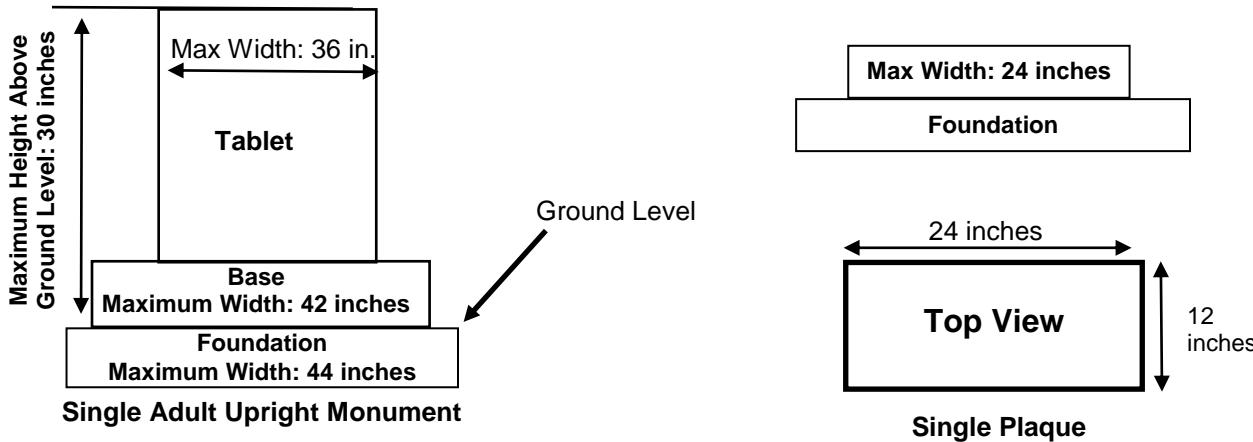




# St. John's Archdiocese Inc.

## Cemetery Operations – Monument Standard (Nov. 19, 2024)

Email: [cemetery@rcsj.org](mailto:cemetery@rcsj.org)



### Notes & Instructions:

1. Maximum dimensions shown are for a single monument or plaque on a standard single adult plot.
2. The standard single plot is 48 inches wide in newer cemetery sections and 36 inches wide in older cemeteries. Monument dimensions may have to be reduced to fit 'non-standard' plots in the older parts of the cemetery. Plot space should be confirmed with cemetery staff before finalizing an order for the customer.
3. For monuments being placed on double plots, the maximum width of the base is 84 inches on newer plots, and 72 inches on older plots.
4. For monuments in the infant burial sections, the maximum height above ground is 24 inches, and the maximum tablet width is 20 inches.
5. All monuments must be constructed of either granite, marble, or bronze.
6. Permits are required for all monument installations in all cemeteries. Monuments must be installed according to the requirements of this standard and the instructions stated on the monument permit form.
7. The locations of the burials in the plot should be confirmed before ordering monument engraving, along with names, date of death, date of birth, etc.
8. Cemetery staff will identify the exact location for the monument on the plot. For newer plots with no existing monument, a white peg will be located at the head of the burial, which can be used as a guide for installation.
9. No more than **one plaque** can be placed in front of any one single upright monument. Flower beds and ornaments may have to be removed in order to accommodate plaque placement.
10. No plaques or headstones can be installed in any other location on a plot **other than at the head position**. All plaques must be installed tight to the headstone, and if there is no headstone, a plaque must be installed in line with the other headstones.
11. During installation, the top of the foundation **must be flush with the ground**. Only the base of the monument itself should be visible.
12. Families are responsible for the maintenance of their monuments. Any levelling or straightening of the monument required because of ground settlement is the family responsibility. Families are strongly advised to wait at least six (6) months for the ground to settle before placing a monument on a new plot.
13. Families place monuments on their plot at their own risk. The Archdiocese is not responsible for any damage to monuments.
14. If a monument is damaged by cemetery operations, it will be repaired or replaced through an invited bid process in consultation with the family. The preferred bid may not necessarily be the original monument supplier. If the exact monument model is no longer available, the next available model will be purchased.
15. If a plaque is being used as an alternative to an upright monument, then some adjustment in the allowable plaque dimensions may be allowed. Monument companies should consult with cemetery staff.
16. The approved permit form will have location instructions included. Monument companies are strongly advised to provide their installation staff with a copy of the approved permit with these location instructions. This will save time and eliminate delays for the installation staff.



# St. John's Archdiocese Inc.

## Cemetery Operations - Monument Permit Application

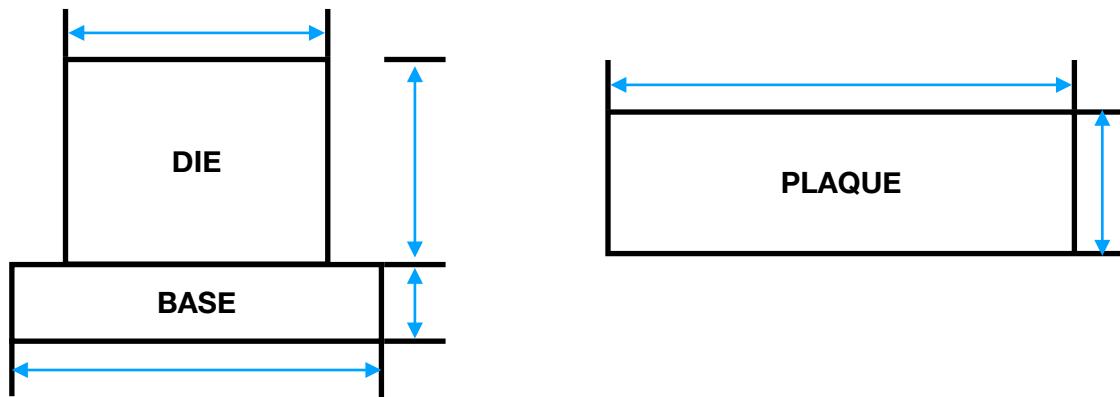
May 17, 2024

Monument Company: \_\_\_\_\_ Cemetery: \_\_\_\_\_

Monument Purchaser: \_\_\_\_\_

Inscription:

**Monument Dimensions:** Show all dimensions on the illustration below. Refer to the Monument Standard, dated November 20, 2017.



Monument Company Declaration: \_\_\_\_\_ Date: \_\_\_\_\_  
Confirming that the monument will be supplied and installed according to the Cemetery Regulations & Standards.

**Purchaser Declaration:** I, \_\_\_\_\_, as purchaser of this monument for which this permit is issued will take full responsibility to maintain the monument and correct any deficiencies in the monument installation which creates a safety hazard in the cemetery as determined by the St. John's Archdiocese Inc.

Approved:	Permit Number:	Invoice Amount:
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Plot #:	Location Instructions for Installation Crews:
Section:	

Office Tel: (709) 726-3660

Operations Tel: (709) 699-6620 or (709) 749-6339 Email: [cemetery@rcsj.org](mailto:cemetery@rcsj.org) Website: <https://www.rcsj.org>

*Vox Clamantis in Deserto*

*"A Voice Crying in the Wilderness"*