



Monument Work Permit

Foothills County
309 Macleod Trail, Box 5605, High River AB T1V 1M7
Email: cemetery@FoothillsCountyAB.ca

www.FoothillsCountyAB.ca
Tel: 403-652-2341 Fax: 403-652-7880
Cemeteries Tel: 403-603-6205

MONUMENT PERMIT # _____

SECTION A - Monument Company Contact Information:

Company Name (To Be Invoiced): _____ Contact Name: _____

Company Address: _____ Contact Phone Number: _____

Email Address: _____ Date Application Submitted: _____

APPLICATION TO:	TYPE:	BLOCK/SITE:	ROW:	PLOT/LOC:	NICHE:	CEMETERY/Work Location:
<input type="checkbox"/> Install Monument <input type="checkbox"/> Remove Monument <input type="checkbox"/> Remove/Replace Monument <input type="checkbox"/> Engrave Granite Face <input type="checkbox"/> Engrave Niche Door <input type="checkbox"/> Repair Monument <input type="checkbox"/> Other: _____	<input type="checkbox"/> Flat <input type="checkbox"/> Pillow <input type="checkbox"/> Stacked <input type="checkbox"/> Upright <input type="checkbox"/> Niche Door <input type="checkbox"/> Foot Marker (FOH only)					<input type="checkbox"/> Blackie <input type="checkbox"/> Cayley <input type="checkbox"/> Davisburg <input type="checkbox"/> Foothills <input type="checkbox"/> Gladys Union <input type="checkbox"/> Pine Creek <input type="checkbox"/> Work Onsite <input type="checkbox"/> Work Offsite

MEASUREMENTS IN INCHES (see reverse for maximum sizes)	MATERIAL	LENGTH (l)	WIDTH (w)	HEIGHT (h)	THICKNESS (t)
Monument Size (Flat, Upright, Pillow)	<input type="checkbox"/> Bronze <input type="checkbox"/> Granite <input type="checkbox"/> Marble				
Base (Upright, Pillow)	<input type="checkbox"/> Bronze <input type="checkbox"/> Granite <input type="checkbox"/> Marble				
Foundation Size – in ground (FOH and Flat):	<input type="checkbox"/> Concrete <input type="checkbox"/> Granite <input type="checkbox"/> NA				

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

VASE (Recommended): ON flat monument ON upright monument NONE
Drilling and pinning into ribbon is not permitted for any installations. Intended Adhesive

Proof Attached
(dimensions included on copy of proof and signed by Licensee or Legal Representative)

SECTION B – Licensee/Legal Representative: Executor Spouse Legal Province Other _____

Title: Mr. Mrs. Ms. Miss Name: _____
Address: _____ Phone Number: _____
Email: _____

Monument Inscription Conflicts:
 I (licensee/legal representative) am aware that the double-sided monument on this application may be obscured by an adjacent upright monument now or in the future; and in the case of a flat monument, may be adjacent to a double-sided monument now or in the future.

- NOTES:**
- Niche Doors – Nothing is permitted to be adhered to Niche Doors (mementos, pictures, vases, flowers, etc.)
 - After installation, **owners** of the monuments are responsible for any damages to the monument and concrete foundation. Purchasers are advised to add all monuments to their homeowner insurance policy. **SEE NEXT PAGE for more information →**

Signature _____ **Date:** _____

SECTION C – Deceased’s Information:

Title: Mr. Mrs. Ms. Miss Surname: _____ Given Names: _____
Date of Death: _____

SECTION C - Monument Company, Summary of Payment: Permit Fee: \$150.00 GST: \$7.50 Total: \$157.50

METHOD OF PAYMENT: Cash _____ Cheque _____
I/We (Monument Company) 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 submitted design and specifications within the provisions of the Cemeteries Bylaw and Cemetery Guidelines (that my change from time to time) full details on next page →.

- Incomplete or unsigned forms will not be processed. **Current form is available at FoothillsCountyAB.ca**
- Monument Work Permit application must be complete and accompanied by payment.
- Application must be approved **before** fabrication or inscription of monument or niche door.
- Applications are accepted year-round, **see NEXT PAGE for installation dates →**
- **Three (3) full working days’ notice** to Foothills County is required for installation request.
- Permit Number will be issued upon confirmation of installation booking.
- Monument Company is solely responsible for costs associated with work that does not comply with the Monument Work Permit.
- Monument Company is responsible for **all** transportation and installation costs related to monuments.
- Monument Company is responsible for **all** transportation costs associated with the Niche Door inscriptions.

Signature: _____ **Date:** _____

INTERNAL OFFICE USE ONLY:	Date	Install Date: _____	Inspection Date: _____
Application Received: _____		Foothills County Representative Initials: _____	
Permit Active On Date: _____			

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.

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.

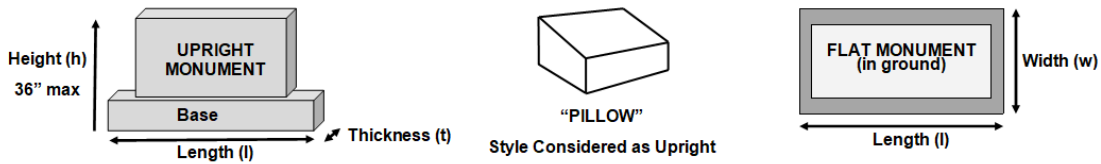
Subject to the Act, the Manager may restrict the placement of or remove and dispose of any structure, object or thing placed on a grave site or elsewhere in a Public Cemetery:

- (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 SIZE ALLOWANCES:

Type of Plot	Blackie, Cayley, Davisburg, Gladys Union and Pine Creek Cemeteries	Foothills Cemetery Highlands	Foothills Cemetery Traditional
UPRIGHT - No Ribbon; Maximum Height 36" including base; Thickness 24"; In-ground Foundation maximum depth 6"			
Single Full Size	36" (l) x 36" (h) x 24" (t)		
Double Side by Side: Mid-line of Monument on dividing line between 2 plots	72" (l) x 36" (h) x 24" (t)		
FLAT - No Ribbon (Includes the recommended 2" concrete border)			
Single Full Size	36" (l) x 24" (w)		36" (l) x 24" (w)
Double Side by Side: Mid-line of Monument on dividing line between 2 plots	42" (l) x 24" (w)		42" (l) x 24" (w)
Children (0-3yrs)			20" (l) x 12" (w)
Cremation Single			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 12" (w)	
Double Side by Side: Mid-line of Monument on dividing line between 2 plots	72" (l) x 18" (w)	72" (l) x 12" (w)	
UPRIGHT - Ribbon; Maximum Height 36" – including 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 on dividing line between 2 plots	72" (l) x 36" (h) x 18" (t)	72" (l) x 36" (h) x 12" (t)	

Veterans: Standard Department of Veteran's Affairs Upright Monument at Top of Grave required in Foothills Cemetery Fields of Honour; optional in County Cemeteries (Contact Cemetery Specialist)

Veteran's Spouse: 18" x 18" Flat Monument at the Foot of Grave.

Monument Installations:

1. Monument Installation is permitted between **May 1** and **September 30** of each year, weather permitting.
2. Niche Doors may be installed year- round, weather permitting.
3. The Application must be signed, and the Monument Installation Permit Number must be issued by Foothills County **BEFORE** a monument is eligible for installation.
4. **Monument work and installation must be conducted by a Monument Company.**
5. **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.**
6. 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.**
7. 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.