

**Town of Saugeen Shores
Corporate Policy**

MUNICIPAL HERITAGE COMMITTEE	
HERITAGE PROPERTY PLAQUE PROGRAM	
Department: Clerk's	Prepared by: Roger Nerney, Member
Management Review: Municipal Heritage Committee	Management Team: February 13, 2002 Amended: November 23, 2012

PURPOSE:

To ensure that the Town of Saugeen Shores Heritage Property Plaque Program is implemented in a manner in which provides consistent application of the Policy. The definition of a historic architectural property is usually at least 50 years old and which provides some insight into the community's heritage.

DETAILS:

The Town of Saugeen Shores shall acknowledge the heritage of properties by supporting (financially and with Committee resources) a program that identifies the original owner and occupation of a historic architectural property on a Plaque.

PROCEDURE:

Details:

Applications for Heritage Property Plaques shall be submitted on the Application Form (Appendix A) to the Saugeen Shores Municipal Heritage Committee.

Each application shall provide:

- The street address of the specific property,
- The rationale for the request,
- The name of the current owner,
- The name of the person requesting the Plaque (if not the owner).

If known, each application shall also provide:

- The name of the property owner to be designated on the Plaque,
- The date (year) that the property was developed,
- The occupation of the designated owner,
- The provenance of the information provided.

Each application must include the application fee (specified on the Application Form). Application fees shall be adjusted, should costs increase.

The application fee is fully refundable if the Committee is unable to recommend approval of the application.

Upon receipt of an application, the Committee will verify the provenance provided, or research the origins of the property if sufficient information is unable to be provided by the applicant.

Upon satisfactory verification of the provenance, the Committee shall notify the owner/applicant in writing.

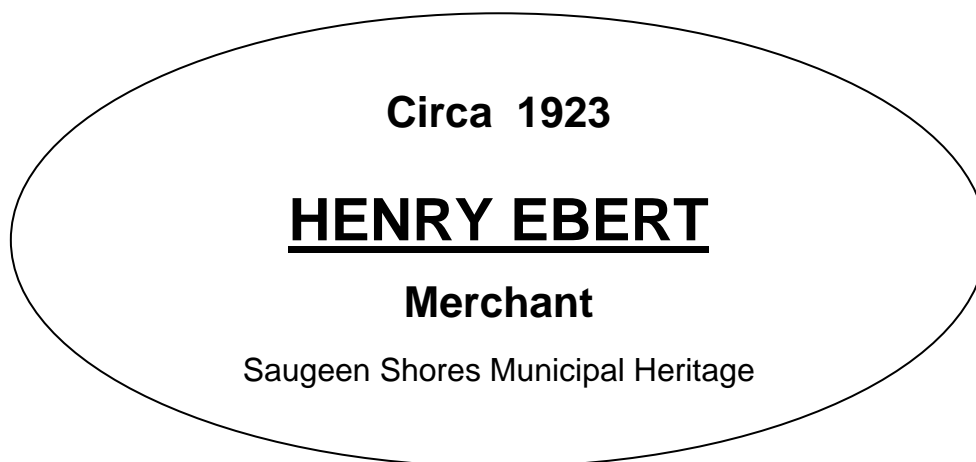
The Municipal Heritage Committee shall arrange for the procurement of the Plaque through Town Staff. See "Heritage Plaque Details" for the composition of the Plaque.

Upon procurement of the Plaque, the Committee will present the plaque at a Council Meeting or the owner will pick up at the Municipal Office. The property owner shall install the Plaque in accordance with the requirements specified on the Application Form (Appendix A).

An informal picture taking ceremony should be mutually arranged with the property owner.

If the Committee is unable to adequately verify the provenance of the request, the application shall be denied. The applicant shall be notified in writing, with the reasons for denial of the application and the application fee refunded.

HERITAGE PLAQUE DETAILS



- Plaque material shall be fabricated fibre board
- Plaque shall be approximately 12" high and 18" wide
- Text shall be dark green
- Background shall be light green
- Mitered edge shall be dark green

Note: Town Staff shall ensure that the Plaque provider understands that only Plaques procured through the Committee/Saugeen Shores Staff will have “Saugeen Shores Municipal Heritage” inscribed upon them.

ADMINISTRATIVE DETAILS:

- All costs associated with this program shall be borne by the annual Municipal Heritage Committee Budget.
- Once the annual Budget is used, no more Heritage Property Plaques shall be issued in that year.
- Applications shall be processed on a “first come – first served” basis.
- Should the need arise, a Waiting List shall be established.
- Applicants shall be kept informed of the status of their application.
- The decision on whether to issue a Heritage Property Plaque, or not, rests solely with the Municipal Heritage Committee.

RECORDS:

All documentation pertaining to all aspects of the request shall be retained in the Committee’s files at the Saugeen Shores Municipal Office.

EXCEPTIONS:

This Policy/Procedure does not preclude the requirements of the Ontario Heritage Act with respect to Designated Heritage Properties.

SPECIFIC CIRCUMSTANCES:

None

REFERENCES:

None

APPENDIX A

SAUGEEN SHORES HERITAGE PROPERTY PLAQUE PROGRAM – APPLICATION FORM

1. _____ 2. _____
Applicant's Name Applicant's Address

3. _____ 4. _____
Applicant's Phone Number (Home) Applicant's Phone Number (Business)

4. _____ 5. _____
Property Owner's Name (if different from Applicant) Address of Property Owner for which Plaque is requested

6. _____
Rationale for the Request (Why is a Plaque desirable for this property?)

7. _____
Name of Property Owner to be designated on the Plaque Occupation to be designated on the Plaque

Year that the Structure was built

8. _____
Provenance (The source of the information provided in 7. Above)

9. _____
Applicant's Signature Date

By signing this Application Form, the Applicant agrees to install the Plaque in accordance with the following guidelines:

- Plaque must be attached to the original structure on the property,
- Plaque must be attached to the structure on the ground floor,
- Plaque must be visible from the street.

10. _____
Heritage Committee recommendation (approval or disapproval)

Heritage Committee Chairperson Signature

Date

Please submit Application Form and \$78.00 Fee + Applicable Taxes (refundable if application is denied).

To: Chairperson, Municipal Heritage Committee
Town of Saugeen Shores
P.O. Box 820, 600 Tomlinson Drive
Port Elgin, Ontario N0H 2C0

PLEASE PRINT ALL INFORMATION. If space is insufficient, please attach a separate sheet.