



Heritage Orangeville

Heritage Orangeville – Awareness Plaque Program

Subject: Heritage Orangeville – Awareness Plaque Program

Division: Clerks

Service Area: Heritage Orangeville

Date: 2025-01-30

1. Purpose

This procedure outlines the steps to be followed to process Awareness Plaque applications for properties that were constructed pre-1920.

2. Scope

This procedure applies to staff and committee members processing the applications.

3. Procedure

1. Property owner completes and submits application form and supporting documentation through the Town's website.
2. Committee secretary forwards the application and documentation to lead Heritage Orangeville Committee member for their review and approval.
3. Committee member to confirm the historical information provided by the property owner is accurate (name of original owner, occupation of original owner, and date of construction)
4. Committee secretary to forward details to the sign company, Streamside Signs Inc., to prepare the plaque.
5. Sign company will send a proof to Committee secretary for approval.
6. Sign company will complete the sign and mail it to the Committee secretary.
7. Committee secretary will contact the property owner to make arrangements to receive the plaque.

8. Committee secretary to prepare a memo to the committee advising how many applications were received and how many plaques were processed for the year.

**Heritage Orangeville
Awareness Plaque Program
Application Form**

1. Contact Information

*Full Name _____ *Phone Number _____

*Address _____

*Postal Code: _____ *Email: _____

2. Research Information

Check the items you are including with your application (please do not submit original documents):

___	Heritage Orangeville Building Summary from Data Orangeville	___	Historic photo(s)
___	Current photos (front & side)	___	Historical tax records
___	Relevant land transfer details	___	Census information
___	Obituary notice		

3. Plaque Wording

*Name of Original Owner _____

*Occupation of Original Owner _____

*Date of Construction _____

4. Fee

There is no fee for the plaque.

5. Acknowledgement

I, the undersigned hereby acknowledge that Heritage Orangeville will retain all records submitted with this application.

*Signed _____ *Date _____

6. Reminder

Please be sure you have enclosed clear photos of your house showing front and side elevations, photocopies of the listing of land transfers, tax assessments for the year before your house was built and the two years following.

Required fields are marked with an asterisk (*)