



VILLAGE OF GRANVILLE MEMORIAL BENCH POLICY

Village of Granville
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I. POLICY

The intent of this memorial bench policy is to recognize and assist Donor's plans to commemorate or honor family, friends, or events within the Village of Granville. This policy establishes funding requirements and standards for all bench donations.

The Village maintains a list of available locations where memorial benches can be placed; these locations are based on need, public convenience, ease of maintenance, and other factors. Donors are responsible for all costs associated with purchase and delivery of memorial benches.

II. PROCEDURES

This policy establishes the procedures for interested parties to request the placement of a memorial bench on Village owned property. It also includes information related to the purchase, assembly, installation, and maintenance for memorial benches.

The procedure for requesting a memorial bench is as follows:

- a. Requests for permission to install a new memorial bench or replacement memorial bench plaque shall be directed to the Village Planning and Zoning Department, 141 East Broadway, Granville, Ohio.
- b. All requests shall be made by completing the Memorial Bench Application, which is attached to this policy. The completed form shall be submitted to the Planning and Zoning Department for processing.
- c. In addition to the form, the requestor shall submit a certified bank check (or other form of payment acceptable to the Village) in an amount equivalent to the cost of ordering and/or manufacturing the bench. Once a memorial bench location has been approved by the Village Manager:
 1. The donor shall approve the wording of the bench plaque.
 2. The Village will order the bench from the local manufacturer.
 3. The Village will assemble and install the bench when received and when conditions and circumstances permit.

III. PUBLIC LOCATIONS

Memorial benches will be allowed only at public locations identified in a master list of existing and proposed benches. Requests for memorial benches, in locations other than those specified on the master list, shall be reviewed and authorized by the Village Manager or his designee. A copy of the master list, which shall be updated by the Village annually, is attached to this policy for reference.

Locations on private property are not subject to these regulations, but are governed by the Village of Granville Codified Ordinances.

Goals for public memorial bench locations:

- a. Destinations within the downtown business district which have higher pedestrian circulation.
- b. Set back a minimum of six feet from the street to avoid conflict with vehicles and street maintenance equipment.
- c. Located within the Village right-of-way.
- d. Generally adjacent to commercial uses or public uses.
- e. Set back between one (1 \emptyset) foot and two-and-a-half (2 $\frac{1}{2}\emptyset$) feet from the sidewalk or multi-use path location, when a separate concrete pad is installed to accommodate the bench, and depending on bench orientation.

IV. MAINTENANCE AND REPLACEMENT

The Village of Granville shall provide normal maintenance of the bench and its surrounds during its useful life. Normal maintenance generally includes mowing, raking, pruning and general cleaning of the grounds around memorial benches as well as some minor paint repair. The Village is not responsible for replacement of damaged or stolen benches. The Village reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense. All memorial benches placed on Village owned property become the property of the Village at the time of installation.

V. STANDARD BENCH DESIGN

