



# Oak Park Cemetery

## Application for Grave Marker and Foundation Setting

*\$50.00 Staking Fee Per Space*

Date: \_\_\_\_\_ Applicant/Lot Owner: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Daytime #: \_\_\_\_\_

Burial Location: Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Space: \_\_\_\_\_

Check here if family will be setting marker  Applicant Signature: \_\_\_\_\_

### Monument Company Certification

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

Address: \_\_\_\_\_ Daytime #: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

**Required Information:**

**Flat Marker:**

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Material \_\_\_\_\_ Cement Footing is required and will be installed \_\_\_\_\_

**Will Flat Marker include vase?** No \_\_\_ Yes \_\_\_ If yes: Diameter \_\_\_\_\_ Height \_\_\_\_\_ Material \_\_\_\_\_

**Upright Monument:**

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Material \_\_\_\_\_

**Base:**

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Material \_\_\_\_\_

**Vase:**

Diameter \_\_\_\_\_ Height \_\_\_\_\_ Material \_\_\_\_\_

**Foundation:**

Length \_\_\_\_\_ Width \_\_\_\_\_ Material \_\_\_\_\_

**OFFICE USE ONLY**

City Secretary has reviewed and approved the preliminary sizing of marker or memorial submitted:  
 Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Drawings of Marker provided:

Drawings of Foundation provided:

\_\_\_\_\_  
Signature (Monument Company Employee)

\_\_\_\_\_  
Title

### Permit for Burial Space Marker and Foundation – City Engineering Office Use Only

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

I hereby certify that the foregoing information is sufficient and that the described marker and foundation complies with the City's requirements; that the space has been marked; and further that the necessary permit fee has been paid.

\_\_\_\_\_  
Engineer or Appointee **Printed Name**

\_\_\_\_\_  
Engineer or Appointee **Signature**

## The City of Alvin Requirements for Grave Markers:

### Placement of Memorials/Markers

- A permit must be approved by the City Engineer or appointee before placement of memorial/marker.
- Flat and upright grave memorials/markers will be allowed in all sections of Oak Park Cemetery.
- Grave markers/memorials shall be composed of (pure) granite, marble, bronze; or combination thereof.
- All grave markers/memorials must be installed on a concrete foundation.
- Upright grave markers/memorials within Section 5 shall not exceed the following dimensions: forty-two (42) inches in width (left to right); and forty-two (42) inches in height (top to bottom) including the base.
- Upright memorials shall be placed at the top, or head of grave space.
- One upright memorial **or** flat memorial **and** one foot marker will be permitted per single grave space.
- A bench may be used as an upright memorial/marker.
- It is not permitted to have both an upright memorial/marker and a bench on grave space.
- A companion memorial may be placed upon two grave spaces and may not exceed the following dimensions: ninety-eight (98) inches in width (left to right); and sixty (60) inches in height (top to bottom), including the base.
- Upright memorials must be permanently adhered atop a base made of (pure) marble or granite and must be no less than its length (left to right) plus six inches and its width (front to back) plus six inches, unless said upright is at least 10 inches in width. If an upright memorial is 10 inches in width (front to back) or larger, a base is not required.
- All markers are to be constructed in such a manner as to permit the mowing, trimming and other care of the lawn and foliage in the cemetery.

### Foundation Requirements

- Flat markers shall be installed with concrete footing. Footings do not need to be inspected prior to installation.
- For upright monuments, a permit must be approved by the City Engineer or appointee **before** and **after** the foundation is poured.
- Foundation size and construction will be no less than the length and width of the marker/memorial or base of such, and a minimum of 4 inches thick.
- Foundation should be formed with 1x4 or 2x4 lumber with an inside dimension of that form at least the size of the marker or monuments base, and no larger than 1" longer or 1" wider than said base.
- Within the foundation, there will be one concrete pier for every two feet of length of the foundation. Each pier will be 6"- 8" in diameter, a minimum of 24" deep from the bottom of the foundation and with straight or bellbottom sides; Piers may be shallower only if they rest completely atop the concrete burial vault.
- All foundations will contain steel reinforcing rods or mesh and piers will be connected to the foundation with at least one reinforcing rod, but not more than three.
- Foundation must be square and level before and after concrete pour.
- **Foundation concrete must cure a minimum of 24 hours before setting the monument.**
- The installer must remove all forms and excess concrete before memorial installation and all gaps and voids between the existing ground and new foundation filled after memorial installation is completed.

### Placement of Benches

- The permanent placement of benches shall be allowed upon approval of permit.
- Benches must be made of (pure) marble or granite and erected upon a concrete engineered foundation.
- Bench dimensions and placement upon said gravesite must be approved by City Secretary.
- Benches used as an upright memorial must be placed at the top or head of the grave.
- The City reserves the right to refuse permission to place benches if it determines that a bench or its placement does not conform to cemetery requirements or in a position that will impede maintenance equipment. The City accepts no responsibility for the benches should they be damaged, broken or stolen.
- Only one bench per gravesite is allowed.
- Benches may be no wider (from left to right) than the grave space they mark, less 12 inches and no taller (top to bottom) than 36 inches.
- Benches currently in the cemetery will be evaluated and removed if determined to be dilapidated, a menace to the safety of persons within the cemetery, or interfere with landscaping maintenance.

### Foot Markers

Foot markers shall not exceed twelve (12) inches in width and twenty-four (24) inches in length. It must be placed at the lower end or foot of grave space and be flush with the ground. Corner markers shall not be allowed.

### Permit Required

Prior to any foundation, grave marker/memorial or bench being set in the Oak Park Cemetery, a **permit** must be obtained from the city by the organization or individual placing the marker. Permit applications may be obtained from the City Secretary's office. Each permit application shall be **accompanied by the drawings and dimensions for each** foundation, grave marker/memorial or bench. A permit shall not be issued until all applicable fees have been paid and a **certification made as to the conformity of all requirements** of the city. Foundations, grave markers/memorials or benches set in a manner contrary to the city's requirements may be removed by the city at the sole expense of the space/lot owner and shall not be reset until the space/lot owner complies with the city's requirements.