

CITY OF AUSTIN CEMETERIES

2800 Hancock Drive
Austin, Texas 78731
Ph: (512) 978-2320
Fax: (512) 978-2321

Email: monuments@austintexas.gov



MONUMENT APPROVAL FORM

Monument Company: _____ **Phone:** _____
Customer Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____
Space Owner/Deed Holder: Yes / No *If not, relation to deceased: _____

Existing Monument? Yes / No *If yes, at Head or Foot ?

(spouse, sibling, parent, etc.)

Specifications: (attach design)

_____ # of Pieces	_____ # of Names	_____ # of Spaces	Type _____ (flat, bevel, slant, bench, etc.)
Die Size:	Base Size:		* Setting: Head / Foot
Length: _____	Length: _____		* Vase: Y / N
Width: _____	Width: _____		* Corners: Y / N
Height: _____	Height: _____		* Traditional: Y / N

Name(s): _____

Cemetery:

- | | |
|---|--|
| <input type="checkbox"/> Austin Memorial Park | <input type="checkbox"/> Evergreen |
| <input type="checkbox"/> Oakwood | <input type="checkbox"/> Oakwood Annex |
| <input type="checkbox"/> Plummers | |

Fee: (to be completed by City of Austin)

_____ square inches
x _____ per square inch
= \$ _____

Section/Block: _____ **Lot:** _____ **Space(s):** _____

Setting Fee To Be Paid By:

- ☐ Monument Company
☐ Customer

Monument To Be Installed By:

- ☐ Monument Company (\$85.00 Inspection Fee)
☐ City of Austin (See Fees Above)

REVIEW CITY OF AUSTIN RULES & REGULATIONS FOR ADDITIONAL INFORMATION

1. Complete and submit the monument approval form. All monument fabrications must be pre-approved by cemetery staff.
Fax: (512)978-2321 or Email: monuments@austintexas.gov
2. Once the approval form has been received, then the City of Austin Cemetery staff will review the specs, verify space owner/deed holder, calculate fees, approve and send it back to the monument company within 48 hours.
3. Notify the City of Austin Cemetery of all deliveries. All deliveries must be shipped to the following:
Address: City of Austin Cemetery, 2800 Hancock Drive, Austin, TX 78731
4. Submit payment for setting or inspection prior to installation.
5. Contact the City of Austin Cemetery and schedule installation, with a minimum of 2 business days' notice.
Deliveries and settings will occur M-F between the hours of 8:00am-2:00pm only.
6. Provide proof of general liability insurance annually, if you are a monument setter.

Requested: _____ (Customer)	Date: _____
Submitted: _____ (Monument Company)	Date: _____
Approved: _____ (Cemetery Staff)	Date: _____

(Approval expires after 120 days.)