



Monument Compliance Authorization

Fax 780 992 1375 Phone 780 992 6248 Email publicworks@fortsask.ca

SECTION: _____

BLOCK: _____

LOT(S): _____

Name(s) of Deceased: _____

Monument Company: _____ Company Contact Name: _____

Phone: _____ Fax: _____ Email: _____

TYPE OF MONUMENT – (Check one box)

Diagram, including engraving, must be attached before permit will be approved. Must include base and foundation dimensions. The City is not responsible for: the accuracy of engraved content, monuments placed without pre-authorization and levelling of monuments installed within one (1) year of interment. See reverse for bylaw regulations regarding monuments and markers.



Upright Monument



Pillow Monument



Flat/Flush Monument



Flush- Cremains Marker

DIMENSIONS	FOUNDATION:	BASE:	MONUMENT OR MARKER:
WIDTH	_____	_____	_____
DEPTH	_____	_____	_____
HEIGHT	_____	_____	_____

Submitted by: Print Name: _____ Date: _____

STEP 1: Approval for Size (City Staff)

APPROVED NOT APPROVED Date: _____

Signature: _____ Verified By: _____

STEP 2: Request for Installation Date. (Monument company staff)

Complete and return to the City a minimum of two (2) City business days before requested installation date.

Requested date of placement: _____ Contact Name _____

STEP 3: Marking and Verification (City Staff)

Requisitioned by (print name): _____ Date: _____

Marked by (print name): _____ Date: _____

Verified by (print name): _____ Date: _____

Excerpt from Cemetery Bylaw No. C10-17, pertaining to monuments and markers.

Complete Bylaw may be found at www.fortsask.ca

6 MONUMENTS AND MARKERS

- 6.1 No monuments, markers, or structures shall be installed, erected, or placed in the cemetery without first obtaining a Monumentation Permit from the Manager. Monumentation Permit approval shall take a minimum of two (2) business days.
- 6.2 A permit including a sketch of the proposed monument or marker outlining the height, size of base, foundation, and inscription must be presented to the Manager for approval. The permit fee in accordance with the Fees and Charges Bylaw, shall include approval of permit, marking of the plot, and follow-up inspection.
- 6.3 Permission shall first be obtained from the Manager when a monument or marker is to be removed for purposes of inscription, repair, or cleaning. Such permission shall be made in writing by the Interment Rights Holder of the plot, and shall include a description and timelines for the proposed work.
- 6.4 No person shall erect upon any plot, monument, marker, or structure until full payment is made to the City.
- 6.5 No concrete, stone, or other type of slab covering the whole or any portion of a plot that projects above the surface of the surrounding ground shall be permitted, except where one presently exists.
 - 6.5.1 In which case, a replacement cover may be installed provided it is the same size, shape, and design to the one being replaced. New slab coverings must be constructed flush with the surrounding ground and be capable of supporting grounds maintenance equipment. The City is not responsible for damage to slab covers.
- 6.6 Only one (1) monument will be allowed on each plot. Markers may be placed at each plot in addition to a monument.
- 6.7 No inscription shall be placed on any monument or marker, which in the opinion of the Manager, is not in keeping with the dignity and decorum of the cemetery.
- 6.8 A maximum of two (2) inscriptions will be allowed on each niche door of the columbarium, at the sole expense of the agent.
 - a. Before any inscription is made on the said niche door, permission must be first obtained from the Manager. Such permission shall be requested in writing by the Interment Rights Holder, or the Interment Rights Holder's agent, of the niche.
 - b. A Monumentation Permit, including a sketch of the proposed inscription, must be approved by the Manager. The Monumentation Permit fee includes approval of the permit, removal and replacement of the niche door, and a follow-up inspection. The Monumentation Permit fee shall be paid in full in accordance with the Fees and Charges Bylaw, prior to the approval of the Monumentation Permit.
- 6.9 Inscriptions on niche doors of the columbarium shall be performed exclusively by a contractor determined by the City.
- 6.10 Monuments and/or markers shall be allowed only in specified areas of the cemetery, as designated by the Manager.
- 6.11 The foundation for monuments must:
 - a. be at least 15 cm wider than the widest portion of the monument;
 - b. not exceed 45 cm in depth and be able to support the weight being imposed thereon;
 - c. In no case shall be of lesser than 15 cm of reinforced concrete on top of 15 cm of crushed gravel; and
 - d. be placed at ground level.
- 6.12 A monument must not exceed 91 cm in width (including the foundation) on a single full interment plot or 214 cm in width (including the foundation) on a double full interment plot.
- 6.13 A monument must not exceed 91 cm in width (including the foundation) on a cremation plot.
- 6.14 A monument must not exceed 120 cm in height.
- 6.15 Markers shall not exceed 46 cm by 46 cm (including any border) and must be installed flush to the surrounding ground. They must be constructed in such a way as to not interfere with or be damaged by the ground maintenance equipment.
- 6.16 Every Interment Rights Holder of a monument or marker placed upon any plot shall maintain it in proper repair.
- 6.17 When, in the opinion of the Manager, any monument or marker placed upon a plot is in a state of disrepair, is in danger of becoming damaged, or poses a threat to the safety of visitors, the Manager shall notify the Interment Rights Holder in writing advising of the repairs to be undertaken. The City reserves the right to remove any articles deemed by the City to pose a safety hazard without providing reimbursement to the Interment Rights Holder should damage occur during removal.
- 6.18 While the City shall take all reasonable precautions to protect the property of plot Interment Rights Holders, it assumes no liability nor responsibility for loss of or damage to any monument, marker or part thereof, or any article of any type that may be placed on a plot.