

## **Policy 6.4.5      Heritage Resources Plaque Program for Private Property**

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### **POLICY PURPOSE:**

The purpose of this policy is to establish guidelines for the Heritage Resources Plaque Program for private property.

### **POLICY STATEMENT:**

The purpose of the Heritage Resources Plaque Program is to increase awareness of the City's heritage resources, educate the community about the city's heritage, and encourage community engagement in Heritage Preservation efforts.

For any property owners who would like to recognize their property with a plaque will follow the instructions below:

Process:

1. Eligibility. Heritage Resources listed on the City of Sunnyvale's Heritage Resources Inventory are eligible for this Plaque Program.
2. Permit. A Sign Permit shall be required.
3. Limit. A maximum of five plaques per financial year shall be allowed. Any additional requests will be placed on a waiting list for the following financial year.
4. Notification. Property owners of Heritage Resources shall be notified of the availability of the Plaque Program at the beginning of each fiscal year. In addition to general information about the Plaque Program, the notice shall inform the property owners of the number of available plaques for the upcoming fiscal year, which may differ based on a waiting list established from the previous fiscal year.

Specifications:

1. Plaque. Plaques shall be ~~oval~~rectangular and made of bronze. Plaque shall be approximately ten inches wide and seven inches tall.
2. Content. Plaques shall include "Sunnyvale Heritage Resource" and City logo along the top and, resource's address and property characteristics in the center, ~~and city logo on the bottom~~.
3. Plaque Installation.
  - a. Responsibility. Property owner(s) shall be responsible for installing the plaque and shall follow the installation instructions provided by the City.
  - b. Location. Location of the plaques shall be subject to approval from the Community Development Director. The plaques is recommended to be installed on the structure's front façade or on a pedestal with a slanted surface.

~~3.~~4. Maintenance. Property owner(s) shall be responsible for maintaining the installed plaque on their properties.