

10003-106 Street  
Westlock, AB T7P 2K3  
Phone: 780.349.4444  
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# CEMETERY MONUMENT INSTALLATION PERMIT

No. \_\_\_\_\_

**FEE \$25.00 +GST**

**SECTION:** \_\_\_\_\_

**BLOCK** \_\_\_\_\_

**PLOT NO:** \_\_\_\_\_

The Owner assumes responsibility to maintain the monument, or gives the Town of Westlock the right to remove the monument should it fall into a state of disrepair. I the undersigned am aware of my responsibility as the owner of the monument described herein.

Name (s) of Deceased:		Date of Death:	
Name of Owner of Interment Rights:	Mailing Address:		Daytime Phone Number:
	Email:		
Name of Monument Company:	Phone Number:	Date Monument Work to be Done :	
	Email:		

**TYPE OF MONUMENT – Check one box**



**Upright Monument**



**Pillow Type Monument**



**Flat Monument**

DIMENSIONS:	FOUNDATION	BASE	MONUMENT
<b>LENGTH:</b>			
<b>WIDTH:</b>			
<b>HEIGHT:</b>			

<p align="center"><b>MATERIAL</b></p> <p><input type="checkbox"/> Bronze</p> <p><input type="checkbox"/> Granite</p> <p><input type="checkbox"/> Marble</p> <p><input type="checkbox"/> Other: _____ Requires pre authorization</p> <p><b>Continuous Foundation Yes or No</b></p>	<p align="center"><b>TYPE OF INSTALLATION</b></p> <p><input type="checkbox"/> New Installation <i>Specify</i> Single or Double</p> <p><input type="checkbox"/> New Installation on Columbarium #1 #2</p> <p><input type="checkbox"/> Removal for Alteration/Repair (No Permit Fee)</p> <p><input type="checkbox"/> On Site Alteration/Repair (No Permit Fee)</p> <p><input type="checkbox"/> Permanent Removal (No Permit Fee)</p> <p><b>Is there an Existing Monument Yes or No</b></p>
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- A Permit will not be accepted without the diagram being attached including the text. Must include base and foundation dimensions and monument material.
- The Town will not be responsible for any monuments placed without pre-authorization, nor responsibility for misplacement of monuments or damages to monuments incurred during the placement.

Owner of Interment Rights Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL COMMENTS / DRAWING  
Including Accessories  
Placement on Plot**

**STEP 2: Compliance Approval for Size and Content (Office Staff Only)**

- Approved
- Not Approved

\_\_\_\_\_  
Signature Date

**STEP 3: Location and Verification (Public Works Staff Only)**

Located by: \_\_\_\_\_  
Signature Date

Installation Verified by: \_\_\_\_\_  
Signature Date

The personal information that is being collected is protected by the privacy provision of the *Freedom of Information and Protection of Privacy Act, Section 33c*. This information is used to administer cemetery services. If you have questions contact FOIP Coordinator at 780.349.4444.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT ADMINISTRATION IS NOTIFIED TWO (2) BUSINESS DAYS PRIOR TO MONUMENT INSTALLMENT TO PROVIDE ADEQUATE TIME TO HAVE THE PLOT MARKED. YOU CAN PROVIDE THE NOTIFICATION BY PHONE, FAX, OR EMAIL.**

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