

The Borough of Litchfield

21 Torrington Road

P.O. Box 913

Litchfield, CT 06759-0913

Telephone: 860-567-8866

www.boroughoflitchfield.org

**MEMORIAL & COMMEMORATIVE BENCH APPROVAL FORM**

Benches on the Litchfield Green need replacement from time to time. Please complete all sections of this form if you wish to sponsor a memorial or commemorative bench for placement on the Green. All applications must be submitted to the Borough of Litchfield Board of Warden and Burgesses for approval. The Board shall approve all text on the bench or accompanying plaque. No symbols may be used on the bench or the plaque. Once the form is complete, please return it to the Borough Warden.

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**Applicant's Information**

- **Full Name:** \_\_\_\_\_
  - **Address:** \_\_\_\_\_
  - **Email Address:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
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**Memorial Bench or Plaque Details**

- **Preferred Location on the Green (if known):** \_\_\_\_\_

(Please note: The final location will be subject to approval by the Borough Board based on availability and suitability.)

(Over)

- **Text to be Inscribed (on bench or plaque):**

(Please provide the text you wish to be engraved. All text must be approved by the Board, and is subject to size limitations of the bench or plaque.)

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**Would you be interested in having the plaque returned to you if the bench needs to be replaced due to age, wear, or deterioration? (If so, the sponsor must keep the Borough warden aware of any changes to contact information.)**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Acknowledgement and Signature**

I understand that submission of this form is an application for approval and does not guarantee that the memorial or commemorative bench will be approved. I agree to abide by the Borough Board's policies regarding memorial and commemorative benches, including any rules on text, location, and design. I also understand that the bench may be replaced by the Borough board at any time it becomes aged, worn, or deteriorated.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Borough of Litchfield Use Only**

- **Application Received By:** \_\_\_\_\_
- **Approval Status:**  Approved  Denied
- **Date of Approval:** \_\_\_\_\_
- **Notes:** \_\_\_\_\_