

### HEADSTONE AND MONUMENT POLICY

**\*\* A headstone or monument is required for all interments. \*\***

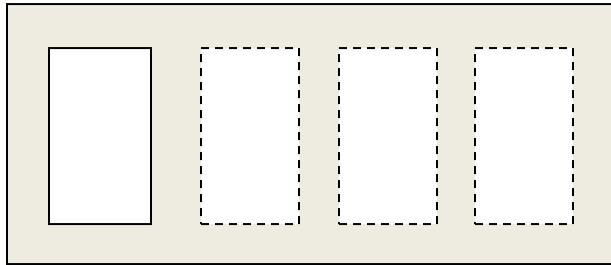


figure (a)

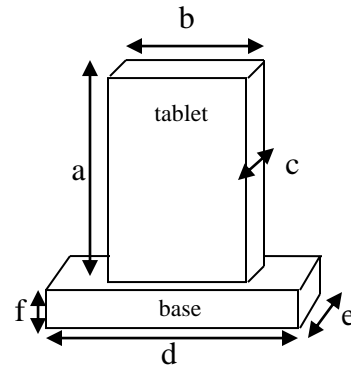


figure (b)

**Headstones and Monuments (also referred to as “Markers”)**, and any foundation work, must maintain a minimum 9” setback from all edges of plot (except in single-urn plots). In the case of double or family plots, the marker can cross the boundaries joining adjacent plots. Marker options include: Flat (or “Pillow”) headstones, in single or double sizes; and Monuments, which stand upright, and are also in single and double sizes.

- A single marker is defined as a marker for a single plot.
- A double marker is defined as a marker that spans two adjacent plots.
- Marker should be made of a long-lasting, durable material such as granite or bronze.
- Wood and ceramic are not allowed.

**Below are suggestions for some standard markers, acceptable for use at SJC Cemetery District #3:**

**Headstones: Flat and Pillow:** Flat markers may be flush with ground, or raised up to 4 inches above grade. Figure (a) indicates how up to four flat markers could be located on a single plot.

- **Standard single flat** marker sizes are approximately 24 x 12 inches. Maximum allowable size for a single flat marker is 30 x 20 inches in a full plot. Single-urn plot maximum size is 28 x 16 inches.
- **Double flat** markers are approximately 44 x 22 inches.

**Monuments: Upright and Slant:** Upright and Slant markers generally consist of a tablet, a base, and if the base is raised, a foundation. Overall height of any marker may not exceed 36 inches above grade.

- **Tablet:** referring to figure (b), above, the Standard dimensions for a single tablet are: 24-28 inches high (a), 18-20 inches wide (b), by 4-8 inches deep (c).
- **Base:** dimensions for a standard tablet base are: 24-28 inches wide (d), 12-14 inches deep (e), and up to 8 inches high (f).
- **Foundation:** an appropriate foundation (generally granite) should be installed when required.

**Double Monuments:** Generally limited to no more than double a standard single monument’s size. Double monuments also may not exceed 36 inches overall height above grade.

- **Double Tablet:** common dimensions for a double tablet are: 36 inches wide (a), 28 inches high (b), by 8 inches deep (c).
- **Double Base:** common dimensions for a double base are: 42 inches wide (d), 16 inches deep (e), and 8 inches high (f).
- **Double Foundation:** It is common for the base to be the foundation, and be flat with the ground.

**Military:** Standard Military monuments are usually a single upright tablet, set in a concrete foundation.

*All other marker sizes or ideas must be approved by the Cemetery District.*

## **Installation**

Installation of headstones and monuments must be scheduled with the Cemetery District, and all installation work is performed by a District-authorized installer. Contact the District Clerk in advance to schedule delivery and installation of markers at (360) 472-1573 or [clerk@orcascemetery.org](mailto:clerk@orcascemetery.org).

## **Headstone and Monument Policy Rules and Regulations**

Subject to the rules and regulations set forth in this document, and as they may be amended from time to time, headstones and monuments may be placed on plots to mark interments or memorialize persons not interred. Although such markers, as well as their placement and installation must conform to the Rules and Regulations of the District, the District does not own or control any such marker. Accordingly, the District, its Commissioners, and representatives are not responsible for the loss or damage to any marker, unless such loss or damage is the result of negligence or misconduct of a Commissioner, or representative of the District.

Families are requested to supply a permanent marker within six months of interment. In the event a marker is not supplied, the District, at its sole discretion, may install a temporary marker.

All markers must comply with the District's Headstone and Monument Policy (this document) or have prior, written approval from the Commissioners.

The number of markers on a plot is limited by the size of the plot.

If a damaged marker has been in place for 10 years and if the District is unable to locate a family representative responsible for the care and upkeep of the marker, the District may, at its sole discretion, elect to either repair or replace a damaged marker.

The District reserves the right at any time to repair, replace or remove any marker that, at the sole discretion of the District, constitutes a potential threat to public safety.

The District must be notified before the removal of any marker and approve the manner and schedule for removal.

Private plantings, decorations such as lights, sound-making devices, and water features are not allowed. The Cemetery District will periodically remove any flowers, vases, or other decorations left at markers in the Cemetery as a part of overall Cemetery maintenance.

The Cemetery District is not responsible for maintaining markers, though the District may periodically attempt to clean markers to improve legibility of marker information.

The District is not liable for damage, theft, vandalism, or deterioration of headstones, monuments, benches, or other memorials.

## **Definitions**

“Marker” means any plaque, stone, “headstone,” “monument” or other item used to mark the location of an interment or memorialize a person (interred or not) and shall include flat, pillow, upright and monument headstones, as well as any plaques affixed to any post, niche, plate, or elsewhere, or any bench, seat, or other feature located on Cemetery District grounds.

“Base” shall mean what the headstone or monument resides on or sets upon, typically a granite slab.

“Foundation” shall mean a permanent cement foundation pad, installed below a headstone or monument and base, where required.