

MONUMENT PERMIT - BEAR BUTTE CEMETERY

SUBMIT FORM TO: ahart@sturgisgov.com OR FAX: 605-347-3516

PLOT OWNERSHIP INFORMATION

Name of Deceased:

Plot Owner Name or Representative:

Phone:

MONUMENT COMPANY INFORMATION

Monument Company:

Address:

City:

State:

Zip:

Contact Person:

Phone:

Email:

Monument Information

****Location information *MUST BE* completed. If you need assistance, please call (605) 347-3916.**

**Location	Sec.	Lot	☐ Single	☐ Double	
Type of Work	☐ New	☐ Replace	Type of Monument	☐ Flush/Grass Level	☐ Upright

Date Installation or Repair will take place:

A permit is required before placement or repair of all monuments, markers or foundations. There is no charge for the permit, however failure to obtain an approved permit will result in the removal of the monument at the monument company's expense, and a penalty fee of \$50.00 will be assessed.

Requests for monument permits must be submitted to the City of Sturgis at least 7 days prior to the installation date, and no installation shall take place before the permit has been approved.

All monument locations must be marked by Bear Butte Cemetery personnel based on the information provided on this permit. The City of Sturgis will not be responsible for any information submitted that is not correct.

Sketch a diagram below of grave space(s) showing placement of monument(s) on the space. Include measurements of the foundation, base and tablet or attach proof sheet:

FOUNDATIONS

The Bear Butte Cemetery Memorial Maker Rules and Regulations require that all monuments, markers, headstones be installed on a foundation in accordance with the following specifications:

- Foundation shall not exceed 48"W (single) 108"W (double) x 24"D and include a 4" wash on all sides.
- Foundations, whether single or double, shall leave a minimum of 6" space between foundation and edge of burial lot.
- Foundations shall not be more than 2" maximum above ground level at its highest level.
- Monument Company shall be in compliance with all Bear Butte Cemetery Policies.

FOR CITY USE ONLY

☐ Approve

☐ Denied

Remarks:

Approval Signature:

Date: