



## Heritage Plaque Program

Presented by the Loyalist Township Heritage Committee

The Loyalist Township Heritage Committee is pleased to offer property owners of designated heritage homes the opportunity to participate in the **Heritage Plaque Program**. The Heritage Plaque Program provides property owners of designated heritage properties with a **complimentary plaque**, commemorating the heritage status of the property. The plaque recognizes the architectural, cultural and historical resources which contribute to the character of the community. The Heritage Plaque Program is intended to promote pride in the community by identifying examples of the region's unique heritage properties.

Size: 11.7" by 10"  
Material: Precision Tool  
Aluminum  
Colour: Silver & Black  
Shape: Oval



STAGE COACH INN, ODESSA, ONT.  
ON #2 HIGHWAY, HALFWAY BETWEEN KINGSTON AND NAPANEE.

STERLING PHOTO

# Heritage Plaque Program Guidelines & Agreement

- i. Plaques under the Heritage Plaque Program are provided by Loyalist Township. The production of the plaque under this Program is complimentary and free of charge for registered property owner(s). The Heritage Plaque Program is subject to available funding.
- ii. Only properties designated under Part IV or V of the Ontario Heritage Act are eligible for a complimentary plaque under Loyalist Township Heritage Plaque Program.
- iii. To receive a heritage plaque, applicants must be the registered property owner of the designated heritage property, fill out application form in full and agree to the Heritage Plaque Program Guidelines & Agreement.
- iv. The plaque is owned by the Corporation of Loyalist Township and is on loan to the property owner, the Heritage Plaque Program Guidelines is a loan agreement between the Corporation of Loyalist Township and the property owner.
- v. The plaque is for commemorative purposes and does not carry any legal implications.
- vi. The design of the plaque is determined by Loyalist Township and its Heritage Committee. Property Owners will be consulted with the design prior to production.
- vii. The plaque is to be affixed in a publicly visible exterior location on the property. If affixed to a building, it must be affixed to the exterior front façade, on either side of the front door and at eye level. Installation should not damage or obscure the heritage attributes or character defining features of the property. Conservation and, adhere best practices must be used during installation.
- viii. The Township is responsible for installation, including the associated costs. The Property Owner by agreeing to the terms of this guidelines agrees for the Township to install the plaque on their property and will not hold the township liable for any occurrences during the installation process, including but not limited to damage.
- ix. The registered property owner, upon the installation of heritage plaque, and in accordance with the guidelines and this agreement, is responsible for the plaque, including regular upkeep and maintenance and safeguarding against damage or theft. If damage or theft occurs, the Heritage Committee should be notified as soon as possible. The Heritage Committee will assume costs associated with repair or replacement dependent on available funding.
- x. The property owner will not remove or relocate the heritage plaque without consultation and approval by the Heritage Committee or Planning Department, as stipulated in this agreement. Should the property owner wish to have a duplicate of the plaque, they may pay for one at cost.
- xi. Applications may be submitted at any time to the Loyalist Township. Once an application is submitted, it will be reviewed for approval by the Heritage Committee and a recommendation will be made to Council for Council's final approval.

**I hereby affirm that I have read the above Heritage Plaque Program Guidelines, and I agree to assume a Heritage plaque on loan set to the conditions above.**

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Signature of Property Owner

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Date

# Heritage Plaque Program Application

## Contact information

Registered Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Proposed Property to receive a Heritage Plaque

Heritage Property Address: \_\_\_\_\_

Proposed Placement of the Plaque: \_\_\_\_\_

Does the property have any other plaques or markers commemorating the property, including plaques by other levels of government?

Yes  No

Specifics: \_\_\_\_\_

Do you require removal of a plaque which commemorates the Townships designation of the site, and is affixed to the exterior of the heritage building?

Yes  No

I hereby affirm that I am the owner/agent of the above noted property, I have read, understood and agree to the Heritage Plaque Program Guidelines and Agreement, and the installation of a heritage plaque. By signing this memorandum of understanding, I agree to abide by the conditions set out in the Heritage Plaque Program Guidelines.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date