



Dear Applicant;

Thank you for your interest in a plaque from Uxbridge's Heritage Pride Program.

This is an excellent opportunity to increase our sense of community and identify the rich heritage built by those who founded and developed Uxbridge. Each plaque will state the date (or approximate date) of construction, the original owner/notable owner, and/or the owner's occupation. Buildings that were built before 1910 are eligible. Buildings built after 1910 may be considered on receipt of written description of the exceptional heritage characteristics with an application.

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

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

- A colour photograph of the building,
- Documentation of historical information

Submit your complete application to Uxbridge Town Hall, 51 Toronto St. South, Clerks Department, between 8:30 a.m. and 4:30 p.m.

Heritage Uxbridge 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 Uxbridge will be unable to process the application quickly. Heritage Uxbridge will contact you once the application is processed and will advise you of the expected date of delivery of your plaque from the Heritage Pride Program.

Thank you for your interest in preserving the history of Uxbridge. If you have a friend, neighbour or family member in the community who may be interested in this program, please pass along the word!

If you have any questions or require other information, please contact the Clerks Department at (905) 852-9181.

Sincerely,
Heritage Uxbridge
May 2016

TOWNSHIP OF UXBRIDGE
51 TORONTO ST. S.
UXBRIDGE ONTARIO



Heritage Uxbridge HERITAGE PRIDE PROGRAM

What is the heritage pride program?

An attractive plaque displayed on your building will show the date (or approximate date) of construction, and the name and/or occupation of the original/notable owner. Your participation in the Heritage Pride Program will help showcase Uxbridge's architectural and historic features and promote heritage awareness.

What is Heritage Uxbridge?

Heritage Uxbridge is appointed by Council to advise and assist Council on heritage issues and to help ensure heritage conservation in the community through various programs and activities. Heritage Uxbridge promotes and manages the Heritage Plaque Program on behalf of the Township of Uxbridge. Heritage Uxbridge consists of volunteers and member(s) of Uxbridge Council.

Is a plaque the same as heritage designation? NO!!

The Heritage Pride plaque does not mean historic designation under the Ontario Heritage Act. The plaques aid in identifying Uxbridge's rich heritage but are not accompanied by any conservation benefits or regulations.

Do I qualify for a plaque?

If you own a building constructed prior to 1910, you may apply for a plaque. Buildings constructed after 1910 may also be considered by including a description of its exceptional heritage characteristics, either in architecture, notable occupancy, or cultural uniqueness. Applicants are contacted upon approval. Installation of the plaque is the responsibility of the building owner and guidelines will be provided. The plaque should be located in a prominent location visible from the street.

How do I get a plaque for my house or building?

Application packages are available from Uxbridge Town Hall, 51 Toronto St. South, from 8:30 – 4:30, Monday to Friday. Included in the package are ideas on researching your house or building. You are required to submit documentation of the original owner/notable owner, the owner's occupation, and the date of construction.

Heritage Uxbridge HERITAGE PRIDE PROGRAM

IDEAS FOR RESEARCHING YOUR HOUSE OR BUILDING

Researching and putting together a history of your lot, house or building can be an interesting and rewarding experience. It could also be the beginning of a house log, which you could maintain during your occupancy, and which could be passed on to a subsequent owner. The following are suggestions about how you might find information:

1. For rural properties, you will need the Lot Number and Concession. If it is a smaller lot, you will need to know whether it's in the east half, west half, southwest quarter, etc.
2. In the hamlets, you will also need to know the Lot Number and Concession. As well, Sandy Hook, Goodwood, Altona, Glen Major, Zephyr, Udora, and Leaskdale had registered plans.
3. In the town of Uxbridge, you need to know the Lot Number and Block.
4. The above information will help you to locate the property in land records. You should also record the street number and/or the green emergency number.
5. Locate the property on a map (or maps), and make a copy of the map.
6. Obtain a copy of the land title abstracts for the property to determine ownership from the beginning (1805 or 1807) to present. This can be obtained from the Land Registry Office, 590 Rossland Rd. East, Whitby, ON., (905) 430-3452. Much of the land abstract information is also available at the Uxbridge Public Library, 9 Toronto St. South, Uxbridge, ON., (905) 852-9747. Copy out information such as grants, sales, mortgages, etc. Include the document (instrument) number on the left, the date of the transaction, and for properties in the 1870's and before, include the date of registration. The name in the first column is that of the person selling the property. The name in the next column is that of the person buying the property.
7. Using the registration date and number, locate the instrument or deed, etc. for the property. This usually tells you where the seller and buyer were living. Deeds are available up to the 1870's.
8. If a will was registered, there will also be a copy of it with the deeds up to the 1870's. A will can tell who inherited the property.
9. Assessment Rolls are available at the Uxbridge Public Library. They are available for Uxbridge Township starting in the 1850's and for Scott Township starting in the 1860's. They are missing for Uxbridge Town from 1872 to 1918. They give the names of owners or occupants and other information. A large jump in assessment for a property (while equivalent properties remain about the same) could indicate the erection of a building during the previous year. This might indicate the date of construction.
10. There are agricultural censuses for Scott Township in 1852 and 1861. They indicate how much was being produced on the property.

11. You can usually locate the family in the census. This will show how many were in the house, their ages, occupations, religion, and origin. Also whether they can read or write, and whether they were attending school. In 1852 and 1861, they will tell you what type of house was on the property.
12. Once you have the names of the owners, you can check genealogy records to learn more about the families.
13. Check the local cemetery records to locate birth and death dates once the names of owners and occupants are known. This helps when looking for obituaries, which can often provide family information.
14. Newspapers sometimes contain information about buildings being erected, especially industrial or mercantile buildings, not to mention obituaries. The Uxbridge newspapers are available at the Uxbridge Public Library.
15. There are very few older photos available for houses, but it's worthwhile to check.
16. Talk to former owners or long time neighbours. They might provide clues to the earlier history of the building, changes that have been made to it, and the names of previous occupants. Make sure you take notes. With permission, you might even use a tape recorder. You could even invite a former occupant back to your house and have them take you on a "guided tour" during which they could tell you what the house was like when they moved in and what changes they might have made.

**Heritage Uxbridge
HERITAGE PRIDE PROGRAM**

Application Form

CONTACT INFORMATION (please print)

Name	Telephone #
Mailing Address	Postal Code
Email Address	

PROPERTY INFORMATION (for plaque location)

Address

Legal Description

PLAQUE INFORMATION

Original/Notable Owner (include husband AND wife's names)

Occupation	Date (or approximate date) of construction
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RESEARCH INFORMATION (check items enclosed, copies only – no originals)

- | | |
|---|---|
| <input type="checkbox"/> Current photo | <input type="checkbox"/> Property Deed/Abstract |
| <input type="checkbox"/> Historic Photo | <input type="checkbox"/> Assessment Records |
| <input type="checkbox"/> Newspaper Articles | <input type="checkbox"/> Census Information |
| <input type="checkbox"/> Maps | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> <i>I agree that heritage Uxbridge can use the historical information on this property to promote conservation of our heritage.</i> | |

I, the undersigned, hereby authorize Heritage Uxbridge 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.

OWNER SIGNATURE	DATE
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***** Reminder: Enclose a COLOUR PHOTO if you have one. Also, please indicate by circling as to which size you prefer, 9" x 13", or 12" x 18". *****