



Town of Green Mountain Falls

Memorial Bench and Memorial Brick Application

Please complete and return to Town Clerk. Applications may be emailed to Clerk@gmfco.us or sent to 10615 Green Mountain Falls Rd, Green Mountain Falls, CO 80819. The Town Memorial Bench and Brick policy is attached to this application.

Name:
Address:
City:
Zip:
Phone:
Email:
Phone:
Signature:

Description of Request (Bench or brick, style, and material):

Requested Location:

Plaque Inscription (Maximum of three lines of text for bench and two lines for a brick):
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Memorial Bench and Memorial Brick Policy

Members of the public may apply to the Town for placement of a memorial bench or memorial brick at several locations throughout the Town, including the Gazebo Lake Park. Anyone wishing to donate a memorial bench or brick must submit a completed and signed application to the Town Clerk on a form provided by the Town. Following receipt of an application, the Town will contact the applicant to discuss potential locations, and whether the applicant wishes to move forward with the donation based on this discussion. The following conditions apply:

1. The cost of a memorial bench or brick shall be set by the Board of Trustees by resolution, and shall be included on the Town's fee schedule. Cost of a memorial bench shall include the bench, a 4" x 6" bronze plaque with up to a maximum of three lines of text, a concrete pad, and installation. Costs of a memorial brick shall include a standard brick approximately 3-5/8" x 2-1/4" x 8" and up to a maximum of two lines of engraved text, and installation. Only the Town or an approved contractor of the Town may install memorial benches or bricks. The Town may provide for several bench or brick styles or materials when setting the fee for a memorial bench or brick.
2. Applicants may request a specific location for a memorial bench or brick in the Town, but ultimate placement shall be at the sole discretion of the Town Public Works Department, in consultation with the Town Manager.
3. No application will be finally approved until payment for the memorial bench or memorial brick is received by the Town. The Town reserves the right to accept or decline any application without stated reason.
4. Once a memorial bench or brick has been ordered for a particular approved application, the payment is nonrefundable.
5. All memorial bench and brick donations are subject to park rules established by the Town.
6. Memorial benches and bricks are owned and maintained by the Town. Memorial benches or bricks will not be replaced at the Town's expense in event of total loss due to vandalism, natural events, or accidents. In such event, donors of a memorial bench or bricks, or family of those commemorated by the memorial bench or brick, may arrange with the Town for repair or replacement at the donor or family's expense.
7. The Town reserves the right to move or remove a memorial bench or brick at its sole discretion in the event of design modifications made to Town property, or if the Town determines if a bench or brick is no longer usable or has reached the end of its useful life. In the event of removal, the Town may make reasonable efforts to return the memorial bench, plaque, or brick to the donor or family of the person commemorated by the bench or brick but shall be under no obligation to do so.
8. Submittal of a memorial bench or brick application is an acknowledgement of this policy.
9. If an applicant requests a bench or brick that is not an approved style or material, the application will go to the Planning Commission for review and approval.