



TOWNSHIP OF
Melancthon

HERITAGE PLAQUE PROGRAM APPLICATION FORM

Please return your completed application, with your cheque, a colour photo of your building and other historical details (as necessary); to the **Township of Melancthon, Municipal Office located at 157101 Highway 10 Melancthon, Ontario.**

*Reminder: Please enclose a cheque for \$100 (including taxes) made payable to the "Township of Melancthon". If your application is not approved, you will be refunded in full.

Contact Information (Please Print)			
Name:			
Mailing Address:			
Postal Code:		Phone Number:	
Email Address:			
Property Information (Plaque Location)			
Are you the property owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please indicate name of property owner:
Municipal Address:			
Legal Description (Plan/Lot #):			
The Property is Currently:	<input type="checkbox"/> Vacant	<input type="checkbox"/> Occupied	
Plaque Information			
Original Notable Owner – if known (include husband and wife’s names)			
Occupation of Notable Owner (if known):			
Notable historical businesses or establishments (e.g., hotels, saloons, etc.) on your property:			
Date of Construction			

Research Information Submitted with Application (Not Required but this Information is Helpful for the Committee)

<input type="checkbox"/> Current Photo	<input type="checkbox"/> Newspaper articles
<input type="checkbox"/> Property Deed/Abstract	<input type="checkbox"/> Maps
<input type="checkbox"/> Historic Photos	<input type="checkbox"/> Historical Information
<input type="checkbox"/> Current/Modern Photos	

- I agree that the Township of Melancthon’s Heritage Advisory Committee may use the historical information of my property to promote the conservation of our heritage.
- If my application is successful, I agree to mount and display the plaque on the exterior of the building adjacent to the front entrance and in a place that is visible from the nearest street.

Owner Signature

Date

FREQUENTLY ASKED QUESTIONS

WHAT IS THE HERITAGE RECOGNITION AWARD PROGRAM?

The Township of Melancthon presents "**Heritage Recognition Awards**" annually to owners of buildings on Melancthon's Heritage Properties inventory but not designated under the Ontario Heritage Act. These sites may be worthy of designation or may contribute to the street's character through their surviving heritage features (e.g. only remaining structure of that architectural style). A beautiful weather-resistant plaque will be displayed on your building, indicating the date or approximate date of construction. Your participation in the Heritage Recognition Award Program helps highlight the Township of Melancthon's architectural and historical features and promotes heritage awareness. Heritage Recognition Awards are honorific and have no legal status.

HOW DO I RESEARCH MY PROPERTY?

To uncover the history of your building, you will have to do some detective work! To help you determine the year/era in which your building was likely constructed, examine your deed, assessment notice or tax bill. A previous title search done at the time of purchase may reveal further information. Talk with your neighbours and prior owners as well. All records pertaining to land ownership are of legal value and are available at the land registry office. Each document, such as a deed, mortgage, grant or will, which affected the land title, is registered, and indexed by lot number and document number. To view your property records, you must take the lease, description of the lot (found on your deed or tax notice and is not the same as your street address) to the **Ministry of Consumer and Commercial Relations Land Registry Office, located at 41 Broadway Avenue (Unit #7), Orangeville, the phone number is (519) 941-1481.**

The Registry Office charges fees for retrieving documents and photocopying. Records at the Museum of Dufferin, such as the fire insurance plan, assessment rolls and copybooks can provide evidence of structures at certain times.

Additional information on the building may be available through directories, census records, and newspaper accounts. The Museum of Dufferin's photograph collection may contain streetscapes that reveal your building. Though very few architectural plans have survived, the Archivist may suggest other groups and records searches. The Dufferin County Archives has a valuable online database of photographs and information to get you started. You can access the website here: <https://www.dufferinmuseum.com/>.

Additional information may also be located at the physical location of the Dufferin County Museum and Archives at the intersection of Hwy 89 and Airport Road. Please call 519-941-1114 or email info@dufferinmuseum.ca for hours and admission fees. Please check the website for hours of business.

IS A HERITAGE RECOGNITION AWARD THE SAME AS A HERITAGE DESIGNATION?

NO! The Heritage Recognition Award does not mean historic designation under the Ontario Heritage Act. The award aids in identifying the Township of Melancthon's rich and unique heritage but are not accompanied by any conservation benefits or regulations. Displaying the award "plaque" indicates the owner's pride in the upkeep of their historic property.

WHY DO I WANT A HERITAGE RECOGNITION AWARD?

A Heritage Recognition Award is an award of distinction offered as recognition to a building of historical and/or architectural significance. Your participation in the Heritage Recognition Award Program will help highlight the Township of Melancthon's architectural and historical features and promote local heritage awareness and appreciation to both residents and visitors.

DO I QUALIFY FOR AN AWARD?

If you own a building(s) constructed before 1950, you may apply for an award. The building must be in suitable condition (original or restored) to be considered by the Township of Melancthon's Heritage Committee.

HOW DO I GET A PLAQUE FOR MY HOUSE OR BUILDING?

The Melancthon Heritage Advisory Committee may apply to Council on behalf of your property, or you may apply for the award yourself. A digital application package can be found on the Township of Melancthon's website at: <https://melancthontownship.ca/>.

You are required to submit your application along with the plaque fee, current photos of your property/building and any other additional details that you would like to share as part of your package to the Township of Melancthon's municipal office. Should the Melancthon Heritage Advisory Committee and Township Council approve your application, you agree to mount and display the plaque on the exterior of the building adjacent to the front entrance. It must also be visible from the street; installation of the plaque is the building owner's responsibility, and guidelines will be provided.

*** Remember to include a description of what you believe to be the building's exceptional heritage characteristics, in either architecture, notable occupancy or cultural uniqueness. The Melancthon Heritage Advisory Committee may conduct additional historic research on your home and determine your building's qualification under the program with this information. Applicants will be contacted upon approval. ***



**MELANCTHON
HERITAGE HOME**

ESTABLISHED

1856