



Open Space

The City of Louisville's Open Space Department is pleased to offer a memorial program to honor and remember friends and relatives. The program is designed to assist the City through donor funding to adopt benches in locations that have been identified as appropriate and suitable.

Name of Donor: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Type of Memorial:

☐

Stone
Bench

☐

Metal
Bench &
Plaque

(Check one if
applicable)

In Honor of:

☐

Name:

In Memory of:

☐

Name:

**Available Bench Number from
provided map:**

Proposed Wording for Plaque / Inscription: _____

CHECKS PAYABLE TO CITY OF LOUISVILLE. RETURN COMPLETED FORM TO:

Nick Potopchuk , 739 S. 104th Street, LOUISVILLE, CO 80027, 303-335-4728 or email to npotopchuk@louisvilleco.gov

Signature of Applicant

Date

Guidelines

- The locations and any bench engravings or plaque literature must be approved by the Director of Parks, Recreation, and Open Space's designee.
- Please review the color coded memorial bench location map provided and request the available memorial bench corresponding to the number and location on the map. The red dots represent the available stone benches and the green dots represent the available metal benches. The blue and black dots represent benches that have already been adopted.
- **The cost of the Memorial Bench Program is \$1,200.00 for either the stone or metal bench option.**
- All costs related to bench engraving and plaque fabrication shall be the responsibility of the donor. **These costs are not included in the bench adoption cost and all additional costs are the responsibility of the donor.**
- If applicable, Plaques shall be a 4" x 6" bronze plaque or approved substitute.
- The City reserves the right to remove or relocate the bench if the City determines that removal or relocation is in the City's best interest.
- Non-perishable items, such as photos, plastic flowers and beads, are **not permitted** and will be removed.
- Persons wanting to participate in the Open Space Department Memorial Bench Program are requested to fill out an application and submit it to the Open Space Division at: City of Louisville, City Services Facility, 739 S. 104th Street, Louisville, Colorado, 80027.

The City will make every reasonable effort to maintain the benches, but will not be responsible for acts of nature and damage or vandalism to benches. City has sole and absolute discretion to make repairs or replace memorial benches, but **shall not be required** to replace or repair.

Your donation of a bench helps beautify our community, creates a sense of ownership and provides a meaningful amenity that thousands of users of the great outdoors can enjoy and appreciate as time goes by. You are encouraged to take advantage of one or both of these unique opportunities to remember a loved one, or a special occasion with a lasting tribute.

FOR OFFICE USE ONLY:

APPLICATION: APPROVED

☐

NOT APPROVED

☐

APPROVED WITH CONDITIONS (*Explain*):

For Approval:

Signature of authorized City of Louisville Representative

Date:

COMMENTS: