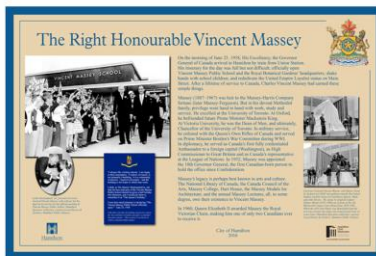


COMMEMORATIVE PLAQUE APPLICATION FORM

Heritage plaques and markers have been produced in Hamilton for more than one hundred years, contributing to civic memory and to a broad awareness of place and story in our communities.

The Plaques and Markers Program of Hamilton's Tourism and Culture Division currently facilitates 3 plaque types: **Commemorative**; **Heritage Recognition**; and **Designated Property**.

Broadly speaking, Commemorative and Heritage Recognition plaques are 'picture and story' plaques, and Designated Property Plaques mark architectural or built heritage.



Commemorative: 90 x 60 cm



Heritage Recognition: 60 x 45 cm



Designated Property: 30 x 22 cm

Commemorative Plaques mark sites telling larger stories (approx. 250 words) of historical/cultural events, and of persons and places associated with specific locations.

Heritage Recognition plaques mark sites commemorating more bounded or discrete stories of people or places of historic importance (approx. 150 words).

Designated Property Plaques are cast-metal ovals which mark only those properties designated under the Ontario Heritage Act. Eligibility for a Designated Property plaque comes automatically with designation under the Act. For information about designated properties in Hamilton, visit: www.hamilton.ca/city-planning/heritage-properties

Guidelines and Process

- Applications may be submitted at any time.
- Applications will be reviewed for approval at the next meeting of the Plaques and Markers Adjudication Committee, which meets twice annually.

Subject: Commemorative Plaques

- Adjudication applies to Commemorative and Heritage Recognition plaques only. Eligibility for Designated Property plaques comes only with Heritage Designation.
- Applicants are required to secure funding for proposed plaques. Staff may assist individuals and community groups who lack necessary funding, and provide guidance regarding potential sources of funds and fund raising opportunities in the community. (Note - secured funding does not guarantee topic approval).
- Applications must include a proposed location for the plaque and the name and contact information of the property owner. The property owner will be contacted by staff and asked to provide consent prior to an application moving forward.
- Proposed topics must lend themselves to presentation in the 'picture & story' format of an interpretive plaque.
- Applications which propose commemoration of unusual, forgotten, ignored or poorly known subject matter are most welcome.
- Applications which broaden geographic, socio-economic, ethno-cultural or demographic under-representation in heritage marker distribution in the City of Hamilton may be given special priority.
- A plaque may be approved if the topic and location is associated with one or more of the following characteristics:

Historical Importance

- close association of storied events with a specific location
- close association of a location with the story of a noteworthy person
- effective illustration of a significant pattern in the cultural, social, political, military, economic or industrial development of Hamilton in either pre-, or post- European contact eras

Architectural Importance

- association of a building or structure with an event or person of great significance
- an outstanding example of an architectural style
- an exceptionally early or unusual structure
- the first or last of a kind
- a visual landmark of significant cultural importance
- a storied relationship between building and site
- association with a major architect or company
- part of a group of buildings which form an important streetscape

Subject: Commemorative Plaques

- Applicants will be notified of application status after the relevant meeting of the adjudication committee. Payment for approved plaques is required prior to staff moving forward.

For more information, please call 905-546-2424 x4688.

This application is for a **Commemorative Plaque**. If you wish to apply for a Heritage Recognition or Designated Property Plaque, please use the corresponding form.



CITY OF HAMILTON COMMEMORATIVE PLAQUE APPLICATION FORM

1. Individual or Organizational applicant _____

Primary Contact name: _____

Secondary Contact name: _____

Mailing Address: _____

Phone (day) _____ E-Mail _____

2. Plaque Subject: _____

3. Proposed site (identify location by street address; can also provide a map). Is it outside and accessible to wheelchairs/walkers along a paved path or sidewalk?

Subject: Commemorative Plaques

4. Has the subject been previously commemorated with a plaque or marker at or near the proposed location? YES NO If yes, indicate why another commemoration is desired.

5. Property owner of proposed location (individual or company).

Name: _____

Mailing Address: _____

Phone (day) _____ E-Mail _____

6. On separate pages, please provide:
- a) A precis of the subject matter of the proposed plaque (about 500 words).
 - b) A statement of the historical significance of the topic to the cultural, social, political, military, economic or industrial development of Hamilton in either Historic or Pre-colonial periods
 - c) An outline of what the plaque text might look like, in either point form or complete sentences (250 words).
 - d) References or works consulted. Provide sources and page numbers for facts presented which are not commonly known, or which are or represent the words and/or opinions of others.
7. **Do not** submit art or photographs with this application.

I agree to have this information printed and distributed to City Staff and any other such persons required to facilitate the production of this plaque.

Subject: Commemorative Plaques

Signature

Date

Please submit by mail to: Heritage Presentation Co-ordinator, Tourism and Culture, City of Hamilton P.O. Box 2040 Hamilton, ON, L8P 4Y5. Or by email to: Christopher.Redford@hamilton.ca