

HISTORIC PLAQUE ORDER FORM

Historic Preservation Program

City of Ontario Planning Department: 303 East B Street, Ontario, California 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.

Respectfully,



Henry K. Noh
Planning Director

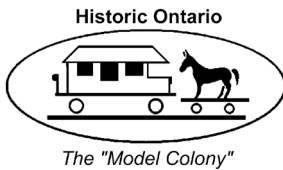
ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
- Mike Lorenz, Police Chief (909) 395-2710 or dwilliams@ontarioca.gov
- Ethics Line (800) 500-0333



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HISTORIC PLAQUES

Can I purchase a plaque for my property?

A Plaque can be purchased for any City Council designated Historic Landmark or Contributing Building in a designated 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.

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.

MINIMUM FILING REQUIREMENTS

The minimum requirements for filing a Historic Plaque Order Form application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Unless noted below, each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following documents and information will not be accepted for processing:

Initial Submittal:

1. A complete application form.

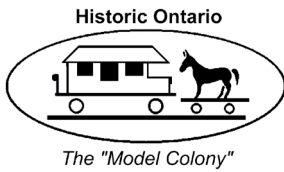
Upon Approval of Plaque:

1. Filing Fees.

PROCESS

1. Property owner completes and submits Historic Plaque Order Form
2. Staff prepares drawing and mock 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 by property owner (checks should be made out to the City of Ontario)
7. City will send order 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**.



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GENERAL INFORMATION (print or type)

Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone No. 1: _____ Phone No. 2: _____
 Email: _____

PLAQUE TYPE & QUANTITY

Landmark Plaque (8" x 10") Contributing Structure (8" x 10") District (12" x 16")
 No.: _____ No.: _____ No.: _____

PROPERTY LOCATION

Street Address of Property: _____
 Zip Code: _____ Assessor's Parcel No(s): _____

PLAQUE LOCATION

Preferred Location of Plaque
 (Be Specific): _____

PROPERTY OWNER SIGNATURE:

Property Owner Name _____ Property Owner Signature _____ Date _____

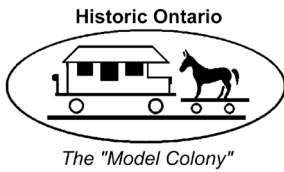
TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

Property Status

___ Landmark – No.: _____
 ___ District:
 ___ Armsley Square ___ College Park ___ La Deney Drive
 ___ Rosewood Court ___ El Morado Court ___ Graber Olive House
 ___ Euclid Avenue ___ Villa Other: _____

Application Processing

File No.: _____
 Date: _____
 Staff Init: _____
 Fees: _____
 Receipt #: _____



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PLAQUE ORDER STATUS (TO BE COMPLETED BY STAFF) :

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	