

Historic Preservation Program HISTORIC PLAQUE ORDER FORM

City of Ontario Planning Department
303 East "B" Street, Ontario, CA 91764
Phone: (909) 395-2036 Fax: (909) 395-2420



Dear Applicant,

The City of Ontario has created a plaque program to recognize designated properties. The plaques are made of solid bronze with raised letters and are 8 inches tall by 10 inches wide. The plaques will typically have the historic name of the building or structure, the date of designation, the landmark number or district name (depending if property is designated as a landmark or part of an historic district), the date of designation, and a brief description of the property and its significance.

Every homeowner of a designated structure has the opportunity to purchase a plaque for his or her property. The City of Ontario will pay the cost of installing the plaque.

If you have any questions, call the Planning Department (909) 395-2036.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Murphy", is written over a faint, illegible printed name.

Scott Murphy
Planning Director

Historic Preservation Program

HISTORIC PLAQUE ORDER FORM

City of Ontario Planning Department
303 East "B" Street, Ontario, CA 91764
Phone: (909) 395-2036 Fax: (909) 395-2420



HISTORIC PLAQUES

Can I purchase a plaque for my property?

A Plaque can be purchased for any designated Local Historic Landmark or Contributing Structure in a designated Local Historic District. The plaques are designed by the City and approved by the property owner. Once the location is approved and the plaque created, the plaque contractor will install the plaque at the City's expense. The City of Ontario does not pay for the cost of the plaque, only the cost of installation. In order for the plaque to be installed, the contractor must have access to the location in which the plaque is to be located.

Can the plaque be placed anywhere on the property?

The City of Ontario Planning Department requires all plaques to be visible from the street. Typically, a plaque would be placed on the front wall of the house next to the main entrance. Both the Planning Department and the owner of the property must approve the location of the plaque.

FILING REQUIREMENTS

Initial Submittal:

1. A Complete Application

Upon Approval of Plaque:

1. Filing Fees.

PROCESS

1. Complete and submit Order Form
2. Staff prepares drawing of Plaque
3. Property owner reviews / approves Plaque
4. Plaque drawing sent to manufacturer for price quote
5. Price of plaque determined
6. Plaque Fee Paid (Checks should be made out to the City of Ontario)
7. Order sent to manufacturer
8. Plaque created
9. Plaque installed (per approved location)

The City will contact the property owner in advance of the date of installation. The contractor must have access to the approved location of the plaque at the time of installation. If the contractor does not have access to the location on the date of installation, any subsequent installation attempts **will be at the expense of the property owner.**

**Historic Preservation Program
HISTORIC PLAQUE APPLICATION**

PLAQUE ORDER STATUS:

Item	Date
Application submitted	
Draft plaque sent to owner for approval	
Owner approval	
Plaque sent to manufacturer for estimate	
Estimate received	
Estimate sent to owner	
Plaque paid for	
Plaque order sent to manufacturer	
Location for plaque placement approved	
Location sent to manufacturer	
Plaque installed	