

## **HERITAGE PROPERTY PLAQUE APPLICATION FORM**

For nearly half a century, Heritage Toronto's Historical Plaques program has commemorated key people, places, and events in Toronto's past. These plaques help us explore our rich cultural, natural, archaeological, and architectural past—the people who lived in our homes and once walked our streets; the communities, events and streetscapes they shaped; and the world they faced and changed.

The program encourages Torontonians to apply for plaques and find funding support within their communities to make them happen. Heritage Toronto provides expertise in historical research and writing, plaque design and fabrication, and installation of plaques on buildings and in public spaces.





Together we work to remember our past, enrich our present, and inform future generations.

### **Heritage Property Plaque Guidelines are as follow:**

1. Plaque projects are reviewed by Heritage Toronto's Historical Plaques Committee, a group of individuals with expertise in Toronto's diverse heritage.
2. Heritage Property Plaque proposals are reviewed by-monthly.
3. All properties on the City of Toronto's *Register of Heritage Properties*, including those within Heritage Conservation Districts, may be considered for a Heritage Property plaque providing, at a minimum, the name of the building, date of construction, and architect (if known).
4. Heritage Toronto's Historical Plaques Committee retains the right to make final editorial decisions.
5. Upon completion, plaques 10"x6.5" become a part of the property, with ownership and maintenance the responsibility of the applicant. Plaques 14"x9" and larger are the property and maintenance responsibility of Heritage Toronto.
6. For plaques on subjects of a general nature such as the Site of the first moving picture show in Toronto, Toronto's First Chinatown, Scarborough Beach Amusement Park, Withrow Archaeological Site, please see our Commemorative plaque program.

## HERITAGE PROPERTY PLAQUE APPLICATION FORM

Contact Information	
Name of Applicant (individual or organization)	Name of Primary Contact Person for Plaque Project (if different from Applicant)
Mailing Address of Contact Person including Postal Code	
Telephone (Daytime)	E-mail
Proposed Plaque Project Information	
Plaque Subject:	
If there is an anniversary, opening, or celebration connected to this plaque project, please describe with dates.	
Proposed Plaque Location (Street Name and Number):	
<input type="checkbox"/> The proposed location for this plaque is outside, and easily accessible to the public. <input type="checkbox"/> The owner of the site property has consented to the placement of a plaque at the proposed location. Please return a completed copy of the attached "Property Owner/manager Consent Form" with this application.	
For the benefit of the Historical Plaques Program, please provide the following information	
How did you learn about Heritage Toronto's Historical Plaques Program? <input type="checkbox"/> Existing Plaques <input type="checkbox"/> Heritage Toronto publications <input type="checkbox"/> Media <input type="checkbox"/> Heritage Toronto website ( <a href="http://www.heritagetoronto.org">www.heritagetoronto.org</a> ) <input type="checkbox"/> Local heritage organization _____ <input type="checkbox"/> Other (please specify) _____	
It is Heritage Toronto's policy that the names and addresses of members and donors will not be sold or traded. <input type="checkbox"/> Please check here if you would like to receive Heritage Toronto e-newsletter.	

3-4 Months	<input type="checkbox"/>		<b>BRONZE</b> 10" x 6.5" 1 <sup>st</sup> owner; 1 <sup>st</sup> resident; architect	<b>PRICE</b> \$550
	<input type="checkbox"/>		<b>BRONZE</b> 14" x 9" 40 words max	<b>PRICE</b> \$1050
4-6 Months	<input type="checkbox"/>		<b>BRONZE</b> 18" x 12" 70 words max	<b>PRICE</b> \$1650
	<input type="checkbox"/>		<b>BRONZE</b> 24" x 15" 140 words max	<b>PRICE</b> \$2500

If full funding is not immediately available, please describe plans to finance the proposed plaque project

Fees payable by the client or a sponsor offset program overhead, cover the cost of research, plaque production and installation, and, where appropriate, contribute to a maintenance fund.

The cost to the applicant and timeline of an individual plaque project are dependent on the type of plaque, the overall size and the amount of text, and the complexity of the text and layout creation process. Final costs will be amended annually as part of Heritage Toronto's operating budget process.

Signature of Contact Person	Date
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The personal information on this form is collected under the authority of Chapter 103, Article II of the Municipal Code. The information is used to process your application for a plaque. Questions about this collection can be directed to the Coordinator, Historical Plaques Program.	Please submit your completed application, with supporting materials, to: <b>Historical Plaques Program</b> <b>Heritage Toronto, Historic St. Lawrence Hall</b> <b>157 King Street East, 3rd Floor,</b> <b>Toronto, ON, M5C 1G9</b> Or <a href="mailto:cbegin@toronto.ca">cbegin@toronto.ca</a> <b>Camille Bégin</b> <b>Historical Plaques Program Coordinator</b> <b>416-338-0679.</b>
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# HISTORICAL PLAQUES PROGRAM

## Property Owner/Manager Consent Form

**DO NOT COMPLETE THIS FORM UNLESS YOU ARE THE PROPERTY OWNER.**

<b>Contact Information</b>		
Name of Site Property Owner		Name of Authorized Representative of Owner (if different)
Contact Mailing Address including Postal Code		
Telephone (Daytime)	Fax	E-mail
<b>Proposed Plaque Site Information</b>		
Address of Site Property		
Description of location where plaque will be placed on property. Attach rough map if needed. Plaques should be outside and easily accessible. (For example, at entry way; on corner of building)		
I hereby consent to the placement of a Heritage Toronto plaque in the location noted above.		
_____ Signature of owner or authorized representative		_____ Date
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## HERITAGE PROPERTY PLAQUE FLOWCHART

