



**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
AHart@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 Work: New _____ Replacement _____

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

Monument Company: _____

Address: _____
Street/PO Box

_____ City State Zip Code

Phone: _____ Fax: _____

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

City of Sturgis - Bear Butte Cemetery Office
1057 Dudley Street Sturgis, SD 57785
Phone: 605-347-3916 / Fax: 605-347-3516
ahart@sturgisgov.com

Monument Design Authorization Form Bear Butte Cemetery - continued

(This page to be completed by the City of Sturgis)

Date Received:

Received by:

Location: Section _____ Lot(s) _____ Single ____ Double ____

Notes:

Monument to be centered at top of grave.
Foundation shall be installed as per Bear Butte Cemetery Policy.*

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

*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 process. The base of foundation shall extend into the ground no less than two (2) inches at the lowest point of the natural ground level. All four (4) sides of the foundation shall be of the same thickness

Approved _____

Denied _____

Signature: _____ Date: _____

Name: John Rasch
(please print)

Title: Cemetery



Monument Setting Permit - Bear Butte Cemetery

*A Permit is required before placement, repair, etc. of all monuments/markers and/or foundations in Bear Butte Cemetery. There is no charge for the monument permit, however; failure to obtain a permit may result in removal of said marker and a penalty fee of \$50.00 to the Monument Company responsible for the placement of said monument/marker and/or foundation.

All Cemetery lots shall be marked by Bear Butte Cemetery personnel and approval of Monument Setting Permit shall be received before installation of monuments/markers and/or foundations. Monument Companies shall be in compliance with the Bear Butte Cemetery Monument Policy.

Monument Company: _____

Address: _____
Street/PO Box

_____ City State Zip Code

Contact Person: _____

Phone: _____ Fax: _____

Name(s) on Monument: _____

Location: Section _____ Lot(s) _____ Single ___ Double ___

Type of Monument Work: New: _____ Replacement: _____

Work will take place approximately (Date): _____

Description and placement of monument/markers or foundation:

(To be completed by the City of Sturgis)

Remarks: _____

Approval Signature: _____ Date: _____

Printed Name: _____ Title: _____

*Monument Permit must be submitted to the City of Sturgis at least seven working days prior to the installation of the monument/marker.

Please do so by submitting the form to:

City of Sturgis - Bear Butte Cemetery Office
1057 Dudley Street, Sturgis, SD 57785
Phone: 605-347-3916 / Fax: 605-347-3516
ahart@sturgisgov.com