

EMMETSBURG EVERGREEN CEMETERY MARKER & MONUMENT

PERMIT APPLICATION FORM

This completed form must be submitted to the City of Emmetsburg and approved PRIOR to fabrication of marker or monument.

FOR PURCHASER

Purchaser _____ Telephone _____

Name(s) to be etched on monument: _____

By signing below, I am confirming that I have the right and permission to mark this grave as the legal next-of-kin and/or purchaser or owner of the lot being marked.

Purchaser Signature _____ Date _____

FOR MONUMENT COMPANY

Monument Company Name _____ Telephone _____

Address _____

Sections of Evergreen Cemetery

- _____ In **NON-MONUMENT** Section: The plot or space conveyed is within a section of this cemetery wherein NO MONUMENTS OR GRAVE STONES ARE PERMITTED ABOVE GROUND LEVEL. The markers must be bronze or granite markers, placed with their upper surface flush with the ground only.
- _____ In **MONUMENT** Section: The plot or space conveyed is in a section of the cemetery where monuments and markers are permitted.

Material (check one): Granite ___ Marble ___ Bronze ___ Other (describe) _____

Fee and Size of Marker or Monument

One monument or marker per single grave is allowed. There will be no dual monumentation on single grave marker.

- ___ Single Headstone-\$400 (Base of headstone may be up to 18" wide x 30" length. The cement foundation installed by City has a maximum size of 24" wide x 36" length to allow 3" wash on each side of stone to edge of foundation)
- ___ Double Headstone-\$500 (Base of headstone may be up to 18" wide x 54" length. The cement foundation installed by City has a maximum size of 24" wide x 60" length to allow 3" wash on each side of stone to edge of foundation)
- ___ Columbarium Headstone ___ Single Inurnment ___ Double Inurnment (Fee based on Single or Double Lot) *(As per the City Code, the City of Emmetsburg must supervise the opening of all burials and ensure a cemetery representative is present at every interment/inurnment in the Evergreen Cemetery, this requires the payment of opening and closing fees at the time of inurnment in a columbarium headstone).*

Marker/Base: Length (inches) _____ Width (inches) _____ Height (inches) _____

****Any stone base larger than the above stated sizes must be preapproved at a duly called meeting of the Emmetsburg Cemetery Board of Trustees, prior to fabrication of the monument or marker. There will be an extra fee of \$100 upon approval of the Board.**

****Two-piece stones: there will be an extra fee ranging from \$200-\$300 based on the time it takes to install the monument.**

The monument company is responsible for submitting a rendering of the monument or marker and a drawing showing dimensions as well as any special design elements including permanent vases or pots with this completed form. (All permanent vases, pots and identifying markers must be placed in the concrete foundations).

Monuments or markers shall be placed on foundations poured by the City of Emmetsburg. Poured foundations will be nominal six inches in thickness. All foundations shall have a wash at both sides and ends of monument or marker. Wash shall be a minimum of 3". The foundation base will be set within fourteen (14) days after the permit fee is paid and application approved, weather permitting.

The monument or marker will be set within two (2) weeks after delivery to the cemetery with weather permitting.

Between November 1st and April 1st setting of monuments or markers will be determined on the ground conditions and if weather permits.

LOCATION OF CEMETERY LOT AND APPROVAL OF PERMIT

_____ Approved _____ Denied _____

Cemetery Sexton

Reason if denied: _____

Monument Company listed on this permit has been notified of permits approval or denial:

Date _____ Contact Name: _____

OFFICE USE ONLY

Single Headstone _____ Double Headstone _____ Columbarium Headstone _____

Lot Owner(s) _____ Page _____

Block _____ Lot _____ Sublot(s) _____

Amount Paid: _____ Paid By: _____ Date: _____