building will unfold as you begin your research. Working with libraries, the City and other sources, you will research the architectural style, design, builder, and former owners as you gather historical data.

The Wheeling Historic Landmarks Commission and the City of Wheeling thank you for your interest and hope this booklet will be of help as you begin your research.

For Past, Present and Future Generations

This booklet will assist you in dating your building and applying for a plaque. To get you started, we have included the following materials:

1. an overview of the plaque application process
2. criteria used to determine if a building qualifies
3. a starting point
4. research resources
5. helpful research tips
6. bibliography information
7. an application form

Researching the history of your building can be a rewarding experience. If you have questions after reading this material, please contact the City of Wheeling Department of Economic and Community Development at (304) 234-3701.

What Does It Cost?

A \$50 application fee, payable to the City of Wheeling, must be submitted with your application.

You will be informed by mail if your building has qualified and the letter will confirm the wording on the plaque. The information will be given to our sign painter and the plaque will be forwarded to you upon completion. If your building does not qualify, your application fee will be refunded with an explanation of additional information needed.

Criteria

The Wheeling Historic Landmarks Commission, in conjunction with your documentation, when reviewing the application, utilizes the following criteria. To qualify for a plaque, a building must meet the following criteria and be at least 50 years old.

The building must score an average of six points in each of the following categories:

- **Architectural Value** (10 points)
 - Is the building a good example of a particular architectural style and/or construction technique?
 - Have the distinctive, architectural details, which originally contributed to the aesthetic character of the building, been preserved or refabricated as closely as possible?
 - Do additions/alterations detract from or obscure the original architectural style, detailing, and/or construction technique?

- **Maintenance** (10 Points)
 - Is the building and its outside buildings and grounds well maintained?
 - Consider the condition of any siding, paint, roofing, fencing, sidewalks and drive, landscaping, and shrubbery.

- **Historical Value** (10 Points)
 - Is the building associated with people, groups, or events that contributed to historical, economic, cultural, or social development of the city, state, and/or nation?
 - Is the building associated with organizations, such as fraternal organizations, clergymen/congregations, doctors, educators, artists, merchants, factory workers, builders, and political activists?
 - Is the building associated with local, state, and/or national settlement or development patterns?
 - Consider, for example, churches, schools, and commercial buildings, as well as neighborhoods or housing, which resulted from such patterns as ethnic grouping, the location of business or industry, economic boom periods, and upward mobility.

How To Research a Building

Begin here...

1. If your notebook is empty, visit the Ohio County Clerk's Office in the City-County Building in downtown Wheeling. Trace the chain of title and ownership. Look for unusual changes in valuation as you record the legal description of the property through deeds, mortgages, abstracts, etc.
2. While still in the County Clerk's Office you can check the subdivision plats. Often buildings were not constructed until the area was subdivided.
3. The property's architectural style can help to determine the era in which the building was constructed. Take heed of major remodeling, additions, or other changes, which modified the architecture, or you could be led in the wrong direction regarding construction dates.

Research Sources

Ohio County Public Library

52 16th Street

Wheeling, WV 26003

304.232.0244

Some of the resources available at the library include:

- Sanborn Maps on microfilm
- Surveys and local studies
- City directories
- Historic American Building Survey
- Old photographs
- Early local and biographical publications
- Newspaper building reports
- Books on architectural style
- Federal Census (on microfilm, every 10 years)
- County and local maps
- Pamphlet files
- Deaths and marriages (indexed by Wheeling Genealogical Society)

City of Wheeling Development Office

1500 Chapline Street
Room 305
Wheeling, WV 26003
304.234.3701

Ohio County Clerk's Office/City-County Building, Wheeling, WV

1500 Chapline Street	Deed and grant indexes*
Wheeling, WV 26003	Property deeds*
304.234.3656	Subdivision Plats

West Virginia State Historic Preservation Office

1900 Kanawha Blvd E.
Charleston, WV 25305
304.558.0220

** Documentation required by the Historic Landmarks Commission*

If information is obtained from persons, attach signed statement as well as information that establishes them as qualified to attest to the historical and/or architectural value of the building.

Helpful Research Tips

Remember...

Houses were frequently moved in the 19th and early 20th centuries. If the architectural style is unusual for the indicated time of construction, or if the foot print, number of stories and lot location differ from that shown on the Sanborn maps, or if the address is not reflected in the old city directory listings, the building may have been moved on site or the original building demolished or destroyed by fire.

As you spend time looking through city directories, note that address changes took place in the past. Be aware that a building may have different house numbers due to a change in the numbering system, and that street names have changed over the years.

Abstracts

An abstract of title records transfers ownership of the land and not the date of construction. But it may provide clues...look for increases in the "consideration", the taxes or for mortgages that may indicate construction. Note the names of owners, which are useful when referring to the city directories.

Occupants

Information about the occupants and/or owners from city directories can often be found in the obituaries of old newspapers on microfilm at the library. Death records for those buried in Wheeling can be obtained from cemeteries and on microfilm at the Ohio County Public Library.

Maps

Sanborn Maps (Sanborn Fire Insurance Company Maps) are available at the Ohio County Public Library. The detailed maps show the outline of structures and indicate stone, wood, or brick construction. By comparing the shape of the present building with the map outline, it may be possible to determine later additions.

Building plan books were also used by local builders for the design and layout of building and may be found at the library.

Don't forget

Other sources to consider are letters, diaries, genealogical records, dateable photographs, account books, and scattered references on periodicals. County and city histories are filled with many biographies.

Bibliographies

The following list is certainly not complete...but it provides a beginning.

- Boyd, Peter. *History of Northern West Virginia Panhandle: Embracing Ohio, Marshall, Brooke and Hancock Counties.* Topeka-Indianapolis, 1927.
- Newton, J.H., Nichols, G.G., Sprankle, A.G. *History of the Panhandle:Being Historical Collections of the Counties of Ohio, Brooke, Marshall, and Hancock, West Virginia.* Wheeling, WV, J.A. Caldwell, 1879.
- Wayne, Audra, and Logan, John R. *Ohio County W. Va. Surveys & Grants of Land: 1774-1850.* Wheeling Area Genealogical Society, 1986.
- Cranmer, Gibson Lamb (Ed.) *History of Wheeling City and Ohio County, West Virginia.* Chicago: Biographical Publishing Co., 1902.
- Fetherling, Doug. *Wheeling, an Illustrated History.* Woodland Hills, Calif.: Windsor Publications, 1983.
- Newton, J.H. *History of the Pan-Handle. Wheeling:* J.A. Caldwell, 1879.
- Teater, Walter C. *Our Island.* New York: Carlton Press, 1969.
- Wintergerter, Charles A. *History of Greater Wheeling and Vicinity.* Chicago: Lewis Publishing Co., 1912.

Historic Districts Enhance Neighborhoods

Wheeling boasts a wide variety of housing stock – ornate mansions, handsome single family dwelling, and small worker houses. This diversity of architecture is associated with Wheeling’s unique industrial and residential growth. Wheeling has eleven (11) historic districts.

The City of Wheeling, West Virginia Historic Resources

1. Centre Market Square
2. Chapline Street Row*
3. Downtown Wheeling
4. East Wheeling
5. Highland Park
6. Monroe Street East
7. National Road Corridor
8. North Wheeling
9. Wheeling Island
10. Wheeling Warehouse
11. Woodsdale - Edgwood

* Subject to Certificate of Appropriateness Process

Your building need not be located in one of the City’s historic districts to be eligible for a plaque.

Wheeling Historic Landmark Commission

The Historic Landmarks Commission consists of seven members; six of who are appointed by the City Manager and the seventh is a member of Council who is appointed by Council. All members of the Commission shall be residents of the City and shall serve without compensation. The Commission promotes Wheeling’s historic preservation activity through protection, maintenance and preservation of the City’s architectural and historic resources. The Commission is charged with promoting the education of property owners, local government agencies and the public at large in the matters of the City’s historic resources. The Commission is responsible for reviewing and recommending to City Council designation of Wheeling sites, structures or area having special historic, architectural, community, or archaeological value as landmarks or historic districts.

“The Building Plaque Program is indicative of the pride Wheeling has in past and our desire to preserve history for generations.”

- Wheeling Historic Landmarks Commission

Applications accompanied by \$50.00 payable to the City of Wheeling may be submitted to:

Department of Economic & Community Development
1500 Chapline Street
Room 305
Wheeling, WV 26003

Overview of Process

