



TOWN OF KINGSVILLE HERITAGE PLAQUE PROGRAM

PURPOSE

To recognize locally, regionally, and provincially historic properties within the Town of Kingsville.

PROCEDURE

Residents will submit application to the Kingsville Heritage Plaque Program (KHPP) (form to be developed). Each application must include the following information:

- Street address of the subject property;
- Rationale for the plaque request;
- Name and contact information of the current property owner;
- Name and contact information of the applicant (if different from the owner)
- Application Fee – intended to cover costs of plaque (approximately \$100, to be confirmed prior to Council). Should the application not go forward, the fee will be refunded.

If known, the applicant should also provide:

- Property information to be designated on the plaque;
- Relevant information about the property (e.g., year of construction, original purpose, occupants, notable events, community/regional impact, etc.);
- Evidence or source of the historical information provided

Applications will be submitted to the Town of Kingsville Planning Department. The Town will review the application based on established criteria (similar to the Provincial program, though less rigorous), including historical, architectural and culture significance in the Town of Kingsville. The town will provide any notes or property summaries the Town may have for the property. If the property information is complete and satisfies criteria, Administration will provide the application to the KMHAC for review.

The KMHAC will review the application and any additional information the Committee may be aware of. If the committee is satisfied with the historical evidence and approves the application by resolution, it will be recommended for approval. If the KMHAC is unable to adequately verify the historical significance of the property, the application may not be considered. The applicant will be notified of the committee's decision in writing.

RECOGNITION

Once approved by Committee, Planning will procure the plaque and coordinate its provision to the property owner. The property owner will install the plaque in a visible location on the house or in the yard. The presentation of the plaque may occur at the property, or at a KMHAC meeting.

The Town will maintain a record of all properties participating in the Kingsville Heritage Plaque Program and, where appropriate, update virtual walking tours and other information on website.