



APPLICATION FOR BENCH DONATION

CITY OF JORDAN
210 EAST FIRST STREET
JORDAN, MN 55352
952-492-2535

APPLICANT
NAME: _____ WORK PHONE: _____

HOME PHONE: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL _____

PROPOSED LOCATION

The City of Jordan Bench Program Donation Policy

Together, the Jordan Park & Recreation Commission, City Council, and By the Yard have established this program to give our citizens the unique opportunity to honor a special occasion or memory. A dedication may be appropriate in honor of a birthday, anniversary or in memory of a loved one, or for any other special occasion.

Through the Program, individuals may donate funds for the city to purchase a bench for one of the many beautiful parks in Jordan. You may work with the City of Jordan to find a special place in one of the city's parks. This dedication provides a lasting remembrance while enhancing the park system, which is utilized daily by people of all ages.

Your generous gift will be recognized and appreciated. Should you choose to identify your donation, an engraving or engraved plaque can be added for an additional fee.

Donation Costs:

By the Yard works with the city of Jordan to provide benches at a reduced price.

- 60" Horizon Bench in Redwood
- Cement slab
- Engraving (additional Cost)

Total - \$1200 - 1500

(Costs are subject to change)

Administrative Process:

1. Donation is presented to city staff
2. City staff work with applicant to discuss costs, location, and feasibility
3. Park and Recreation Advisory Commission recommends approval to Jordan City Council
4. Jordan City Council approves donation
5. Jordan Public Works installs bench!

FOR OFFICE USE ONLY

DATE SUBMITTED: _____ DATE COMPLETE: _____ IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: _____

AMOUNT OF FEE PAID: _____ DATE FEE PAID: _____ FILE # _____

CITY COUNCIL ACTION: ____ APPROVED ____ DENIED

DATE OF ACTION: _____

DATE APPLICANT/PROPERTY OWNER NOTIFIED OF CITY COUNCIL ACTION: _____