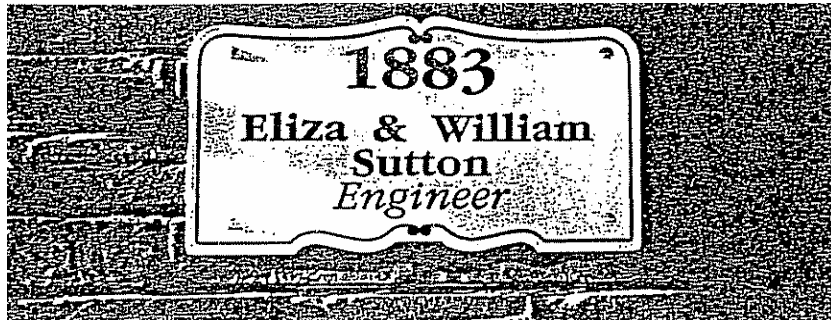


HERITAGE ORANGEVILLE



Help make history come alive! Participate in our building plaquing program and show your pride in Orangeville's heritage.

Buildings constructed prior to 1920 are eligible. Plaque application packages are available at the Orangeville Town Hall, Clerk's Office or contact Susan Lankheit, Committee Secretary at 519-941-0440, ext. 223 or e-mail slankheit@orangeville.ca.

**Heritage Orangeville
Awareness Plaque Program**

Dear Resident,

Thank you for your interest in Heritage Orangeville's Awareness Plaque Program. We hope that you, as so many other homeowners have, will enjoy the opportunity to research the history of your property.

This application package contains a reference sheet on how to research your building and an application form. Please note that your request for an awareness plaque must include the completed form and the requested information, a colour photograph of the building, and your cheque in the amount \$100.00 payable to the Town of Orangeville.

Heritage Orangeville receives these applications and verifies the submitted research. It is important that the documents you submit accurately describe the date of construction, the name of the original owner, and the owner's occupation. If this information is incomplete, Heritage Orangeville will not be able to process your application.

Should Heritage Orangeville deny your application because your property has been altered in a way that detracts from its architectural, cultural, or historic significance, your cheque will be promptly returned to you.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Lankheit". The signature is fluid and cursive, with the first name being more prominent.

Susan Lankheit
Committee Secretary
Heritage Orangeville

Heritage Orangeville

Historic Awareness Plaque Program

Research Notes

Most people are unaware that, until relatively recently, building permits were not required for new building construction. As a result, there may be no official record of when a particular building was constructed, especially if it was built before 1920. To uncover the history of your building you are going to have to do some detective work! But don't worry, in most instances it is fairly easy and always worth the doing.

To begin, look at your tax bill or assessment notice and note the plan, block, and lot number, for example, Plan 216, Blk 3, Lot 10. This is the place you will start. You may also find that your lawyer provided a copy of the title search at the time you bought your building. If this is so, add this information to your file and head to the Dufferin County Museum and Archives.

If you do not have a copy of the title search, you can locate this information in the land transfer books at the Museum. These records record the earliest transfers throughout the county up until about 1960. Any records later than that you will have to view at the Registry Office at 41 Broadway, Unit 7.

The Museum has a document entitled *How to Research your Property* that takes you step by step through the information you will need to complete the Awareness Plaque application form. Please take the time to read this before you start.

To begin, make a list of the people who have owned your property from the earliest transfer through to the 1920's.

Now you are ready to begin your research. With this information you will go to the assessment rolls, cemetery records, newspaper obituaries, family history files in the Archives, perhaps the fire insurance books, and even the copybooks if the transfers have been very convoluted or they have involved other properties. You can also look through early business directories, census records some of which are now available on line, and local histories. Always check with the Archivist too. You never know what he might have to add to your research.

The Museum also has an extensive photograph collection that may include either your building or an early streetscape that includes your building with a different porch, elaborate gardens, or perhaps a barn in the background. Copies of these photos and some of the documents you refer to are available from the Museum. The only documents you are not permitted to copy at the Museum are the actual land transfer books.

The Dufferin County Museum and Archives is located at the intersection of Highway 89 and Airport Road. Please call 1-877-941-7787 or 705-435-1881 for hours and admission fees.

Historic Awareness Plaques in Orangeville

Heritage Orangeville is pleased to present this opportunity for you to make history come alive! We invite you to join our Awareness Plaque Program and show people your pride in our heritage and the place your home has in Orangeville's early history. Throughout the town you will have noted a number of older buildings with a plaque that states the approximate date of construction and the name of the original owner as well as his or her profession. These plaques help us to expand our sense of community and identify the role of early families in the creation of Orangeville.

Why are these Awareness Plaques important?

Historic plaques are a very effective way to make people aware of important architectural, historic, and cultural features within our community as well as one more way to promote an awareness of Orangeville's heritage.

How is an Awareness Plaque different from a Designation Plaque?

An awareness plaque does not mean that your house has an historic designation. The plaques people obtain through this program are simply a way to identify an important piece of Orangeville's heritage. These plaques do not carry any conservation benefits or regulations.

Who qualifies for an Awareness Plaque?

Any one who owns a building constructed before 1920 may apply for an awareness plaque. It must be stated, however, that Heritage Orangeville does reserve the right to deny an application for a property that has been altered in any way obscures its architectural or historical significance.

How do I apply for an Awareness Plaque?

You can obtain a research package that includes an application form and some useful guidelines from Susan Lankheit, Secretary, Heritage Orangeville, Clerk's Department, Town or Orangeville Municipal Offices, 87 Broadway or contact Susan Lankheit, Committee Secretary at 519-941-0440, ext. 223 or e-mail slankheit@orangeville.ca.

What is the cost of an Awareness Plaque?

The current cost of an awareness plaque is \$100.00 including all taxes.

**Heritage Orangeville
Historic Awareness Plaque Program
Application Form**

Contact Information

Name _____ Telephone _____

Address _____

Property Information

Legal Description: Plan _____ Blk _____ Lot _____

Address (if different from above) _____

Research Information (check the items you are including with your application)

<input type="checkbox"/> Current photo, front & side	<input type="checkbox"/> Historic photo, if available
<input type="checkbox"/> Relevant land transfer details	<input type="checkbox"/> Tax records for 2 or 3 years
<input type="checkbox"/> Obituary notice, if available	<input type="checkbox"/> Census information
<input type="checkbox"/> Other _____	

Please note, do not submit original documents—photocopies only.

Plaque Wording

Original Owner _____ Occupation _____

Date of Construction _____

Acknowledgement

I, the undersigned hereby acknowledge that Heritage Orangeville will retain all records submitted with this application.

Signed _____

Date _____

Reminder

Please be sure you have enclosed clear photos of your house showing front and side elevations, photocopies of the listing of land transfers, tax assessments for the year before your house was built and the two years following, and your cheque in the amount of \$100.00 payable to the Town of Orangeville.