



Monument Work Permit

Foothills County

309 Macleod Trail, Box 5605, High River, AB T1V 1M7

Email: cemetery@FoothillsCountyAB.ca

FoothillsCountyAB.ca

Tel: 403-652-2341 Fax: 403-652-7880

Cemetery Tel: 403-603-6205

15/08/2022

MONUMENT PERMIT # _____

INVOICE TO:

Company Name: _____

Contact Name: _____

Company Address: _____

Contact Phone Number: _____

Email Address : _____

Date: _____

APPLICATION TO:

- Install Monument
- Remove Monument
- Remove/Replace Monument
- Engrave Granite Face
- Engrave Niche Door
- Repair Monument
- Other: _____

TYPE:

- Flat
- Pillow
- Stacked
- Upright
- Niche Door
- Foot Marker
(FOH only)

BLOCK:

PLOT:

WORK LOCATION:

- Blackie
- Cayley
- Davisburg
- Foothills
- Gladys Union
- Pine Creek
- Work Onsite Work Offsite

ROW:

NICHE:

MEASUREMENTS IN INCHES

(see reverse for maximum sizes)

MATERIAL

LENGTH (l)

WIDTH (w)

HEIGHT (h)

THICKNESS (t)

Monument Size
(Flat, Upright, Pillow)

- Bronze Granite
- Marble

Base (Upright, Pillow)

- Bronze Granite
- Marble

Foundation Size – in ground
(FOH and Flat):

- Concrete Granite
- NA

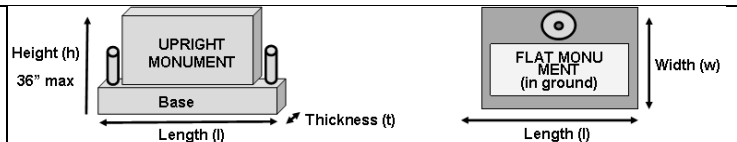
RECOMMENDATION: Flat monuments to include a 2" concrete border within maximum size- **SEE REVERSE**

IN-GROUND VASE (Recommended) : Yes No

Drilling and pinning into the ribbons is not permitted for installations. Intended Adhesive _____

Details:

- Proof Attached**
(dimensions included on copy of signed proof)



SECTION A – LICENSEE/LEGAL REPRESENTATIVE: Executor Spouse Legal Province Other _____

Title: Mr. Mrs. Ms. Miss Name: _____

Address: _____ Phone Number: _____

Email: _____

For upright monuments only:

I (licensee/legal representative have been made aware that a subsequent upright monument may be placed which may obscure the view of the outward inscription on a double sided upright monument.

Signature _____

Date: _____

SECTION B – DECEASED INFORMATION:

Title: Mr. Mrs. Ms. Miss Surname: _____ Given Names: _____

Date of Death: _____

SECTION C - Monument Company, Summary of Payment: Permit Fee: \$100.00 GST: \$5.00 Total: \$105.00

METHOD OF PAYMENT: Cash _____ Cheque _____ MC _____ Visa _____

I/We agree to pay Foothills County the above stated sum.

Upon completion of application and payment of fees a permit number will be issued to: (Monument Co. Name) _____, with permission to perform monument work as per design and specification submitted herewith and as to the provisions of the Cemeteries Bylaw and Cemetery Guidelines to be duly complied with.

- Monument company is responsible for **all** transportation charges.
- Niche door engraving **off site only**.
- Proof copy provided **before** fabrication or inscription of monument or niche door.
- Permit application must be complete and accompanied by payment.
- Incomplete or unsigned forms will not be processed. **Current form available at FoothillsCountyAB.ca**
- Monument Company to comply with Foothills County Safety Requirements.
- **3 working days' notice** to Foothills County is required for installation request. Permit Number will be issued upon confirmation of installation booking.

Signature: _____

Date: _____

INTERNAL OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____

Monument Permit Active On Date: _____

Monument Install Date: _____

Inspection Date: _____ **FOOTHILLS COUNTY REPRESENTATIVE:** _____ **Staff Initials:** _____

This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). Inquiries about the collection of this information should be directed to the Foothills County FOIP contact person, P.O. Box 5605, High River, Alberta T1V 1M7. Telephone (403) 652-2341.

15/08/2022

From Bylaw 8-2011:

PLACEMENT AND REMOVAL OF VEGETATION, MEMORIALS AND OTHER OBJECTS

All monuments and other memorial structures intended to be located in the Public Cemeteries are subject to any standards, guidelines and procedures established by the Manager from time to time.

No person shall place a monument, gravestone or other structure on a grave site or elsewhere in a Public Cemetery unless he or she has first obtained the prior written approval of the Manager; and paid the fee as approved by the MD's Municipal Council from time to time, if applicable.

No person shall plant, seed, grow or maintain flowers or other vegetation on a grave site or elsewhere in a Public Cemetery unless he or she has first obtained the prior written approval of the Manager; and paid the fee as approved by the MD's Municipal Council from time to time, if applicable.

The Manager shall not approve the following structures on a grave site or elsewhere in a Public Cemetery:

- (a) A full or partial grave cover or curbing;
- (b) A fence or railing;
- (c) Any other structure that in the opinion of the Manager is likely to interfere with maintenance of the Public Cemetery; or
- (d) Any other structure that in the opinion of the Manager is hazardous, unsightly, or otherwise unsuitable for placement on a grave site or elsewhere in a Public Cemetery.

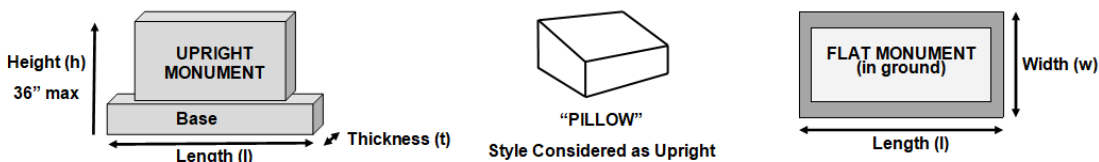
Subject to the Act, the Manager may restrict the placement of or remove and dispose of any structure, object or thing placed on a grave site or elsewhere in a Public Cemetery:

- (a) That is placed on a grave site or elsewhere in a Public Cemetery in contravention of this section; or
- (b) That in the opinion of the Manager, and regardless of whether approval has been obtained under subsection (1) or (2), is or becomes hazardous, unsightly or otherwise unsuitable for placement on a grave site or elsewhere in a Public Cemetery or that interferes with maintenance of the Public Cemetery.

All earth, debris, litter and rubbish arising or resulting from work performed on any lot or grave site must be carefully cleaned up and removed from the Public Cemetery at the expense of the person requesting such work, to the satisfaction of the Manager.

Temporary grave markers will be removed after 12 months from the date of the interment.

No person shall move or remove any monument, gravestone, fence, railing or other work for the protection or ornamentation of a Public Cemetery or grave site except in accordance with this Bylaw or the Act.



MONUMENT SIZES:

Type of Plot	Blackie & Cayley Cemetery	Pine Creek & Gladys Union Cemetery	Foothills Cemetery Highlands	Foothills Cemetery Traditional
UPRIGHT No Ribbon; Maximum Height 36" Maximum thickness 24" including the base and foundation to a maximum depth 6"				
Single Full Size	36"(l) x 36"(h) x 24" (t)	36"(l) x 36"(h) x 24" (t)		
Double Side by Side: Mid line of Monument set on dividing line between the 2 plots	42"(l) x 36"(h) x 24"(t)	42"(l) x 36"(h) x 24"(t)		
Field of Honour	Standard Department of Veteran's Affairs Upright Monument at Top of Grave			
Field of Honour - Spouse	18" x 18" Flat Monument at Bottom of Grave			
FLAT No Ribbon (Includes the recommended 2" concrete border)				
Single Full Size	36" (l) x 24" (w)	36" (l) x 24" (w)	36" (l) x 24" (w)	36" (l) x 24" (w)
Double Side by Side: Mid line of Monument set on dividing line between the 2 plots	72" (l) x 24" (w)	72" (l) x 24" (w)	42" (l) x 24" (w)	42" (l) x 24" (w)
Children (0-3yrs)				20" (l) x 12" (w)
Cremation Single		30" (l) x 24" (w)		18" (l) x 18" (w)
Cremation Double Side by Side				30" (l) x 18" (w)
FLAT Ribbon; Maximum				
Single Full Size	36" (l) x 18" (w)	36" (l) x 18" (w)	36" (l) x 12" (w)	
Double Side by Side: Mid line of Monument set on dividing line between the 2 plots	42" (l) x 18" (w)	42" (l) x 18" (w)	42" (l) x 12" (w)	
Field of Honour	Standard Department of Veteran's Affairs Upright Monument at Top of Grave			
Field of Honour - Spouse	18" x 18" Flat Monument at Bottom of Grave			
UPRIGHT Ribbon; Maximum Height 36" – including the base.				
Single Full Size	42"(l) x 36"(h) x 18"(t)		42"(l) x 36"(h) x 12"(t)	
Double Side by Side: Mid line of Monument set on dividing line between the 2 plots	72"(l) x 36"(h) x 18"(t)		72"(l) x 36"(h) x 12"(t)	

Monument Installations (including niche door)

- Monument Installation is permitted between **May 1** and **September 30** of each year, weather permitting.
- Niche Door Installation is permitted throughout the year, weather permitting.
- The Application must be signed and the Monument Installation Permit Number must be issued by Foothills County **BEFORE** a monument is eligible for installation. **Monument work and installation must be conducted by an approved Monument Company.**
- Three (3) full business days' notice to Foothills County is required to schedule any monument work to be conducted in cemeteries managed or owned by Foothills County.**
- Permit Number will be issued upon confirmation of installation booking.
- The Monument Company must adhere to Foothills County Cemetery regulations pertaining to monument and base regulations. **Any monuments or foundations not adhering to the regulations must be removed at the Monument Company's expense.**
- After installation, **owners** of the monuments are responsible for any damage to the monument and concrete foundation. Purchasers are advised to add all monuments to their homeowner insurance policy.