



City of Baker City, Oregon

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Mt. Hope Cemetery
Policy Regarding Placement of Monuments
Installation - Size - Materials – Design
Original Policy Date: July 1, 2010 Revision Date: July 1, 2021

1. A permit application is required to be submitted for all monuments, memorialization or vases prior to installation, alteration, repair, resetting or removal. Application must be submitted to the cemetery sexton at Baker City Hall. Work must not commence until application is approved and location is marked. A permit fee of \$57 (or as set annually by resolution) is required for all new installations (Baker City Res. 3836).
2. If a monument, memorialization or vase has not been placed at the grave space 14 days after the approval of the monument permit, a secondary monument permit must be submitted so that the grave space dimensions can again be marked by staff. A resubmission fee will apply. The resubmission fee is equal to one-half of the original permit fee.
3. Monuments must be constructed of bronze, granite, or marble, unless an alternate material is approved by the sexton.
4. Monuments or memorialization must be in good taste and not considered offensive.
5. Clarification and interpretation of this policy is at the discretion of the cemetery sexton.
6. The City of Baker City is not responsible for any errors on monuments or memorialization.
7. The City of Baker City assumes no liability for warranty of monuments and their installation. Warranty/liability shall be the responsibility of the installing company, except in the case of damage that occurs during cemetery maintenance procedures. Maintenance and/or repair of the monuments after the installing company's warranty period will be the responsibility of the purchaser or surviving next of kin.
8. All monuments being installed will be set in a minimum thickness of 5.5" of concrete. Upright, slant, pillow, and bevel monuments will have a minimum 6" concrete border on all sides of the stone. Flat stones will have a minimum 4" concrete border on all sides of the stone.
9. Unless otherwise approved by the cemetery sexton, all primary monuments must be set at the head of the grave space and in alignment with the existing monuments within the same row of graves. Secondary monuments must be set so that they are directly abutting the primary monument at the grave space.
10. In no case shall a single monument extend widthwise beyond the boundaries of the grave on which it is being placed. Likewise, no monument being placed on multiple graves shall extend widthwise beyond the boundaries of the combined graves.
11. To ensure the consistent application of the following specifications, all measurements are described as follows:
 - **Width** shall mean the measurement of the monument/foundation as it would face the plot measured from left to right.
 - **Length** shall mean the measurement of the monument/foundation as it would face the plot measured from the head of the plot towards the foot.
 - **Height-Monument** shall mean the measurement of the top of the concrete foundation to the highest point of the monument. This measurement shall include all bases set below the monument.
 - **Height-Foundation** shall mean the measurement from the bottom of the concrete foundation to the top of the foundation.

12. Placement of monuments shall be allowed only when weather and turf conditions are such that, in the opinion of the cemetery sexton, there is minimal risk of damage to the grounds. Monument permits shall not be approved for placement from the Monday prior to Memorial Day to the Friday following the holiday.

Monuments Defined

1. Flat Monuments

A flat monument shall mean a monument of granite, marble, bronze, or other approved material, installed so that the face of the monument is set flush with the surrounding level of the ground. A flat monument cannot be set more than $\frac{3}{4}$ " above its concrete foundation. The required concrete foundation shall be at least 4" on each side of the monument.

Flat monuments may be installed in all cemetery sections. With the exception of the Veterans Section, full-sized grave spaces are allowed to have two monuments. Secondary monuments must be flat and cannot have vases.

2. Pillow & Bevel Monuments

A pillow monument shall mean a flat or sloped section of granite, marble, or other approved material, which is generally set onto a secondary stone base and then set into a concrete foundation.

A bevel monument shall mean a slightly angled section of granite, marble, or other approved material, which is flat on the bottom and is set into a concrete foundation.

The required concrete foundation shall be at least 6" on each side of the base of a pillow and bevel monument. The foundation shall be set level with the surrounding ground.

Pillow and bevel monuments are only permitted within cemetery sections that do not have upright stone restrictions. Pillow and bevel monuments are not allowed as secondary monuments. No monument is permitted to be taller than 48", unless approved by the cemetery sexton.

3. Upright & Slant Monuments

An upright monument shall mean a section of granite, marble, or other approved material, set into a concrete foundation. Boulder monuments must meet the same criteria as an upright monument.

A slant monument shall mean an angled section of granite, marble, or other approved material, which rests on a granite base or directly into a concrete foundation.

The required concrete foundation shall be at least 6" on each side of the base of an upright and slant monument. The foundation shall be set level with the surrounding ground.

Upright and slant monuments are only permitted within cemetery sections that do not have upright stone restrictions. Upright and slant monuments are not allowed as secondary monuments. No monument is permitted to be taller than 48", unless approved by the cemetery sexton.

Vases

1. Only two permanent vases are allowed per monument.
2. Vases shall be constructed of metal or granite. Vases shall be of a permanent finish that will not wear, chip, or deteriorate under normal cemetery conditions.
3. Vases shall be placed so that they are surrounded by a concrete border of at least 3", measured from the edges of the vase. The edges of the vase retaining ring shall be a minimum of 2" from the edge of the foundation.
4. Vases in the upright restricted areas of the cemetery must be such that they can be recessed flush with the surface of the monument when not in use.
5. Individual vases may be allowed upon approval of the cemetery sexton. These vases must be set within a concrete foundation which is at least 3" on each side of the vase. The edge of the vase retaining ring shall be a minimum of 2" from the edge of the foundation.
6. The City of Baker City assumes no liability for warranty of vases and their installation. Warranty/liability shall be the responsibility of the installing company, except in the case of damage that occurs during cemetery maintenance procedures.
7. Installation of other items with the monument (plant hangers, shepherd's hooks, etc., to be installed permanently in the concrete foundation) shall be subject to the approval of the cemetery sexton. Such requests should be included with the permit application.

Installation Procedure

1. Monument company or monument installer submits permit application to the cemetery sexton.
2. Every effort will be made to process the application within 48 hours. If there will be a delay, the sexton or his/her designee will contact the applicant. If there are issues that must be resolved with the placement of the monument, the permit will not be approved until such issues are resolved.
3. After the approval of the monument application and payment of the permit fee, the cemetery sexton or his/her designee will mark the installation location at the grave space(s).
4. Care must be taken by the installer not to damage or rut the turf. Installation may be delayed if the grounds are saturated due to weather or irrigation operations. Boards may be required to be used by the installer to drive onto the turf to set monuments.
5. Installer will excavate the installation location no larger than necessary to facilitate the installation.
6. Installer will thoroughly compact the surface upon which the monument foundation will be resting to ensure that the monument will not settle. The excavated and compacted surface must be level so that the monument will not move, or rock, after installation.
7. Excavated and compacted depth of the installation location shall be such that the top of the foundation of the monument is aligned with the surrounding level of the ground.
8. The area between the installed monument and the existing ground shall be filled and compacted, if necessary, after installation.

If it is determined by the cemetery sexton or his/her designee that the monument was not installed according to the specifications listed herein, the installer shall take the appropriate action to correct the installation at their expense and in a prompt timeframe.

Any installer found to be out of compliance with this policy may be denied future monument placement at Mt. Hope Cemetery.