



Monument Permit – Fee \$25 per stone

Date: _____

Location: Section _____ Lot _____ Grave(s) _____

Name(s) on the Monument: _____

Requested by:

Company Name

Phone Number

Street Address

City, State, Zip

Requirements

1. The face of all markers and monuments within the city cemetery shall be set true and square and shall be set at least 6” from the line of the lot where placed.
2. Persons installing monuments or other structures are prohibited from attaching ropes to trees and shrubbery and from scattering their material on adjoining lots or for leaving the same on the ground longer than absolutely necessary, and no monument work shall be brought into the cemetery on Saturday which cannot be completed on that day.
3. All monuments and markers shall be of granite, marble or granite and marble composition of approved standard quality or brass.
4. Ground mausoleums shall not be allowed after April 20, 2000 except for those adjacent to existing mausoleums installed before April 20, 2000. (12-410)
5. The size of a child monument shall be between 16-18” wide. (12-417)
6. Foundations and footings for monuments shall be constructed to a depth of at least one and one-half feet for monuments up to 3’ tall and a minimum depth of 2’ for monuments over 3’ tall, and shall be constructed of a mixture of one part cement to two and one-half parts sand and three and one-half parts rock. Foundations for ground level monuments shall be at least 6” and shall be one-half the depth of the stone. A final inspection will be provided by the sexton before placement of any monument.
7. Stones at foot of graves shall be flush with the ground and shall be no larger than 24” by 18”.
8. Organization and lodge markers should be placed directly behind the headstone.
9. Temporary funeral home metal markers shall be removed after one year.

Type of monument to be installed

- Military Headstone
- Ground
- Bench
- Single
- Double

__ Number of Stones

Receipt

Approved by: _____

Date Entered in Data Base: _____