



MISSOULA CITY CEMETERY MONUMENT POLICIES

Missoula Municipal Code Chapter 12.44 outlines rules and regulations governing Missoula City Cemetery. In addition, Missoula City Cemetery Board of Trustees has approved the following policies and process:

Communication. Cemetery maintains open communication with both the family contact and/or business throughout the monument process.

Setting. Monuments are set year-round weather permitting.

Pre-verification.

- Pre-verification allows the cemetery to assess ground conditions that may interfere with placing a monument.
- Pre-verification is valid for 60 calendar days.

Size.

- Monuments need to comply with cemetery rules and regulations.
- Monument size is required for ordering foundations.
- Monument estimated delivery date is required for placement.

Fees. Permit and setting fees are non-refundable.

Memorial Day deadline. Monuments delivered to the cemetery by April 15 will be set by Memorial Day. After this date, the cemetery will make every attempt to set monuments by Memorial Day.

Delivery. Monuments would be set as soon as possible but no later than 60 days from delivery date.

- Cemetery requests notice prior to delivery.
- Deliveries are scheduled M-F between 8:00am-2:30pm.
- Representative shall remain on-site during delivery check-in.
- Monuments are measured for compliance.
- Monuments are photographed. Cracks, chips, and flaws are documented.

Acceptance. Monument acceptance is based on compliance with cemetery requirements and shall be signed by the monument representative.

Non-compliant monuments. Monuments that do not meet cemetery requirements shall be removed from the cemetery grounds.

Variance. The intent of the Missoula City Cemetery is to adhere to cemetery ordinance, yet in certain situations a variance or deviation may be warranted due to special or extenuating circumstances.

- Variance requests require submission of an [Application for Variance](#) form.
- Variances may require additional time to complete.
- Variances need to meet cemetery mow strip requirements.
- Variances need to be submitted before monument is sold.
- Variances may require additional written authorization from grave owner or legal representative.

Factors for determining whether or not to allow a variance/deviation shall be based on the following criteria:

- Does the request stay within the intent of the cemetery ordinance?
- Does the request significantly alter the overall atmosphere, character, or aesthetics of the cemetery or the block in which the variance/deviation is requested?
- Does the request interfere or adversely affect maintenance of the individual grave or block as a whole? (Mowing, weed eating, spraying and burials are a few examples.)
- Does the request interfere with the ability to accomplish the type of burial intended for that location?

Date approved February 7, 2019

Kim Seeberger
Board Chair

Neil Carson
Board Co-Chair