



10511 – 103 Street
 High Level, AB
 T0H 1Z0
 Ph: 780-926-2201
 Fax: 780-926-2899

Monument Permit

Application Form

No fee is required for monuments. Prior to the placement of a monument, the following conditions apply:

This Monument Form must be authorized and presented to the Town of High Level at the time of installing the monument. If this form is not presented (or a copy thereof) the monument may not be installed. Approved markers, monuments, or stones must be placed or erected by the parties concerned, but the placing or erection thereof shall be at the direction of the Town.

1. A sketch of the proposed tombstone, grave marker, ironwork, or structure outlining the height, size or base and inscription must be attached to this permit for authorization prior to approval.
2. Twelve months must elapse between the date of interment and the placing of any permanent tombstone or monument.
3. The Town, its agents or employees shall not be responsible for any damage whether wilful or accidental, to any plot, memorial tables, monument, or other structure located within the High Level Cemetery.
4. The maximum size of any **vertical** monument, tombstone, or marker are as follows:

HEIGHT	1.05m	41in
	From the surface of the ground, including the height of the base of the monument	
WIDTH	92cm	36in
DEPTH	30-38cm	12-15in

5. The maximum size of any **horizontal** monument, tombstone, or marker are as follows:

HEIGHT	1.05m	41in
	From the surface of the ground, including the height of the base of the monument	
WIDTH	92cm	36in
LENGTH	2m	78.5in

- a. The placement of a vertical monument must be centered width wise and positioned at the discretion of the Town.
6. The foundations of monuments, tombstones, or grave markers must be at least 15cm (5 inches) wider than the widest portion of the stone, and of sufficient depth to support the weight being imposed thereon with said foundation being at ground level. In no circumstance may the foundation be less than 15cm (5 inches) of concrete on top of gravel or stone.
7. All monuments shall be made of granite, marble, limestone, or bronze. No fixtures or ornaments made of any type of breakable material may be attached to any monument, gravestone, or marker.
8. Monuments shall be designed with consideration to the size and character of others on nearby plots.

CONDITIONS – ACCESSORY ITEMS

Accessory items have a limited lifespan and are not under warranty by the cemetery. Accessory items installed in northern climates are subject to extreme changes in temperature, are accessible to people, wildlife and unforeseen factors that will affect the life of the accessory item. Expect that normal wear and tear will occur. The Town shall have the authority to remove from any grave, any weeds or grass, funeral designs, vases, or floral pieces, which have become wilted, or any other articles or things, which are in the Town's opinion unsightly.

Any deviation from the above conditions shall be approved by the Town of High Level prior to any installations of markers.



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Name of Deceased		Block		Plot	
Name of Applicant		Relationship to Deceased			
Contact Information of Applicant					
Phone: Email:		Address: City/Town:		Province: Postal Code:	
Signature of Applicant				Date	
Monument Requests / Family Notes					
Requests could include any deviations to the conditions noted on the previous page					

Office Use Only					
Date Monument Permit Form Received		Date Form Processed			
Drawing / Sketch of Monument Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Service Request – Operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Service Request No.			
Service Request – Planning & Development?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Service Request No.			
Work Order Issued by Operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work Order No.			
Cemetery Master Inventory Updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initials	
Cemetery Master Map Updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initials	
Monument Installation Checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initials	
Approved by Director of Operations		Date of Issuance			

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information please contact the Municipal Clerk at 780-821-4008.