



City of Crescent City

Memorial Bench Program

Background:

- The intent of this Memorial Bench Program is to provide citizens with an opportunity to commemorate the lives of their family or friends.
- To preserve continuity through Crescent City, memorial benches are ordered from one company, by City staff. Plaques mounted on the benches are designed and paid for by the applicant. Plaque design must be approved by staff before bench installation.
- Memorial benches will be positioned to maximize the benefit to an area. Memorial bench placement will only be allowed at sites approved by City staff.
- The City reserves the right to move and/or remove any memorial bench at any time.
- Memorial benches in an outdoor setting have an approximate lifespan of 10 years, or as determined by the Public Works Director. The City will provide for normal maintenance of the bench during its useful life. The City is not responsible for vandalism or damage caused by third parties. If the damage is so severe to cause removal of the bench, the City is not responsible for bench replacement.
- Requests under this program will be processed as staff time and resources are available.
- This program does not create any right to place a bench

Memorial Bench Approval Process:

- Memorial bench requests will be processed in the order received. City staff will review the Memorial Bench application (with fees paid in full) and plaque design prior to submitting to the Director of Public Works and, finally, the City Manager for final approval. The Director of Public Works and the City Manager must approve of the bench location and plaque design before installation.
- The cost for the memorial bench is determined by the actual cost of materials (bench, concrete pad, etc) and the actual time of the City staff. The cost to the applicant includes the bench procurement, installation of the bench, and plaque. If City Staff determines the location of the bench requires a concrete foundation pad additional fees may be assessed before installation.

Placement Process:

- Once approved, the bench will be ordered by City Staff. After the bench is received, if necessary, the City will pour the concrete pad (weather contingent) and then place the Memorial Bench. The applicant will be notified, in advance if possible, as to when the bench will be installed.



Please mail the completed application, visual depiction of the plaque, and a check for \$1500.00 made payable to "The City of Crescent City" to Crescent City Hall, 377 J Street, Crescent City, CA 95531.

City of Crescent City Memorial Bench Program Application

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

In Memory of: _____

Description of Plaque (Full Text Contained on Plaque):

Three General Locations Desired:

You will be notified by City staff regarding your Memorial Bench application. If approved, the process will continue by City staff. If denied, you will be notified of the reasoning why the application was denied, and can decide whether or not to resubmit an altered application.

For Office Use Only

Approved ☐ Denied ☐ Reason for Denial: _____

Director of Public Works _____

Comments: _____

City Manager _____

Comments: _____

Paid ☐ Date: _____



City of Crescent City

Memorial Bench Program Agreement

I, the undersigned, understand and acknowledge:

- That the application and purchase of the memorial bench in no way constitutes a lease or ownership of the land upon which it is situated, or the surrounding lands.
- That each bench has an approximate lifespan of 10 (ten) years, or as determined by the Public Works Director, and that during that time only normal maintenance will be provided by City of Crescent City Parks Employees.
- That at any time the bench can be removed or relocated due to the needs and desires of the City of Crescent City.

Signature of Applicant: _____

Date: _____

Signature of Public Works Director: _____

Date: _____

Signature of City Manager: _____

Date: _____