

**CITY OF CEDARBURG
POLICY/PROCEDURE MANUAL**

SUBJECT: CEMETERY MONUMENTS AND MARKERS POLICY

PW-8

General: In order to assure consistent installation of cemetery monuments and markers within all City owned cemetery facilities, the following policy is set forth to provide procedures for the installations of said facilities.

Effective immediately, as an attachment to the **City of Cedarburg Municipal Code, Title 8, Chapter 4, Section 11, Monuments and Markers**, all installations of monuments and markers shall be installed according to the procedures set forth in this policy. It shall be the responsibility of the Cemetery Supervisor to carry out these procedures within the framework of this policy. Any proposed deviation from this policy shall be subject to the review of the Director of Engineering and Public Works, or his designee, on a case-by-case basis, subject to their approval or rejection.

- Procedure:
1. Pursuant with **City of Cedarburg Municipal Code, Title 8, Chapter 4, Section 11, Monuments and Markers**, all grave markers, monuments and foundations will be set only by a monument company, according to these regulations. Under no conditions will the City construct monument or marker bases or erect monument or markers on bases.
 2. Permit required; Pursuant with **City of Cedarburg Municipal Code, Title 8, Chapter 4, Section 11, Monuments and Markers**, all grave markers, monuments and foundations will require the issuance of a permit. The permit application will be available from the office of the Cemetery Supervisor or Public Works Secretary. The cost of the permit will be **\$25.00**, and will be non-refundable, to cover the cost of the inspection and one (1) layout of the monument or marker on the lot. Additional layouts will require an additional **\$25.00** fee.
 3. Allowable Size of Monuments and Markers; Monuments or markers on four foot wide single lots shall be limited to a maximum width of 30 inches, including the base, **and a maximum four feet in height**. Monuments or markers on five foot single lots shall be limited to a maximum width of 42 inches, including the base, **and a maximum four feet in height**. For lots of other sizes, the minimum distance between the monument/marker and lot line shall be nine inches. **Monuments over two or more lots shall not exceed five feet in height.**

4. Layout and Location; The maximum size of the foundation or footing shall not exceed 22 inches on the short dimension of the foundation, and the width of the lot on the long dimension. All foundations or footings shall be built with a 5 inch margin from the edge of the foundation or footing to the footprint of the monument or marker. The depth of the foundation or footing shall be 42". Exceptions for temporary foundations on 8 foot double lots will be allowed.
5. Materials and Methods; Footings for monuments shall be constructed of Portland Cement Concrete, minimum five (5) bag mix, and shall be air entrained concrete, with an air content of 6 +/- 1%, maximum slump of 3 inches, shall have a minimum designed 28 day compressive strength of at least 3000 pounds per square inch. 100 percent of aggregate for poured in place concrete shall pass the 3/4" sieve.

Footings shall be constructed with the use of forming for the upper 4" of the cast-in-place concrete footing. Wood forms are permitted, but must be removed after the concrete footing has cured in place. After the concrete has been placed and struck off to the required elevation, the surface shall be worked by means of a float until a thin uniform mortar surface is obtained. The surface shall then be troweled smooth with a metal hand trowel. Immediately after the water glaze or sheen has disappeared, the surface shall again be troweled smooth with a metal hand trowel. All footing edges shall be finished with an edging tool having a radius of 2 inch.

6. Removal of Forms and Clean-up; After curing of concrete foundation or footing, form work shall be removed and the area backfilled with screened topsoil, prior to setting of monument or marker.

Approved: March 29, 1999
Adopted: March 29, 1999
Revised: September 30, 2002
Revised: January 9, 2012