



The Township of Scugog
Heritage Scugog Committee



Heritage Plaque Program

You can help keep our history alive by taking part in preserving and identifying the historic buildings of the Township of Scugog.

Apply for your Heritage Scugog Plaque today.

Applications are available at the Scugog Municipal Office
181 Perry Street, Port Perry
905-985-7346

Dear Applicant:

Thank you for your interest in taking part in the Heritage Scugog Plaque Program.

This is an excellent opportunity to increase our sense of community and identify the rich heritage built by those who founded and developed the Township of Scugog.

Each plaque will state the date (or approximate date) of construction, the original owner, or notable owner and the owner's primary occupation.

All buildings constructed before 1920 will be eligible and will be considered.

We encourage you to research the history of your property and to help you we have included this package: "Ideas For Researching Your House or Building."

To request a Heritage Plaque complete the application form attached and include:

- A colour photograph of the building...
- Documentation of historical information...
- A cheque for \$75 to the Township of Scugog.

(Please see back of application for full list of required information).

Submit your completed application to the Scugog Municipal Office, c/o the Clerk's Department, 181 Perry St., Port Perry, during business hours.

Heritage Scugog will receive the application and verify the submitted research. It is important that the documents you submit accurately describe the history of your building. If this information is not submitted, Heritage Scugog will be unable to process the application quickly. A member of Heritage Scugog will contact you once the application is processed and will advise you of the expected date of delivery of your plaque from the Heritage Plaque Program.

If you have a friend, neighbour or family member in the community who may be interested in this program, please pass along the word.

Any questions or further information can be obtained by contacting the Clerk's Department at 905-985-7346.

Sincerely

Heritage Scugog Committee

Heritage Scugog
Heritage Plaque Program
Application Form



NAME.....PHONE #

ADDRESS.....

.....Postal Code

PROPERTY INFORMATION: *(for plaque location)*

Address:

Legal Description

PLAQUE INFORMATION:

Original/Notable Owner (both names).....

Occupation:Date of Construction

RESEARCH INFORMATION:

The process of researching and gathering information about your home can be time consuming, but the end result is very rewarding and important for both the recipient and Heritage Scugog. It is very important to provide a complete application. On the following pages you will find a list of the information required, along with some hints on where and how to research the property.

Please check items enclosed, copies only - no originals)

- | | |
|--|---|
| <input type="checkbox"/> Current Photograph | <input type="checkbox"/> Property Deed/abstract |
| <input type="checkbox"/> Historic Photograph | <input type="checkbox"/> Assessment Records |
| <input type="checkbox"/> Heritage Property Inventory | <input type="checkbox"/> Census Information |
| <input type="checkbox"/> Maps and survey | <input type="checkbox"/> Newspaper articles |
| <input type="checkbox"/> <i>I authorize Heritage Scugog to use any/or all of the historical information submitted in this application, to promote conservation of heritage in the community.</i> | |

I, the undersigned, hereby authorize Heritage Scugog to retain all records submitted with this application. I agree to mount the plaque on the building and understand that the plaque is a fixture for the community and should remain if the property is sold.

SIGNATURE OF OWNER/ APPLICANT

DATE

Reminder: Please enclose a cheque in the amount of \$75 (taxes included), made payable to the Township of Scugog

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Required Information

The following list provides the information required, along with some hints on where and how to research the property.

RESEARCH INFORMATION:

Current Photograph

Please provide photographs of your home, showing front, back and side views. Pictures should be a minimum 4" x 6" in size and a maximum of 8" x 10".

Property Deed

A photocopy of a deed of the property. Available from a law firm, or at the Registry Office in Whitby.

Historic Photograph

This is an important aspect of your application. It is desirable to locate any or as many old photographs of your home as possible. These are often available through Scugog Shore Museum, or previous owners. Check with not only the last owner, but owners dating back as far as possible. The names of former owners can be found in the Registry Office in Whitby.

Assessment / Registry Records

Available at the Township of Scugog and the Ontario Registry Office at Whitby, Ont.

Information / Articles

Check local newspapers (microfilm at Scugog Library or Scugog Shores Museum), read local history books, ask former owners about history of the home, search the internet. Photocopy pages which provide any information about the home or its owners since it was constructed.

Census Information

Maps

Provide a map, or maps of the town, hamlet or township, showing the location of your home, and provide the lot and concession number where it applies. These can be obtained from the Township of Scugog, or from local history books, the Atlas of Ontario County, 1877, etc.

Survey

A survey of the property, showing buildings is an important piece of information.

Heritage Property Inventory

Complete a Scugog Heritage Inventory Property Registry form, providing as much information as you can about your home. Pictures (as specified above) may be attached to this form. This form is important so your home can become part of Scugog Township inventory of historic buildings and properties.

Other (*please specify*)

Any other information you feel may be valuable or important.

The Package

Please compile the package of information on your home or property as follows:

- 1.....Index of package contents
- 2.....Description of property and buildings
- 3.....Photographs of building or property (current)
4.Photographs of buildings (historic)
- 5.....Maps (township, village, and survey)
- 6.....Deeds, mortgage, assessment, census records etc.
7.Heritage property inventory package
- 8.....Owner information - summary of owners, past to present