



# Maple Hill Cemetery Foundation Permit

(Section 26 Municipal Code)

CITY OF EVANSVILLE

31 S. Madison St, PO Box 529, Evansville, WI 53536

(608) 882-2266 – Fax (608) 882-2282



Permit Fee: \$75.00

APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN

## CEMETERY INFORMATION

Lot Owner Name:

Applicant Name (if Different than above):

Relationship to lot Owner:

Address:

Phone Number:

Email:

Deceased Name:

Date of Death:

Section:

Block:

Lot:

Space(s):

I, the undersigned, who represents that he, she or they is/are the sole and exclusive owner or owner's personal representative of the right of burial in the grave or lot described above hereby authorizes and requests the City of Evansville to permit installation of the monument/marker as described in this application, and the construction of a foundation, and hereby agrees to all the terms, conditions and other provisions as set forth in Sec. 26 of the City of Evansville's Municipal Code. I further agree to hold harmless and indemnify the City of Evansville from any claim I have made as being owner and/or owner representative.

Signature:

Date:

## Monument Company

Monument Company:

Contact:

Address:

Phone:

Email:



Monument Row

Size:



Marker Row



Single



Double

Size:

Is this Monument or Marker acting as an inurement? ☐ Yes ☐ No

If Yes, a Burial permit is required along with copy of Certificate of Cremains

Foundation Size:

**A sketch of the monument or marker must be included with this application**

This permit covers the installation of one monument/marker per lot or one marker per grave. Each monument/marker requires a permit. Applicant shall also be required to remove any excess dirt, materials or other debris from the cemetery plot, cemetery property and any other area owned by the City. The site shall be left in a neat, clean and orderly manner.

The monument company or installer shall abide by all rules and regulations of the City of Evansville Maple Hill Cemetery. If a monument/marker is placed before the City Clerk issues a Foundation Permit for the monument/marker, the City may, at its sole discretion, remove the monument/marker at the expense of the owner of the cemetery lot on which it was placed.

Chapter 29 of the Evansville Municipal Code specifies all the laws and requirements which you are governed by and with which you must comply. Evansville Municipal Code Sec 26-113 is outlined on the back of this application. You further acknowledge that you must know the rules and regulations and the City Clerk's office will provide a copy of the full ordinance if you desire a copy. By signing this permit, the company and family certify that all of the above statements and information are true and correct.

Signature:

Date:

**The following are the requirements for placing a grave marker or monument in  
Maple Hill Cemetery per Sec 26-113 of the Municipal Code.**

- (a) Only one marker shall be allowed per grave, set in accordance with the rules of the cemetery. A double marker covering two spaces constitutes two markers.
- (b) Only one monument shall be allowed per lot, set in accordance with the rules of the cemetery.
- (c) Every memorial of any type will require an adequate concrete foundation.
- (d) All monuments and markers shall be of bronze or granite and no vertical joints therein shall be permitted. No monument or marker constrained of any other materials may be erected in the cemetery.
- (e) All foundations for monuments and markers and other structures must be of sufficient depth and stability to support the proposed structure. The foundations shall be flush with the ground matching the grade of the gravesite.
- (f) No monument or marker may be erected until the foundation therefore has been approved by the Cemetery Sexton or the PWF and a written permit granting such approval has been issued by the City Clerk. If a monument or marker is placed before the City Clerk issues a foundation approval permit for the monument or marker, the city may, at its sole discretion, remove the monument or marker at the expense of the owner of the cemetery lot on which it was placed.
- (g) Foundation work in the cemetery shall be done by approved monument salespersons under the supervision of the Cemetery Sexton or the PWF.
- (h) Monuments or markers shall be of a size no larger than 16 inches high by 36 inches long and 12 inches wide/depth for a single marker and 16 inches high by 48 inches long and 12 inches wide/depth for a double marker.
- (i) No monuments, markers, or burials shall be placed in the walkways.
- (j) The owner of a cemetery lot or space or a monument vendor may apply to the City Clerk for a written permit granting approval of a foundation for a proposed monument or marker. The city council shall by resolution establish and may from time to time adjust the fee for a foundation approval permit, the amount of which is set forth in appendix A. When application for a foundation approval permit is submitted, the applicant shall pay the fee to the City Clerk. If application is made after the monument or marker is placed, the applicant shall pay the City Clerk twice the amount of the fee charged for timely applications.
- (k) The exterior panel of a niche shall be able to accommodate: i. an engraving of the name, date of birth, and date of death of the inurned in the font provided on Addendum A. ii. an optional engraving of an official emblem from the list on Addendum A, or any officially recognized symbol. iii. An optional photo of the inurned no larger than 3" oval or a military service plaque no larger than 3" in diameter
- (l) No attached appliques are allowed on the exterior panel of a niche with the exception of (k) iii above.
- (m) All memorials acting as inurnments shall require a burial permit per Municipal Code Sec. 26-82 and foundation permit per section 26-113(f).

**FOR MUNICIPALITY USE ONLY BELOW THIS LINE**

**Cemetery Sexton or Public Works Foreperson:**

**Recommend** \_\_\_\_\_ **Non-Recommend** \_\_\_\_\_ **Recommend with conditions** \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**City Clerk's Office Recommendation and Comments:**

**Approve** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Approval with conditions** \_\_\_\_\_

\_\_\_\_\_  
City Clerk/Deputy Clerk's Approval Signature

\_\_\_\_\_  
Date

**Notes and Receipt Information:**