REQUEST TO INSTALL HEADSTONE / PERMANENT GRAVE DECORATION AT MT. OLIVET CEMETERY

RETURN TO: TOWN OF BUENA VISTA
PO BOX 2002
210 EAST MAIN ST
BUENA VISTA, CO 81211
BVAA@BUENAVISTACO.GOV

Name: _____ Phone: _____

Cemetery site(s) where installation will take place: _____

Headstone / Monument	Composition: _____ Dimensions: _____ Weight: _____ ☐ The Town Clerk's office must be notified at least forty-eight hours in advance of installation of a headstone. The installation must take place during regular business hours and be supervised by a member of Public Works staff. ☐ All headstones must be made of stone, synthetic stone, concrete, or other industry-standard material. Brass plaques may be used as flat markers. ☐ All foundations and headstones shall be set by a licensed memorial company or grave headstone company. ☐ Grave markers shall contain at minimum the name of the deceased, the date of birth, and the date of death. ☐ Grave markers shall be permanently placed in the ground. Grave markers are limited to one upright marker (headstone) per grave site, and one flat marker per interment (allowing for up to nine flat markers per grave site). ☐ Concrete footers (a slab placed at the foot of a grave) are prohibited. ☐ For Blocks 45 – 87, a base shall be placed flush to the ground under each headstone. Such base shall extend at least 8 inches in all directions from the headstone.
Enclosure	Composition: _____ Dimensions: _____ ☐ Enclosures must be constructed of durable material. Iron or steel is preferred but good-quality wood is also allowed. Plastic fencing is not permitted. ☐ Enclosures must not exceed 4' in height. ☐ For blocks 45 – 87, no curb or similar enclosures shall be constructed, placed, or maintained around any cemetery site or group of sites.
Landscaping	Description: _____ ☐ Flowers, trees, and shrubs may be planted upon grave sites. Keep in mind future intended use of the site(s) when planting shrubs and trees, as they may grow to a size that will hinder later interments. ☐ The Town reserves the right to remove trees, shrubs, and other plantings on grave sites which become dangerous or detrimental to the adjacent grounds because of encroachment of roots or branches.
Bench	Composition: _____ Dimensions: _____ ☐ Benches must be constructed of iron, steel, or wood. Plastic benches are not allowed. ☐ Benches may only be installed on sites owned by the individual(s) who are placing the benches. Benches may not be located on cemetery roads, in the aisles between blocks, or on nearby gravesites owned by other individuals or the Town.

Please submit additional sheets/diagrams as necessary. Call 719-395-8643 with questions.

For office use only

Date application submitted: _____ Reviewed by: _____ Approved as-is ☐

Approved with the following stipulations: