



**Bear Butte Cemetery  
(Monument Setting Policy)**

Effective Date: March 12, 2008

**MONUMENT PERMIT:**

A permit shall be required before placement, repair, etc. of monuments/markers in Bear Butte Cemetery. There is no fee for the monument permit, however; failure to obtain a monument permit could result in a penalty fee of \$50.00 to the Monument Company or person setting the monument. Lots shall be located and marked by cemetery staff.

**INSTALLATION OF MONUMENTS ON UNLEVEL TERRAIN:**

The top of a foundation shall have no less than two (2) inches extending up above the highest point of natural ground level. Foundations extending more than (2) inches shall be approved through the monument permit process. The base of a foundation shall extend into the ground no less than two (2) inches at the lowest point of natural ground level. All four (4) sides of the foundation shall be of the same thickness.

The concrete foundation shall be constructed with sufficient strength to be moved and/or support heavy equipment working on or around it. The exposed concrete shall have a professional finish without any blemishes or defects. The foundations shall be installed level in all directions. The installer shall be responsible for determining the natural slope of the lot or lots and monuments shall be installed accordingly.

City of Sturgis – Bear Butte Cemetery  
1057 Dudley Street  
Sturgis SD 57785  
Phone: 605-347-3916 / Fax: 605-347-3516  
[BRagels@sturgisgov.com](mailto:BRagels@sturgisgov.com)



**Monument Design Authorization Form  
Bear Butte Cemetery**

\*This form is a request of approval for acceptance of any monuments/markers and/or foundations in Bear Butte Cemetery. There is no charge for the monument design permit, however; failure to obtain permission may result in rejection of a monument/marker/foundation. All monuments/markers and/or foundations (new or replacements) are subject to approval by the City of Sturgis Parks Director prior to any construction. If approval is granted for the design you have submitted, a signed copy of this permit will be given to the monument company responsible for the monument/marker/foundation. Once a permit of approval has been received, you may proceed with construction.

Date of Request: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Name(s) on Monument: \_\_\_\_\_

Location: Section \_\_\_\_\_ Lot(s) \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_

Type of Monument: New \_\_\_\_\_ Replacement \_\_\_\_\_

Description, size, placement of monument/markers and foundation:

Monument Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/PO Box City State Zip

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

\*Monument Design Permit must be submitted to the City of Sturgis Parks Department prior to the construction of all monuments/markers or foundations for Bear Butte Cemetery. Please submit this form with a sketch of the design proposal and complete description to:

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**Monument Design Authorization Form**  
**Bear Butte Cemetery- continued**  
(This page completed by City of Sturgis)

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Location: Section \_\_\_\_\_ Lot(s) \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_

Notes:

Monument to be centered t top of grave.

Foundation shall be installed as per Bear Butte Cemetery policy.

**\*The foundation shall not exceed 48" x 24" and shall include 4" wash on all sides\***

The top of the foundation shall have no less than 2" extending up above the high west point f natural ground level.

Foundations extending more than 2" shall be approved through the monument process. The base of the foundation shall extent into the ground no less than 2" at the lowest point of the natural ground level. All four sides of the foundation shall be of the same thickness.

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_