



TOWN OF BATTLEFORD CEMETERY PERMIT APPLICATION

Box 40, Battleford, SK. S0M 0E0
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Email: reception@battleford.ca

The Cemetery Bylaw requires that a permit be obtained and approved prior to a monument being installed for any and all work of markers **prior to the commencement of such work**. The Town will only install memorial wall and columbarium plaques, not cemetery grave markers. Funeral Home, Memorial Company or family are responsible to install the grave marker(s) as per Town Regulations and must contact Parks & Recreation Dept. at (306) 937-6216 (Monday to Friday 8:00 am to 12:00 noon & 1:00 pm to 4:00 pm) **before installation** of the marker(s). Cheques are made payable to Town of Battleford.

Print Name of Deceased – Surname/First Name
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Name of Applicant:	Mailing Address:	Date:
Signature of Applicant:	Email Address:	Phone Number:

Work to be performed by:	Mailing Address:
Date Marker Placed or Work Done	Email Address:

Application to: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <input type="checkbox"/> Install Marker <input type="checkbox"/> Install Bronze Plaque on Memorial Wall <input type="checkbox"/> Make Alterations to Existing Marker </div> <div style="width: 48%;"> <input type="checkbox"/> Remove/Replace Marker <input type="checkbox"/> Remove Marker Permanently </div> </div>			
<i>*Parks & Rec. Dept. must be contacted prior to commencement of such work.</i>			
Cemetery <input type="checkbox"/> Protestant: <input type="checkbox"/> New <input type="checkbox"/> Old <input type="checkbox"/> Catholic: <input type="checkbox"/> New <input type="checkbox"/> Old <input type="checkbox"/> Cremains <input type="checkbox"/> Legion <input type="checkbox"/> Memorial Wall <input type="checkbox"/> Columbarium Niche	Location Section: _____ Lot: _____	Material <input type="checkbox"/> Bronze <input type="checkbox"/> Granite Type <input type="checkbox"/> Single size <input type="checkbox"/> Double size	Extras <input type="checkbox"/> Vase Retractable <i>Vet/Legion section are without provision for a vase.</i> Note: Columbarium and Memorial Wall inscription specifications must be submitted for review

All Measurement in Inches Please	Length	Width	Height
Marker Size (see page 2 for allowable sizes)			
Base Size			

****Base is to be mounted flush with the ground; marker is to be encased in the base.**

***Provide marker template or poof along with permit.**

The Section Below is for Office Use Only

Permit Fee: \$15.00	Invoice/Receipt: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Invoice Funeral Home/ Memorial Company: <input type="checkbox"/> Yes <input type="checkbox"/> No		Office Clerk Signature: _____	

MARKER SIZES / GUIDELINES:

(Adult Size Plots) New Section (concrete base and markers):

- (i) Granite markers must be installed within a concrete base.
- (ii) Bronze markers with a height of no more than 1" may be installed on top of the concrete base.
- (iii) The concrete base must extend a minimum of 3" beyond the edge of the marker on all sides and must be a minimum depth of 3" thick. The concrete base is to be installed level with the surrounding ground.

Single-size grave Marker - Maximum 30" long and 22" wide
Concrete Base – Maximum 36" long and 28" wide

Double-size grave Marker - Maximum 50" long and 22" wide
Concrete Base – Maximum 56" long and 28" wide

*Note: Marker sizes are dictated by grave size not occupancy. Single-size grave (1 plot), Double size grave (2 plots side by side).

Cremains and Infant Sections (concrete base and marker):

- (i) Granite markers must be installed within a concrete base.
- (ii) Bronze markers with a depth of no more than 1" may be installed on top of the concrete base.
- (iii) The concrete base must extend a minimum of 3" beyond the edge of the marker on all sides and must be a minimum of 3" thick. The concrete base is to be installed level with the surrounding ground.

Single-size grave Marker - Maximum 20" long and 18" wide
Concrete Base – Maximum 26" long and 24" wide

Double-size grave Marker - Maximum 42" long and 18" wide
Concrete Base – Maximum 48" long and 24" wide

*Note: Marker sizes are dictated by grave size not occupancy. Single-size grave (1 plot), Double size grave (2 plots side by side).

(Adult Size Plots): Vet- Legion Section marker guidelines:

A Concrete runner is provided for the installation of markers. **Note: The runner is only 12" wide.**

Single-size grave Marker – Maximum 22" long x 12" wide
Double-size grave Marker – Maximum 46" long x 12" wide

Only **flat** bronze or granite markers are permitted. Bronze markers shall be installed directly on the concrete runner provided. Granite markers shall be cut into and leveled with the concrete runner. Both markers shall be without a provision for a vase.

If there are two markers for one grave plot, the first marker is to be installed directly on the concrete runner. The second marker is to be installed in the ground; located directly below the concrete runner (head of the grave). If the second marker is bronze, it must be on a concrete base. If the second marker is granite, then no concrete base is required.

Columbarium:

- (i) A 3/4" border blank border must be left around all four sides.

Town of Battleford – Cemetery Marker Sizes / Guidelines

(ii) Text of the columbarium markers must conform to the following font style and sizes:

Single (One remains in a niche)	Font – Modified Roman Family Name – Listed First 1 1/2" high First Name & Initial – 1" high Dates – 1" high Inscription and/or pictorial engraving.
Companion (Multiple remains in a nice)	Font – Modified Roman Family Name – Listed First 1 1/2" high First Name & Initial Companion's first name and initial – 3/4" high Dates – 3/4" high Inscription and/or pictorial engraving.

(Adult Size Plots): Old Section (concrete base and marker):

(iii) The concrete base must extend a minimum of 3" beyond the edge of the marker or sub-base of the marker and must be a minimum of 3" thick. The concrete base must be installed level with the surrounding ground.

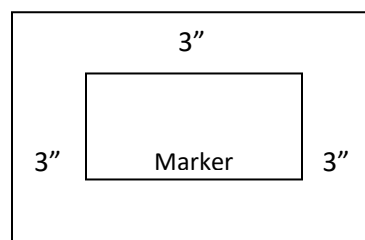
Single-size grave	Marker – Maximum 30" long and 22" wide Concrete Base – Maximum 36" long and 28" wide
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Double-size grave	Marker – Maximum 50" long and 22" wide Concrete base – Maximum 56" long and 28" wide
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*Note: Marker sizes are dictated by grave size not occupancy. Single-size grave (1 plot), Double size grave (2 plots side by side).

Upright markers may be allowed in the Old Section only if they complement the surrounding markers in the same area. All installations are subject to Council approval regarding the style, function, and manner of the existing installations.

Sample of marker & base size:



Concrete Base

Sample of 2 markers/ plot:

