

## ***Headstone Permit Request Procedure and Rules***

1. Read this entire sheet and follow all instructions.
2. Fill out the shaded area and sign the page attached to these instructions.
3. Upon submission of the completed request, the **Town** will mark the area where the foundation is to be placed according to the dimensions. **MAKE SURE THE DIMENSIONS ARE CORRECT.** **The Town Administrator has the authority to reject any plan or design for any memorial he/she deems unsuited to the grave space or cemetery.** “Foundations shall be required for all monuments and markers of every description. All foundations must be made of concrete, positioned flush with the ground and of ample size and depth to carry the weight and size of the headstone or monument that sits upon it. All foundations must be six inches wider and six inches longer than the base of the headstone. *Note: Because of the smaller grave space size, all foundations in the “Fairylane” section of the cemetery only require four inch larger dimensions.*”
4. Once the foundation is placed, call Town Hall at (970) 464-5602 for an inspection of the foundation. Inspections will be performed Monday-Friday 7:30am-3:00pm. ***Note: If foundation sizes are not correct, or out of alignment they will fail the inspection and will have to be redone by the installing agent at their expense.***
5. If you would like a copy of the signed permit request, please request a copy from Town Hall at 175 E 3rd Street or email [skopasz@townofpalisade.org](mailto:skopasz@townofpalisade.org) and state the name of the plot owner, the person interred in your request.

\*\*If you have any further questions, please refer the “Rules and Regulations for the Palisade Municipal Cemetery” brochure. This may be obtained from Town Hall at 175 E 3rd Street or by email at [skopasz@townofpalisade.org](mailto:skopasz@townofpalisade.org)



# Town of Palisade *Headstone Permit Request*

Contact Name & Phone # \_\_\_\_\_

Name of Plot Owner \_\_\_\_\_

Name of Interred \_\_\_\_\_

Requested Date and Time of Installation \_\_\_\_\_  
DATE TIME

Complete Plot Number(s) \_\_\_\_\_  
BLOCK LOT SPACE

Single Headstone Centered on Two Space    YES            NO

**Foundation Size** \_\_\_\_\_

*Foundation Inspected by:*  
 \_\_\_\_\_  
 Public Works Foreman or Representative

*Rules/Regulations Agreed to By:*  
 \_\_\_\_\_  
 Authorized Agent for Company

2	1	2	1	2	1	4' 4' 4' 4' 5' 5'
3	4	3	4	3	4	
6 <b>3</b>	5	6 <b>2</b>	5	6 <b>1</b>	5	
2	1	2	1	2	1	
3	4	3	4	3	4	
6 <b>4</b>	5	6 <b>5</b>	5	6 <b>6</b>	5	
2	1	2	1	2	1	5' 5' 5'
3	4	3	4	3	4	
6 <b>C</b>	5	6 <b>B</b>	5	6	5 <b>A</b>	
10'	10'	10'	10'	10'	10'	