



CITY OF FORT SASKATCHEWAN

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: _____

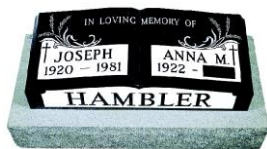
Phone: _____ Fax: _____ Email: _____

TYPE OF MONUMENT – (Check one box)

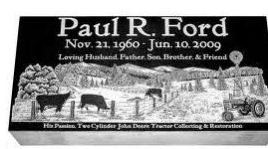
Diagram, including engraving, must be attached before permit will be approved. Must include base and foundation dimensions. The City is not responsible for: the accuracy of engraved content, monuments placed without pre-authorization, and levelling of monuments installed within one (1) year of interment.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

LENGTH

WIDTH

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. (Monument company staff) Complete and return to a minimum of two (2) working 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. C20-02, pertaining to Monuments and Markers. Complete Bylaw may be found at www.fortsask.ca

PART 6 - MONUMENTS AND MARKERS

- 6.1 No monuments, markers or structure shall be installed, erected or placed in the cemetery without first obtaining a permit from the Manager.
- 6.2 A permit containing 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, which shall include approval of permit, marking of the plot and follow-up inspection shall be in accordance with the Fees and Charges Bylaw.
- 6.3 When a monument or marker is to be removed for purposes of inscription, repair or cleaning, permission shall first be obtained from the Manager. Application for such permission shall be made in writing by the owner of the plot, including a description of the proposed work.
- 6.4 No person shall erect upon any plot any monument or marker while charges in connection therewith are due and owing to the City.
- 6.5 No concrete, stone or other type of slab covering the whole or any portion of a plot shall be permitted except where one presently exists; in which case, a replacement cover may be installed provided it is similar in size, shape and design to the one being replaced.
- 6.6 No person shall erect upon or around a plot any fence, railing, wall, stone coping, hedge or the like. Where any fence, railing, wall, stone coping, hedge or the like has been previously erected upon or around a plot and has, by reason of age or neglect become unsightly or objectionable, the Manager may cause such to be removed and will leave the area in a safe and proper condition. The cost of removal and restoration may be charged against the person who erected it.
- 6.7 Only one monument will be allowed on each plot. Markers may be placed at each plot in addition to a monument.
- 6.8 A maximum of two inscriptions will be allowed on each niche door of the Columbarium, at the sole expense of the Agent. Before any inscription is made on the said niche door, permission must be first obtained from the Manager. Application for such permission shall be made in writing by the owner of the niche, providing a description of the work proposed.
- 6.9 Inscriptions on niche doors of the Columbarium shall be performed exclusively by the City's contractor. .
- 6.10 Twelve full months must elapse between the date of interment and the placing of any permanent monument except where a monument foundation exists or unless otherwise approved by the Manager.
- 6.11 Monuments and markers shall be allowed in all areas of the cemetery.
- 6.12 Notwithstanding Clause 6.11, only markers shall be allowed in the area set aside for markers. Bylaw C 20 -02
- 6.13 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.
- 6.14 The foundation for monuments must:
 - (a) be at least 15 cm wider than the widest portion of the monument,
 - (b) be of sufficient depth to support the weight being imposed thereon, but in no case be of sufficient depth to support the weight being imposed thereon, but in no case shall be of lesser than 15 cm of reinforced concrete on top of 15 cm of crushed gravel, and
 - (c) be placed at ground level.
- 6.15 A monument must not exceed 91 cm in width on a single plot or 214 cm in width on a double plot.
- 6.16 Markers that identify a subsequent burial within a plot shall not exceed 30 cm by 30 cm.
- 6.17 Every owner of a monument or marker placed upon any plot shall maintain it in proper repair.
- 6.18 When, in the opinion of the Manager, any monument or marker placed upon a plot is in a state of disrepair, he shall notify the owner in writing thereof and require that repairs be promptly undertaken. Any monument or marker not repaired within 30 days after a letter has been addressed to the owner or his agent, to the last address provided to the City, said monument or marker may be removed from the plot and retained in the custody of the caretaker for up to one year to allow the person responsible for its maintenance to return it to a suitable condition. If at the end of one year, no person has claimed the monument or marker, the Manager shall dispose of said monument or marker.
- 6.19 While the City will take all reasonable precautions to protect the property of plot owners, 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.
- 6.20 Any structure, monument, plantings, wreaths, fences, etc., that are placed contrary to this bylaw will be removed by the City and the person placing such will be responsible to reimburse the City the full costs of such removal. In addition, such person is subject to the fines as set out in the penalty section of this bylaw.