

10003-106 Street  
Westlock, AB T7P 2K3  
Phone: 780.349.4444  
Fax: 780.349.4436  
Email: info@westlock.ca

# CEMETERY MONUMENT INSTALLATION PERMIT

No. \_\_\_\_\_

**FEE \$25.00**

**SECTION:** \_\_\_\_\_

**BLOCK** \_\_\_\_\_

**PLOT NO:** \_\_\_\_\_

The Owner assumes responsibility to maintain the monument, or gives the Town of Westlock the right to remove the monument should it fall into a state of disrepair. I the undersigned am aware of my responsibility as the owner of the monument described herein.

Name (s) of Deceased:		Date of Death:
Name of Owner of Interment Rights:	Mailing Address:	Daytime Phone Number:
	Email:	
Name of Monument Company:	Phone Number:	Date Monument Work to be Done :
	Email:	

## TYPE OF MONUMENT – Check one box



☐ **Upright Monument**



☐ **Pillow Type Monument**



☐ **Flat Monument**

DIMENSIONS:	FOUNDATION	BASE	MONUMENT
LENGTH:			
WIDTH:			
HEIGHT:			

### MATERIAL

- ☐ Bronze  
☐ Granite  
☐ Marble  
☐ Other: \_\_\_\_\_  
 Requires pre authorization

**Continuous Foundation Yes or No**

### TYPE OF INSTALLATION

- ☐ New Installation *Specify* Single or Double  
☐ New Installation on Columbarium #1 #2  
☐ Removal for Alteration/Repair (No Permit Fee)  
☐ On Site Alteration/Repair (No Permit Fee)  
☐ Permanent Removal (No Permit Fee)

**Is there an Existing Monument Yes or No**

- A Permit will not be accepted without the diagram being attached including the text. Must include base and foundation dimensions and monument material.
- The Town will not be responsible for any monuments placed without pre-authorization, nor responsibility for misplacement of monuments or damages to monuments incurred during the placement.

Owner of Interment Rights Signature

Date

**ADDITIONAL COMMENTS / DRAWING**  
**Including Accessories**  
**Placement on Plot**

**STEP 2: Compliance Approval for Size and Content (Office Staff Only)**

- ☐ Approved  
☐ Not Approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP 3: Location and Verification (Public Works Staff Only)**

Located by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Installation Verified by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for administering cemetery services. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). The personal information that you provide may be made public, subject to the provisions of the *Access to Information Act* (ATIA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT ADMINISTRATION IS NOTIFIED TWO (2) BUSINESS DAYS PRIOR TO MONUMENT INSTALLMENT TO PROVIDE ADEQUATE TIME TO HAVE THE PLOT MARKED. YOU CAN PROVIDE THE NOTIFICATION BY PHONE, FAX, OR EMAIL.**

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