



# 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  
DEPUTYCLERK@BUENAVISTACO.GOV

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cemetery site(s) where installation will take place: \_\_\_\_\_

<i>Headstone / Monument</i>	<p>Composition: _____ Dimensions: _____ Weight: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> All headstones must be made of stone, synthetic stone, concrete, or other industry-standard material. Brass plaques may be used as flat markers.</li> <li><input type="checkbox"/> All foundations and headstones shall be set by a licensed memorial company or grave headstone company.</li> <li><input type="checkbox"/> Grave markers shall contain at minimum the name of the deceased, the date of birth, and the date of death.</li> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Concrete footers (a slab placed at the foot of a grave) are prohibited.</li> <li><input type="checkbox"/> 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.</li> </ul>
<i>Enclosure</i>	<p>Composition: _____ Dimensions: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enclosures must be constructed of durable material. Iron or steel is preferred but good-quality wood is also allowed. Plastic fencing is not permitted.</li> <li><input type="checkbox"/> Enclosures must not exceed 4' in height.</li> <li><input type="checkbox"/> For blocks 45 – 87, no curb or similar enclosures shall be constructed, placed, or maintained around any cemetery site or group of sites.</li> </ul>
<i>Landscaping</i>	<p>Description: _____</p> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> </ul>
<i>Bench</i>	<p>Composition: _____ Dimensions: _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Benches must be constructed of iron, steel, or wood. Plastic benches are not allowed.</li> <li><input type="checkbox"/> 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.</li> </ul>

**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: