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## **TOWN OF AURORA**

### **WOOD PLAQUE PROGRAM APPLICATION FORM**

#### **PLANNING AND DEVELOPMENT SERVICES**

**Development Planning Division**

**Heritage Planning Section**

Phone: 905-727-3123 ext. 4226

Fax: 905-726-4736

Email: [planning@aurora.ca](mailto:planning@aurora.ca)

**Town of Aurora**

100 John West Way,  
Box 1000, Aurora, ON L4G 6J1  
[www.aurora.ca](http://www.aurora.ca)

December, 2017



WOOD PLAQUE PROGRAM  
APPLICATION FORM

FOR OFFICE USE ONLY	
Application Received by _____	
Heritage Status _____	Date Received _____
Application Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Approval _____	
Approval Authority _____	
Plaque Delivered to Owner _____	
Property File Updated _____	

**APPLICANT CONTACT INFORMATION:**

Registered Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

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

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**PROPERTY INFORMATION FOR PLAQUE LOCATION:**

Municipal Address \_\_\_\_\_

Legal Description \_\_\_\_\_

**PLAQUE INFORMATION:**

Name of the Building (if known) \_\_\_\_\_

Date (or approximate date) of Construction \_\_\_\_\_

(Please include a current photograph with your Application Form in colour)



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**RESEARCH INFORMATION**

We would welcome any information about your house.

Please outline items enclosed, and provide copies, not originals.  
(Check off appropriate boxes)

- Historic Photo
- Assessment Records
- Stories
- Property Deed / Abstract
- Maps
- Family records/diary
- Newspaper Articles
- Census Information
- Other (please specify)

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

The Wooden Plaques are intended for Heritage Properties that are **Designated** under Part IV or V of the *Ontario Heritage Act* or are non-designated (**Listed**) properties on Aurora Register of Properties of Cultural Heritage Value or Interest. The cost of the plaque is covered by the Town of Aurora’s Heritage Advisory Committee. The plaque is for educational purposes only and **does not carry any legal implication**. By signing this Application you have read, understood and agreed to receive a Wooden Plaque and to sign the “Memorandum of Understanding” and to abide by the conditions set out in it.



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APPLICATION FORM

**Aurora Heritage Advisory Committee  
Wooden Plaque Program  
“Memorandum of Understanding”**

**Municipal Address:** \_\_\_\_\_

I am the Owner/Agent of the above-noted property and by signing this Memorandum of Understanding I AGREE to the following:

- To install the Wooden Plaque on the above-noted property, in a publicly visible exterior location and to ensure that every effort is made to install it so it does not damage or obscure any existing architectural heritage attributes or other character-defining features.
- To be solely responsible for the installation of the Wooden Plaque and for any costs associated with its installation.
- To take responsibility for the safeguarding and regular maintenance of the Wooden Plaque as may be required and to report any damage immediately to Heritage Planning.
- Not to relocate the Wood Plaque without prior approval of Heritage Planning.

I Acknowledge that the Wooden Plaque is loaned to me as the Owner/Agent of the heritage property and the Wooden Plaque shall remain the property of the Town of Aurora at all times. In the event that a new owner acquires the property, this Memorandum shall be brought to the attention of the new Owner/Agent of the above-noted lands, who shall execute a new Memorandum of Understanding with the Town of Aurora.

I Acknowledge that having a Wooden Plaque installed is purely for educational purposes to promote awareness and appreciation of the history of the Town of Aurora.

I further Acknowledge that a page may be created on the Town’s website outlining the history and architectural significance of the above-noted property along with a photo(s) showing the plaque, and that I hereby consent to same.

Owner’s Name: \_\_\_\_\_  
(Please print)

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

\_\_\_\_\_  
Date



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APPLICATION FORM

**PUBLIC RECORD NOTICE AND RELEASE**

**Public Record Notice:** Pursuant to the section 1.0.1 of the *Planning Act*, R.S.O. 1990, c. P.13, all information and material required in support of your Application Form will be made available to the public.

I understand and agree that my personal information, as well as any other information and material including, but not limited to, drawings, studies, plans, affidavits, etc., provided on this Application Form and/or required as part of this Application Form, will be used to create a record that is available to the general public and I do hereby authorize and consent to the release, disclosure, copying and distribution of any such information and/or material to any person or public body.

I also understand and agree that The Corporation of the Town of Aurora (*the "Town"*) is not responsible for protecting and/or enforcing copyrights or any other intellectual property rights that might attach to any information or material provided or submitted as part of this Application Form.

By signing below, I agree to the foregoing and I also agree to release, waive and forever discharge the Town from all actions, claims, demands, losses, costs, damages, suits, proceedings or liabilities whatsoever related to: (a) the collection, handling and release of any information provided on this form and/or required as part of this Application Form; and (b) any copyright or intellectual property rights that might attach to any information or material submitted as part of this Application Form and made available to the public by the Town pursuant to section 1.0.1 of the *Planning Act*.

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

\_\_\_\_\_  
Date