



## 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