



City of Munroe Falls

330-688-7491 phone 330-688-3720 fax

Division of Planning & Zoning

43 Munroe Falls Avenue
Munroe Falls, Ohio 44262

Form 08042025

APPLICATION OF DEDICATION/DONATION or MEMORIAL BENCH

Applicant (Doner) Contact Information

Name: _____
Address: _____
Phone: _____
Email: _____

COSTS:

Bench _____
Pad or base _____
Commemorative Plaque _____
Other _____

Costs determined based on current pricing once application is made

Dedication (Plaque):

Subject to approval

LOCATION REQUEST:

Final location subject to approval and ability to accommodate placement.

HONOREE INFORMATION:

Name: _____
Address: _____

Applicant Certification

I/we hereby agree to conform to all regulations of the City of Munroe Falls. I also hereby certify that all statements made and attachments on this application are true and complete and that I have a legal right to make this application or are the authorized representative of this company.

Signature

Date

Approved

Signature

Date

Denied

Signature

Date

Reason: _____

AMOUNT DUE _____

Approved

Denied

944 MEMORIAL BENCH

944.03 PROCEDURE

1. Application of Dedication/Donation or Memorial Benches.
 - a. Subject to the other provisions of this policy, memorial benches may be purchased by individuals, organizations, or corporations for:
 - i. Munroe Falls residents who are deceased.
 - ii. Persons who are deceased and were non-residents, but made a significant contribution to public service, charitable works, or work, or volunteering in Munroe Falls.
 - iii. Munroe Falls residents or non-residents who are deceased who have performed a heroic act in service of others.
 - iv. In honor of a living resident or relative of a resident.
 - b. Completed application must be submitted for approval by the City of Munroe Falls, paid for by the applicant(s) or donor(s) and approved by the City of Munroe Falls Parks and Recreation Department and the City of Munroe Falls Director of Public Services.
 - c. Benches may be placed in any park or along any open space trail on public land owned by the City. However, benches are only permitted within areas where there is an existing hard surface of asphalt or concrete suitably sized and situated to accommodate the bench.
 - i. Where a hard surface area for a bench is not available, a bench shall only be permitted if the donor pays for the construction of a suitable pad to accommodate the bench and a suitable location for the pad is available.
 - d. While the donor may select the general location for the bench, the Director of Public Service or staff may adjust the location subject to the location considerations.
 - e. Benches will have the dedication message engraved on a bronze plaque attached to the bench with name(s) and text designed by the donor and approved by the City.
 - f. The type and style of benches to be installed will be noted on promotional materials.
2. Location Considerations
 - a. While the donor can suggest a proposed location, certain location requirements shall apply. The Director of Public Service shall make the final and precise determination of the location, abiding by the following criteria:
 - i. The location does not interfere with any active park facility or activity.
 - ii. The location does not interfere with approved park design or future park land use.
3. Cost
 - a. The donor shall pay the full donation cost for the purchase, supply, delivery, installation, and ongoing maintenance of the memorial bench(s) and, where required, the concrete surface for a memorial bench as needed. These costs will be included in promotional materials and are subject to change based on actual costs.
4. Names and Wording
 - a. The wording of the dedication plaque is subject to the approval of the Munroe Falls Park Board and the Director of Public Services.
5. Maintenance
 - a. All items installed under this policy become the property of the City of Munroe Falls. The City agrees to maintain the items outlined under this policy.
 - b. The term of the dedicated memorial bench is ten (10) years from the date of installation.
 - c. Ongoing maintenance of the dedicated bench and surroundings will be provided by the City staff during the ten (10) year term.
 - d. If the dedicated bench or plaque is damaged or stolen during the ten-year period, following the effective date of installation the City will repair or replace it at no additional cost to the donor.
 - e. Should the City property containing dedicated benches be redeveloped, the City shall make its best effort to relocate the items within the redeveloped property.
 - f. Where the City property is sold, the City shall make its best effort to relocate the items to an alternate City Park or open space.
6. Responsibilities
 - a. The Director of Public Service or designee shall:
 - i. Approve the precise location of the installation of benches
 - ii. Consult with Park Board as necessary
 - iii. Oversee the supply, delivery, and installation of the items including scheduling of same.
 - b. The Director of Public Service or designee shall oversee the applications and shall maintain the fee schedule as well as a record of all items purchased and their locations within the City.