



TOWN OF BATTLEFORD CEMETERY PERMIT APPLICATION

Box 40, Battleford, SK. S0M 0E0
Phone: (306) 937-6200 Fax: (306) 937-2450
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> <p><i>*Parks & Rec. Dept. must be contacted prior to commencement of such work.</i></p>			
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.

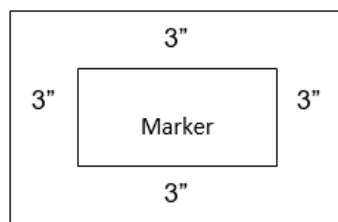
Single-size grave	Marker - Maximum	20" long and 18" wide
	Concrete Base – Maximum	24" long and 24" wide

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).

****Contact Town Hall for Old Section and Legion marker sizes / guidelines.**

Sample of marker & base size:



Concrete Base

Sample of 2 markers/ plot:

