

Chapter 3: Memorials, Monuments and Markers

The erection and placement of memorials, monuments, markers, headstones, footstones, and mausoleums shall be subject to the supervision and approval of the city. A memorial permit is required of all installations prior to any work beginning in the cemetery. All patrons are strongly encouraged to apply for and receive a memorial permit from the city before purchasing any memorial, monument, or marker.

Memorial permits are issued by the Cemetery Director after a permit application has been received and reviewed. The fee for a memorial permit is set from time to time by the Mayor and City Council. The purpose of the memorial permit is to evidence the approval of the city that the memorial to be installed meets all regulations and requirements of the city. Various sections of the cemeteries have differing memorial requirements, and therefore an examination of the memorial design or plan is required to determine compliance with cemetery rules and standards.

The first step in placing a memorial, monument, or marker in the cemetery is the completion of a Memorial Permit Application. This application form may be obtained from the Customer Service Center, from the Cemetery Director, or on the cemetery website, www.elbertoncemeteries.com. This application is filed with the Cemetery Director either in person, by mail, or by electronic means such as email or facsimile. Permit applications are promptly reviewed, and a decision will be communicated within five business days to the applicant.

Definitions of Memorials, Monuments, and Markers (§ 12-1).

Memorial means a monument, tombstone, grave marker, tablet or headstone identifying a grave or graves or a name plate or inscription identifying a crypt to preserve remembrance.

Monument means a large memorial for use on family lots and commonly inscribed only with the family name.

Marker means a small individual memorial placed at either the head or foot of a grave. This may be made of one or more pieces, and is sometimes referred to as a headstone or footstone.

Mausoleum means a structure or building for the entombment of human remains in crypts in a place used, or intended to be used, for cemetery purposes.

General Requirements and Restrictions (§ 12-35; § 12-9; § 12-33).

- a. Only one monument will be allowed for a two-grave space. Only one marker will be allowed on any one grave.
- b. The locations of memorials on lots must be approved by the Cemetery Director. This is evidenced in writing and only with a memorial permit.
- c. The city shall not be financially responsible for any loss or damage to any memorial caused by thieves or by windstorms or any other act of God or the common enemy.
- d. *Grave slab ledgers* are permitted in some older sections of city cemeteries. They are not permitted in the 8th, 10th, 11th, and 12th Additions of Elmhurst Cemetery, and they are not permitted in the Elberta, Sunrise, and Sunset Sections of Lincoln Heights Cemetery.
- e. *Benches* are permitted in some older sections of city cemeteries. They are not permitted in the 8th, 10th, 11th, and 12th Additions of Elmhurst Cemetery, and they are not permitted in the Elberta, Sunrise, and

Sunset Sections of Lincoln Heights Cemetery. Benches may be allowed in these new sections if they are a part of, and incorporated into, the lot monument.

- f. *Coping* is permitted in some older sections of city cemeteries. *Coping* is not permitted in the 8th, 10th, 11th, and 12th Additions of Elmhurst Cemetery, and it is not permitted in the Elberta, Sunrise, and Sunset Sections of Lincoln Heights Cemetery.
- g. No curbing, fencing, or enclosure of any sort shall be erected on, in, or around any burial lot. Hedges, walls, coping, wooden trellises, iron fences and post and chains for the purpose of enclosure of lots are prohibited. Curbing by the cemetery roads is allowed, but it may only be installed by the Department of Public Works at fees set forth for that service.
- h. Any statues, sculptures or figurines placed on a cemetery lot must be approved by the Cemetery Director prior to installation through the permit process. Photographs or drawings of such structures may be submitted for approval in advance of purchase. Any statue, sculpture, or figurine must be tasteful and suitable for display in a public cemetery in the sole judgment of the Cemetery Director. The city will attempt to ensure that such structures do not depreciate the value of surrounding cemetery lots.
- i. No lots will be allowed to be paved or covered with gravel in the 8th, 10th, 11th, and 12th Additions of Elmhurst Cemetery, and it will not be allowed in the Elberta, Sunrise, and Sunset Sections of Lincoln Heights Cemetery.
- j. The planting of flowers and shrubs or any other effort to improve or beautify any lot within a municipal cemetery shall be done only after the plans for such work shall have been submitted to and approved in writing by the Cemetery Director. Nothing contained in this paragraph shall be construed to prohibit the decoration or adornment of any grave site with potted or cut flowers or plants.
- k. No grave mounds will be permitted in municipal cemeteries.
- l. Beginning at the north entrance gate of Elmhurst Cemetery and running 300 feet west, more or less, a section of the cemetery is reserved for mausoleums. This section will be bordered on the south by an existing access road which parallels this section for the prescribed distance. Mausoleums to be placed at a location other than in the reserved area must be approved for that location by the city through the memorial permit process. Special care must be taken with the siting of mausoleums so that the opening and closing of the doors or crypts can be accomplished without impacting the adjoining grave lots or spaces. Therefore, mausoleums normally are sited only next to existing access roads or in the section reserved for mausoleums.
- m. All cemetery structures must be approved in writing by the Cemetery Director prior to their installation. Cemetery structures include, but are not limited to, monuments, markers, headstones, corner markers, gates, fences, walls, coping, cradles, slabs, ledgers, statues, benches, vases fountains, bird baths, flagpoles, signs, fountains, trash receptacles, crypts, mausolea, columbaria, buildings, and any hard scape constructed or placed within a cemetery.
- n. No monument, headstone, vault, mausoleum, marker or other similar structure that is offensive or unreasonably interferes with the maintenance and care of burial spaces or detracts from the appearance and dignity of the cemetery shall be erected, placed or maintained in the cemeteries.
- o. Arrangements must be made to replace any monument or marker temporarily moved for a burial service. All monuments or markers temporarily moved must be replaced within seven days of moving.

Requirement for Memorial Permit (§ 12-31; § 12-33).

No memorial may be placed in the cemetery until the seller, owner, or donor thereof has furnished to the city, on a form to be furnished by the city, the following information, and until the city has issued an approved permit in writing for the erection of such memorial:

1. Lot and grave numbers or other designation
2. Trade name of material
3. Name of quarrier and manufacturer
4. Inscriptions and family name
5. Sketch of proposed memorial, showing size, type, and location of all lettering and carving
6. A certificate, properly executed, setting forth that the memorial is free from sap, foreign substance or flaws which will cause stains, discoloration, checks, or cracks; provided, however, that artificial coloring may be utilized in the lettering or design of a memorial and such certificate need not relate to any such artificial coloring.

The permit required for the erection of any memorial or unit in the cemetery shall be obtained in advance of beginning work from the Cemetery Director. The charge for each permit shall be established from time to time by the Mayor and City Council.

No monument, mausoleum, headstone or marker shall be erected until a blueprint or scale drawing together with complete specifications have been approved by the city, and until other applicable requirements are met. The city reserves the right to refuse or prohibit the erection of, as well as to remove, any marker, monument or mausoleum erected, if, in the sole judgment of the city, such memorial is not in compliance with the intent of the rules and regulations of the cemeteries.

Foundation Requirements for Memorials (§ 12-32).

A suitable foundation will be required for all markers, monuments, or mausoleums placed in municipal cemeteries. All foundations for memorials placed in the cemetery shall be constructed at the sole expense of the permit applicant. Memorials shall not be set until a monument permit has been given by the city.

No foundation will extend higher than grade level, and each foundation shall be a minimum of four inches wider than the base of the monument or memorial on all sides.

Specifications and Requirements for Memorials (§ 12-34).

- a. *Material.* All memorials shall be constructed of only first quality granite or marble. Lettering, appropriate ornaments, or plaques of bronze or aluminum are acceptable.
- b. *Maximum Size.* The front face area of a monument shall not exceed 15 percent of the square foot area of the lot, which equates to 9 square feet per grave space.
- c. *Height.* In addition to the maximum size restriction above, no memorial may be erected which is taller than 15 feet from the ground level.
- d. *Finishing.* All monuments must be finished in a manner consistent with current acceptable manufacturing practices. Rock pitch finish is recommended for the sides of monument bases. This recommendation is made to minimize potential damage from maintenance and grave digging equipment.
- e. *Lettering.* The size of lettering on monuments shall be commensurate with the size and in keeping with the design of the monument. Relief lettering will not be permitted on markers flush with the ground.

- f. *Corner Markers.* All corner markers shall be six inches by six inches in size and shall be set flush with surrounding ground level on the inside corner of the plot or lot being marked.
- g. *Thickness.* The thickness of any monument shall be at least six inches for the tablet and will require two dowel pins. Thickness above six inches will not require dowels.
- h. *Single Grave Lots.* Single grave lots shall have only one marker either at the head or foot of the grave, but not both, unless a special marker is used to recognize military or public service. For a single grave lot, the minimum base size for a single grave lot marker is 20 inches in length and 12 inches in width, and the maximum base size is 36 inches in length and 24 inches in width.
- i. *Family Grave Lots.* Except for monuments of special design, the following minimum and maximum dimensions must be observed for the monument base:

	<u>Minimum base length x width</u>	<u>Maximum base length* x width</u>
Two grave lots	48 inches x 12 inches	72 inches x 24 inches
Four grave lots	54 inches x 14 inches	96 inches x 24 inches
Six grave lots	54 inches x 14 inches	120 inches x 24 inches
Eight or more grave lots	60 inches x 14 inches	144 inches x 24 inches

*Note that these base length maximums are for grave lots where the individual spaces are side-by-side, and not head-to-toe. Head-to-toe lots are restricted to the side-by-side length only. For example, an eight grave lot that is four graves long and two graves wide would be restricted by the four grave lot maximum above.

- j. *Head or Foot Markers.* Markers on family lots may be placed at the head or foot of the grave, whichever is appropriate for the lot layout. Markers placed at the head or foot shall be flush with the ground level, provided that the Cemetery Director may waive this requirement in older sections of the cemeteries to allow memorials that conform with those already erected. Markers must be 12 inches by 24 inches in size.

Responsibilities of Monument Companies.

Monument companies or stone installation agents shall be responsible for any stone or turf or other damage to property incurred during the process of stone installations. In no event shall the removal of excess material result in the damage to surrounding lots, cause ruts to develop, cause damage to surrounding trees, shrubbery, flowers, or monuments. In the event of such damage the person responsible or the permit applicant shall pay the cost of repair of such damage.

The removal of all excess material resulting from the installation of a monument or marker base shall be the responsibility of the person making such installation. If all such removal is not completed within seven days from date of installation, the city may remove the same and charge all costs therefore to the party obtaining the memorial permit.

Hours for Stone Work and Other Activities.

No work shall be done on Saturdays, Sundays, or adopted city holidays without the approval of the Cemetery Director. Hours for stone and memorial installations will be Monday through Friday, 8:00 a.m. to 5:00 p.m.