



HERITAGE PROPERTY PLAQUE FLOWCHART

Phase 1

- Heritage Toronto receives the commemorative plaque application.
- Heritage Toronto's Programs Committee reviews the application.
- Upon recommendation of the plaque topic by the Programs Committee, Heritage Toronto invoices the applicant for the plaque fee.
- **Prompt payment ensures that the project moves to the next step.**

Phase 2

- In consultation with the plaque applicant, Heritage Toronto acquires the required installation permissions.
- **Plaque texts are dependent on location.**
- Heritage Toronto researchs the plaque, selects photographs and images if applicable, drafts the text, and creates a design mock-up.
- The Historical Plaques Committee reviews the plaque text and design.

Phase 3

- The approved plaque text and design is sent to the applicant for review and feedback.
- **Heritage Toronto's Programs committee retains the right to make final editorial decisions.**
- Heritage Toronto coordinates the copy editing and design of the plaque.
- Heritage Toronto sends the plaque to production.

Phase 4

- Heritage Toronto selects a small number of plaques to unveil each year and is happy to attend applicant-led events. Note: Only 24 x 15" plaques are eligible for a Heritage Toronto unveiling.
- Heritage Toronto coordinates the installation of the plaque.
- Heritage Toronto adds the plaque to its digital exploration map.