



Oak Park Cemetery

Application for **Bench** and Foundation Setting

\$50.00 Staking Fee Per Space

Date: _____ Applicant/Lot Owner: _____

Name of Deceased: _____

Address: _____ Email Address: _____

_____ Daytime #: _____

Burial Location: Tract: _____ Block: _____ Lot: _____ Space: _____

Check here if family will be setting marker Applicant Signature: _____

Monument Company Certification

Monument Company: _____

Address: _____ Daytime #: _____

_____ Email Address: _____

Required Information:

Bench:
 Length _____ Width _____ Height _____ Material _____

Vase:
 Diameter _____ Height _____ Material _____

Concrete Foundation:
 Length _____ Width _____ Depth _____

Foundation engineering done by: _____

Phone #: _____ Address: _____

OFFICE USE ONLY

City Secretary has reviewed and approved the preliminary sizing of bench submitted:
 Initials: _____ Date: _____

Drawings of Bench provided:

Drawings of Foundation provided:

 Signature (Monument Company Employee)

 Title

Permit for Bench and Foundation – City Engineering Office Use Only

Date: _____

I hereby certify that the foregoing information is sufficient and that the described marker and foundation complies with the City's requirements; that the space has been marked; and further that the necessary permit fee has been paid.

 Engineer or Appointee **Printed Name**

 Engineer or Appointee **Signature**

The City of Alvin Requirements for Benches:

Placement of Benches

- The permanent placement of benches shall be allowed upon approval of permit.
- It is not permitted to have both an upright memorial/marker and a bench on grave space.
- Benches must be made of (pure) marble or granite and **erected upon a concrete engineered foundation.**
 - ❖ Foundation must be square and level before and after concrete pour.
 - ❖ Foundation concrete must cure a minimum of 24 hours before setting the monument.
 - ❖ The installer must remove all forms and excess concrete before memorial installation and all gaps and voids between the existing ground and new foundation filled after memorial installation is completed.
- Bench dimensions and placement upon said gravesite must be approved by City Secretary.
- Benches used as an upright memorial must be placed at the top or head of the grave.
- The City reserves the right to refuse permission to place benches if it determines that a bench or its placement does not conform to cemetery requirements or in a position that will impede maintenance equipment. The City accepts no responsibility for the benches should they be damaged, broken or stolen.
- Only one bench per gravesite is allowed.
- Benches may be no wider (from left to right) than the grave space they mark, less 12 inches and no taller (top to bottom) than 36 inches.
- Benches currently in the cemetery will be evaluated and removed if determined to be dilapidated, a menace to the safety of persons within the cemetery, or interfere with landscaping maintenance.

Foot Markers

Foot markers shall not exceed twelve (12) inches in width and twenty-four (24) inches in length. It must be placed at the lower end or foot of grave space and be flush with the ground. Corner markers shall not be allowed.

Permit Required

Prior to any foundation, grave marker/memorial or bench being set in the Oak Park Cemetery, a permit must be obtained from the city engineer by the organization or individual placing the marker. Permit applications may be obtained from the City Secretary's office. Each permit application shall be accompanied by the drawings and dimensions for each foundation, grave marker/memorial or bench. A permit shall not be issued until all applicable fees have been paid and a certification made as to the conformity of all requirements of the city. Foundations, grave markers/memorials or benches set in a manner contrary to the city's requirements may be removed by the city at the sole expense of the space/lot owner and shall not be reset until the space/lot owner complies with the city's requirements.