

# ***SOUTH PARK MEMORIAL DEPARTMENT***

Revised 5/11/2023

Setting Fee: **Individual Flat:** \$435.00, **Companion Flat:** \$765.00, **Full Ledgers:** \$1315.00  
Foundation Fee: \$875.00 (36x84, 36x72, 36x60)  
Flagging Fee: \$330.00 **Half Ledgers:** \$765.00  
(36x42, 28x34, 24x48)

Dear Sirs:

South Memorial Park Cemeteries have procedures in place when a memorial is ordered and to be placed for a family in one of our parks. These procedures were put in place to protect the memorial purchaser, lot owner and Outside Dealer.

Never send any monies unless requested by our Memorial Department. any monies sent to us that do not have the appropriate paperwork will be returned and could delay any work that needs to be performed.

Before ordering the memorial, you should have a current Outside Dealer Application, which has been submitted and approved by our Park Superintendent. Failure to obtain this prior to ordering may result in our refusal to allow memorial to be set, as the correct procedures were not followed.

Before calling to flag property, pour a foundation, or set a memorial, the following procedures are to be followed for South Memorial Park.

1. Outside Dealer must email or fax a current Outside Dealer Application along with a sketch, to our office. It must be signed by the Lot Owner and Purchaser. The application must have the size and material of the memorial as well as the inscription/emblems to be placed on the memorial. A sketch must accompany the application.
2. We will keep insurance information on file, it is the Outside Dealers responsibility to make sure we have a copy of their current insurance certificate. If your certificate has expired and you have not provided us with a current issued Copy, then any work will not be allowed to take place. The insurance paper(s) that must be provided is a Certificate of Liability in the amount of at least \$ 1,500.00.00 for General Liability with South Park and/or San Jacinto. being the Certificate holder (this should be listed in the bottom left hand corner of the Certificate..
3. Our Records Department will verify the property owner has signed the application and the property description is correct. They will also be checking to ensure the property where the memorial will be installed, is paid in full. We cannot approve if the property has an open balance.
4. Once verified, the application will be given to our Park Superintendent for approval. The Park Superintendent then confirms the merchandise sold can be set on the property. Once verified, he will sign approved and return signed application to Memorial Dept.
5. Memorial Department will then EMAIL or mail (WE DO NOT FAX) a copy of the approved application to the dealer (We require at least 7 day for any approvals).. Depending on the type of work performed, i.e. Setting Fee or Flagging Fee for a Flat Memorial, the paperwork will be done at the time the work is to be performed or when the memorial is dropped off.

6. We will allow all Outside Dealers to pour their own foundations as long as they have the proper paperwork, and it is signed by the correct person at our facilities. Any Foundations that are poured, that does not Have the appropriate signatures on an Authorization to Pour Form will be removed and will be required to pay the Flagging/Settling Fee again as well as redo the Foundation. We do not allow any Pre-Fabbed Foundations. The Foundations must have Pilings/Footers and Rebar.
7. If you wish to have a Lot/Space flagged or wish to set a Memorial, we require a 72-hour notice. This also includes delivery of memorial.
8. Outside Dealer Representative must report to the Cemetery Office with a copy of the approved Outside Dealer Application. If the Outside Dealer Representative has not already provided the Cemetery Office with a copy of his general liability policy to keep on file, he must do so at that time. The Park Superintendent will be then be notified and meet him at the Cemetery office or the grave location.
9. Outside Dealer representative cannot set the memorial without the presence of the Park Superintendent.
10. Outside Dealer Representative cannot set a monument, flat marker, or any other form of memorialization until the property is paid in full.

These procedures involve the Outside Dealer and Cemetery Personnel only (Families calling or making inquiries, will be referred back to the Outside Dealer involved.) The memorial purchaser and property owner will not be contacted or involved unless the Outside Dealer and South Park Cemetery Personnel see that it is necessary. This does not include our Family Service Staff or Funeral Home Staff that may have a continuing relationship pertaining to our services that we offer here at South Park.

## SUMMARY OF MEMORIALS ALLOWED

The Following Rules and Regulations are a brief Summary of our on-site Rules and Regulation policies. These Rules and regulations have been in effect since the park opened, they are as follows:

### GENERAL RULES:

1. There are numerous Sections that have specific Rules pertaining to Upright Memorials, first and foremost Certain Sections require 3 Space Monument Privilege. They are as follows: A, B, C, D, E, H, J K (where allowed), M, N, O, P, 72 (where allowed), 73, 75, 78, 79 (where allowed), Phuc Sinh Garden & Garden of Palms.  
San Jacinto is on a case-by-case basis, the Superintendent and Memorial Departments will decide upon checking with the Operations Director. There are only few Sections that allow for 2 Space Monument Privilege, they are as follows: Columns, U & Garden of Angels. These have a limited size to the Base allowed. A rule of thumb concerning 2 space Monument privilege is 85% of the Spaces in question. This applies to all monument privilege property in South Park.
2. All Flat and Upright Memorials must be made of solid Granite (no Marble, limestone, concrete etc...
3. All Memorials (Upright or Flat) have pre-designated areas where they are to be placed (no exceptions).

4. One Memorial per space (no Grandfather clauses or any other exceptions).
5. South Park Cemetery is not responsible for Foundations not manufactured by us.
6. Families are not permitted to set their own Memorials (unless they provide the proper insurance). Should they set their own Memorial we will remove it without prior notice and hold it for 30 Days, after said time has passed it may be disposed of.

#### **INFANT FLAT GRANITE MEMORIALS (ALL BABYLAND AREAS):**

1. The smallest size allowed in a Flat Granite Memorial is 16 x 8 x 4
2. The largest size allowed in a Flat Granite Memorial is 20 x 10 x 4
3. We do allow ledgers they can be no larger than 20 x 28 x 4 (must be verified with Cemetery personal)
4. All Bronze must be mounted on a Granite Base with a 2" Border all the way around (no Grandfather clauses).
5. We allow Teddy Bear and Heart Memorials Bronze Memorials, the Granite Base must meet the Requirement, in rule # 4.
6. Sub-Surface Vases are allowed, they must be 85% Bronze and mounted on a Flat Memorial and have the correct mounting hardware or mounted on a Granite Base no smaller than 12 x 12 x 4 (this is referred to as a Vase Block Unit. No gluing of any kind is allowed, or the use of Vases that require small set screws. Vases must have the proper mounting studs (rods). See Matthews line for comparison.

#### **ADULT INDIVIDUAL FLAT GRANITE MEMORIALS:**

1. The smallest size allowed in a Flat Granite Memorial is 24 x 12 x 4 (one name only)
2. The largest size allowed in a Flat Granite Memorial is a ledger (see cemetery personal sizes vary in relation to Standard Adult Interment Spaces or Lawn Crypts)
3. All Bronze must be mounted on a Granite Base with a 2" Border all the way around (no Grandfather clauses). The Granite Base may be no smaller than 24 x 12 x 4 (Bronze size 20 x 8).
4. Sub-Surface Vases are allowed, they must be 85% Bronze and mounted on a Flat Memorial and have the correct mounting hardware or mounted on a Granite Base no smaller than 12 x 12 x 4 (this is referred to as a Vase Block Unit. No gluing of any kind is allowed, or the use of Vases that require small set screws. Vases must have the proper mounting studs (rods). See Matthews line for comparison.
5. Vase Holes must be cored at the Top Center/Bottom Center of any Flat Granite Memorial (except In the case if they are manufactured 6 inches thick). Any Memorial that the Vase Hole is not in either of these locations on a Flat Memorial will be subject to replacement at the owner's expense if any crack or comer (where the Vase Hole is located), were to break off.

#### **COMPANION FLAT GRANITE MEMORIALS:**

1. The smallest Flat Granite Companion Memorial for two Side by Side Adult Interment Spaces allowed Is 30" x 14" x 4". The smallest Flat Granite Companion Memorial for a Single Adult Interment Double Depth Space is 16 x 24 x 4.
2. The largest size allowed as a Flat Granite Companion Memorial subject to approval by cemetery personnel.
3. All Bronze must be mounted on a Granite Base with a 2" Border all the way around (no Grandfather clauses). The Granite Base may be no smaller than 36" x 15" x 4 (Bronze size 32 x 11) for a Side-by-Side Adult interment Spaces or 20 x 28 x 4 Single Adult Double Depth Interment Space
4. Sub-Surface Vases are allowed, they must be 85% Bronze and mounted on a Flat Memorial and have the correct mounting hardware or mounted on a Granite Base no smaller than 12 x 12 x 4 (this is referred to as a Vase Block Unit). No gluing of any kind is allowed, or the use of Vases that require small set screws. Vases must have the proper mounting studs (rods). See Matthews line for

comparison.

5. Vase Holes must be cored at the Top Center/Bottom Center of any Flat Granite Memorial (except Ledgers). Any Memorial that the Vase Hole is not in either of these locations on a Flat Memorial will be subject to replacement at the owner's expense if any crack or corner (where the Vase Hole is located) were to break off.

#### **UPRIGHT GRANITE MEMORIALS:**

1. All Families do not have Upright Memorial Privileges (always have it researched)
2. Upright Memorials will not be placed in any Flat Memorial Easements (no exceptions under any circumstances). If the Family miss-understood at time of purchase (we have Forms that are used to explain exactly where a Flat memorial and Upright Memorial is placed and have them sign it) they have the option to move at their expense.
2. All Monuments require a Concrete Foundation. **We do not allow any Pre-Fabbed Foundations. The Foundations must have Pilings/Footers and Rebar.**
3. The Smallest Upright Granite Memorial (Monument) allowed is as follows a DIE (TABLET) 3-0 x 0-6 x 1-6 on a BASE 4-0 x 1-0 x 0-6. This must be centered on three spaces (unless otherwise specified by Management. See rule # 2 concerning Two Space Upright Memorial Privilege property.
4. In certain Sections there is availability of Two Space Monument Privilege properties. The Maximum size Upright Memorial allowed is as follows: DIE (TABLET) 3-6 x 0-6 x 1-6 on a BASE: 5-0 x 1-0 x 0-6. For the minimum size refer to rule# 1 in this section.
5. All Upright Memorials may be subject to needing Dowel Pins and the holes for them for mounting.
6. The Upright Memorial Base must be in proportion the height of the Upright portion of the Memorial (see standard Guidelines set forth by most Granite Manufacturers).
7. All Carvings, Names, Wording, Emblems, Photos, Etchings etc... will not be offensive, this will be controlled by the Superintendent and the Cemetery Manager.
8. All Vases must be made of Granite permanently fixed.

#### **BENCHES:**

1. As of Dec. 2006, Memorial Benches are not permitted.
2. Cremation Benches, Columbariums, Pedestals, and any other cremation receptacles, are permitted but are considered cemetery property and are only subject to sale by North Star Memorial Group employees and on the approved forms. Cemetery property may not be sold by any outside source. Please see our Rules and Regulations (per the Texas Department of Banking) posted on our website as well as a printed copy at any of our Cemetery locations.

#### **MARBLE OR BRONZE STATUARY:**

1. Statuary is allowed; however, it must be approved by Cemetery personnel.
2. All Statuary must be made of Solid Marble or Bronze only (no exceptions).
3. Must be no smaller than 14" in height
4. Must not extend even with or beyond the parameters of the Upright Granite Base.
5. Must be permanently attached. Any Statuary over 18" must be pinned.

#### **CAMEOS:**

1. Cameos are allowed.
2. All Cameos on Flat Memorials should be recessed, Covered Frames are not recommended.
3. South Park Cemetery holds no liability to or in any way responsible for any damage to any and all Cameos (our responsibility to our Families is to maintain the Grounds i.e. mow, trim and weed eat the grass etc...). We are unable to control damage to Cameos during the normal Maintenance procedures, as well as trying to prevent equipment from rolling over them.

**MEMORILIZATION OUTSIDE DEALER APPLICATION  
SOUTH PARK CEMETERY**

LOT OWNER: \_\_\_\_\_

GARDEN, SECTION, MAUSOLEUM

LOT, BLOCK, ROW, TIER

SPACE, CRYPT, NICHE

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Space #s & Names

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**ALL APPLICATIONS MUST INCLUDE A  
NORMAL SIZED SKETCH ON 8.5 X 11.5  
PAPER**

**MEMORIAL SPECIFICS**

UPRIGHT MEMORIAL		FLAT MEMORIAL	
TABLET SIZE:		SIZE:	
BASE SIZE:		BASE SIZE :	
COLOR:		COLOR:	
VASE SIZE & MATERIAL:		VASE . MATERIAL:	

WE THE UNDERSIGNED, HEREBY AGREE THAT THIS APPLICATION MUST BE SUBMITTED AND APPROVED BY THE CEMETERY OFFICE BEFORE SETTING. FAILURE TO DO SO RELEASES THE CEMETERY FROM ANY RESPONSILIITY FOR NOT SETTING THE MEMORIAL FOR ANY REASON.

WE THE LOT OWNER, PURCHASER OF MEMORIAL, AND DEALER, GURANTEE THE MEMORIL HERIN DESCRIBED, SHALL COMPLY WITH THE RULES AND REGULATIONS OF THE CEMETERY COVERING MEMORIAL WORK.

PURCHASER SIGNATURE \_\_\_\_\_

ADDRESS
PHONE NUMBER

LOT OWNER \_\_\_\_\_

(IF LOT OWNER'S ARE DECEASED, THEN LEGAL HEIRS)

**FOR OFFICE USE ONLY:**

FEE(S): \$ \_\_\_\_\_

**FOR STAKING, SETTING (FLAT ONLY) OR FOUNDATION FEE**

MEMORIAL COMPANY \_\_\_\_\_

PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_

CEMETERY OFFICE AUTHORIZATION: VERIFYING OWNERSHIP OF PROPERTY DESCRIBED ABOVE AND LOT OWNER APPROVAL MEETS CEMETERY RULES & REGULATIONS  X _____ AUTHORIZED CEMETERY REPRESENTATIVE                      DATE	PARK SUPERINTENDENT: VERIFYING MEMORIAL DESCRIBED MEETS ALL MEMORIAL PLACEMENT RULES & REGULATIONS FOR THE PROPERTY DESCRIBED ABOVE, AND CORRECT NAME PLACEMENT.  X _____ AUTHORIZED CEMETERY REPRESENTATIVE                      DATE
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DATE: \_\_\_\_\_

## 72- HOUR NOTICE

IN COMPLIANCE WITH THE RULES AND REGULATIONS FOR **INSTALLATION/ FLAGGING/ POURING FOUNDATION** IN **SOUTH PARK CEMETERY**. CONSIDER THIS AS WRITTEN NOTICE OF INTENT TO **INSTALL/ FLAG/ POUR FOUNDATION** FOR:

DECEASED NAME: \_\_\_\_\_

SECTION: \_\_\_\_\_ LOT: \_\_\_\_\_ SPACE(S): \_\_\_\_\_

VENDOR WILL ARRIVE ON: \_\_\_\_\_ AT : \_\_\_\_\_ ( a.m. / p.m.)

\_\_\_\_\_  
MEMORIAL DEALER

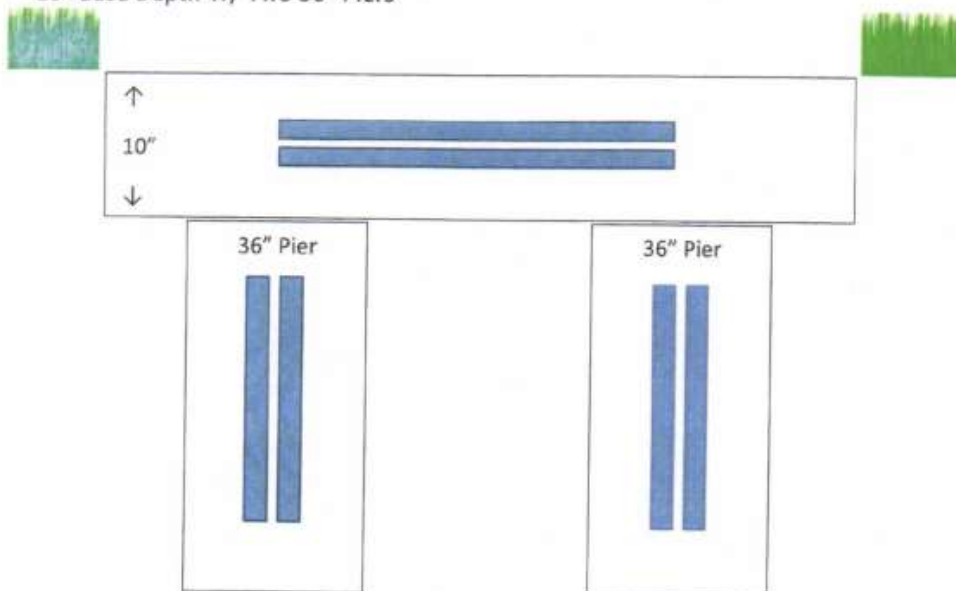
\_\_\_\_\_  
DATE

**\*\*PLEASE NOTE IF YOU DO NOT SHOW THE DAY YOU SCHEDULED THE STAKE OUT, A REFLAGGING FEE WILL APPLY.**

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- All Foundations are to be framed and wet poured (NO DRY MIXING ALLOWED)
- NO Pre-Fabricated foundations allowed
- Must have Pilings/ Footer & Rebar
- All rebar is to be a minimum of 3/8" in diameter
- Pier holes must be minimum of 36" in depth

**\*\*10" Base Depth W/ Two 36" Piers**



**\*\*IF YOU FAIL TO HAVE THE FRAMEWORK AND FOUNDATION INSPECTED, WE WILL REMOVE THE CONCRETE, AND YOU WILL HAVE TO START THE PROCESS OVER AGAIN.**