

[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:

- **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 foundation setting fees are non-refundable and due upon sale of monument.
- **Memorial Day.**
  - 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.**
  - Cemetery requests notice prior to delivery.
  - Deliveries are scheduled M-F between 8:00am and 2:30pm.
  - Representative shall remain on-site during 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.

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

**Monuments are set year-round weather permitting.**

Requests that deviate from standard cemetery rules and regulations need to submit an [Application for Variance](#).



# MISSOULA CITY CEMETERY MONUMENT PERMIT

**12.44.170 D. Permit.** All monuments require completion of a monument permit, payment of all fees, and must meet requirements listed in this chapter and Cemetery Board of Trustees policies prior to the initiation of any work. Permit information must match pre-verification information and Missoula City Cemetery records.

**\*\*Payment and permit are due upon sale of monument.**

Today's date \_\_\_\_\_  
Monument sold on \_\_\_\_\_  
Estimated delivery date to cemetery \_\_\_\_\_

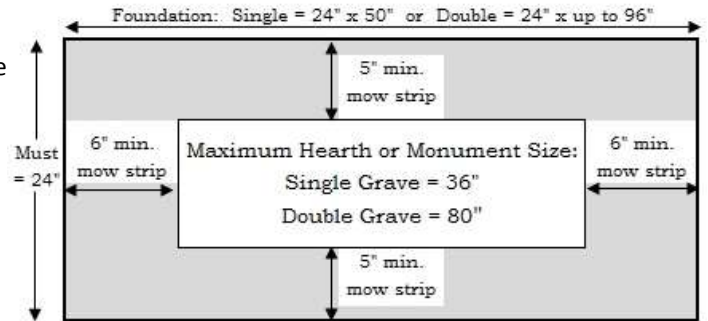
PERMIT FEE \$ <u>100</u>
SETTING/FOUNDATION FEE \$ _____
TOTAL FEES DUE \$ _____

**Names and dates as inscribed on monument** (mm/dd/yyyy)  
Name \_\_\_\_\_ Death Date \_\_\_\_\_  
Name \_\_\_\_\_ Death Date \_\_\_\_\_  
Is this a memorial?  Yes, then stone must read *In Memory of*  No

**Pre-need**  
 Yes  
 Yes

**Mark all that apply:**

- Single centered on One Grave
- Double centered on One Grave
- Double centered on Two Graves
- Upright
- Flush in Headspace
- Flush in Front
- Military Stone
- Other \_\_\_\_\_

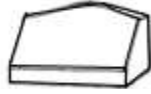


**Mark pieces ordered and sizes: (List sizes in inches)**

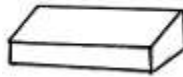
**Style (select one):**



Upright



Slant



Pillow



Flat

**Other**  
(Sketch attached)

**Size and Finish:**

	Dimensions (INCHES)				
	Material	Color	Width (front-back)	Length (left-right)	Height (top-bottom)
DIE					
BASE					

**Attachments:** (identify the location, type, size and material for all vases, pictures, statues, etc.)

**Business to Deliver Monument**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**For Cemetery Use Below Line**

Permit # \_\_\_\_\_  
Interment # \_\_\_\_\_ Location: Grave \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
Foundation  In stock  Ordered on: \_\_\_\_\_  Received on: \_\_\_\_\_  
Installed on \_\_\_\_\_ Initials \_\_\_\_\_ Processed by \_\_\_\_\_