



### **Memorialists' Requirements and Fees**

A Memorial Application with site location/record fee (\$150) must be completed and approved **before starting** work on any upright monument, bench and lawn level marker installation. The application must be signed by the lot owner. All lettering and engraving is to be included on the rendering attached to the memorial application. Approval will be sent via fax or email within ten working days for Mount Olivet and Calvary, and fourteen days for Holy Cross, Old Catholic and Calvary Sections A through C.

**This will ensure that the Cemetery has the opportunity to verify these items:**

- 1. The family had the memorial privilege that is specified on the Application.**
  - 2. The given location of internment is correct.**
  - 3. The design of the marker/monument meets our Cemetery standards.**
  - 4. The memorialist/contractor has a certificate of liability insurance coverage on file with the cemetery.**
- **Memorialists' are responsible for installation of the products they sell subject to Cemetery approval.**
  - **Site location flags will be removed after 7 days.**
  - **Memorial work on cemetery grounds must be completed during the hours of 8:30 a.m. to 3:00 p.m. Monday through Friday at Mount Olivet and 10:00 a.m. to 3:00 p.m. Monday through Friday at Calvary. NO memorialist should be on the grounds after hours without specific approval from the Cemetery Office.**
  - **We require all monument companies to stop at the office for approval to begin work in the Cemetery, allow visual inspection of all markers and monuments delivered and supervision of all work performed.**
  - **NO vehicles are allowed to drive off the cemetery roads at any time.**
  - **Lawn Level markers must be a minimum of 4 inches thick.**
  - **Upright monument size requirements: Base length up to 3 foot = Minimum Base depth 6" Minimum Die/tablet thickness 6"; Base length 3 to 6 foot = Minimum Base depth 8", Minimum Die/tablet thickness 8"; Base length 6 to 10 foot = Minimum Base depth 10", Minimum Die/tablet thickness 8".**
  - **The maximum base length is 36" for a single grave with upright memorial privilege. The maximum base length for multiple contiguous spaces is 36" per grave. The base length of memorials greater than 10' must have written approval from the Director.**
  - **All monument and statues placed on upright monuments must be doweled.**
  - **The Cemetery must approve all maintenance on memorials placed in the Archdiocesan Cemeteries. Memorial dealers must notify the Cemetery office in Writing with a description of the work to be performed; Include contact information. Permission to work requests may be submitted by fax or email – please call for current email address.**

Effective January 1, 2018



### CURRENT FEES

1. To **flag a grave space** is **\$150.00**.
2. Memorials for infant graves in Mount Olivet and Calvary Cemetery Infant sections are memory ring with Grecian style vase. Catholic Cemeteries make this available to the families at the Cemeteries' cost. This provides a neater appearance to the infant sections with enhanced lawn maintenance.
3. The maintenance and repair of markers, monuments and related items must be done by the Cemetery staff or a qualified memorial company or contractor and must be approved by the Cemetery before work begins. The Cemetery is NOT responsible for injuries incurred from attempting to lift or move stones.

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