

# Metro Historic Cemeteries Memorial Installation Requirements

Before a memorial marker or vase can be set in Metro Cemeteries, an Authorization for Installation of a Memorial Marker or Vase (“Authorization”) form must be signed by the legal interment right owner and approved by Metro. All memorial markers and vases placed in Metro Cemeteries must be either set by a vendor named on Metro’s Approved Monument Provider list or a vendor that is insured, licensed and bonded. Please contact Metro for any forms or information regarding grave location, approved monument providers or to determine if special conditions exist (i.e. upright headstone restrictions, bench policy etc).

1. It is the vendor’s responsibility to ensure that memorial marker and vase dimensions meet with the following Memorial Installation Requirements before the customer purchases the product.
  - a) All memorial markers and vases must be flush with the ground, with no beveled edges.
  - b) Metro will only allow one memorial marker and one vase per grave space.
  - c) All memorial markers must be made of natural stone or bronze metal. Natural stone memorial markers must be a minimum of 4” thick.
  - d) With the exception of cremation markers, a natural stone/bronze memorial marker must be properly supported with a 3” concrete border and must be a minimum of 5” thick.
  - e) A natural stone memorial marker without a concrete border must leave 3” around the perimeter for a border.
  - f) Every border must be marked with the lot, space, and block number of the Cemetery in which it is placed. Burial space information must be stamped in the following order: lot information in the far left corner, grave space information centered, and block information on the far right corner.(See diagram below)
2. **Single and Companion Memorial Markers:** The total footprint for a single flat memorial marker must not exceed 30”x18”x6” and 60”x18”x6” for a companion marker.
3. **Upright Monuments:** Upright monuments and memorials are generally prohibited but may be allowed at certain cemeteries and are subject to additional fees. Confirm with the cemetery before ordering. An upright monument or memorial on a single grave space must not exceed the total footprint of 36”x20”x6” and 72”x20”x6” for a companion memorial. The upright monument or memorial shall not exceed a total height of 36” from ground level to top of memorial.
4. **Cremation Memorial Markers:** For a single inurnment space the memorial marker must be made of 4” granite and may not exceed 16”x8”x4”. A 2” border must be left around the perimeter of the marker with the grave location etched in ¾” lettering. No additional concrete border is required.
5. **Vase Memorials:** Vase memorials must be set in concrete or natural stone and must not exceed a base size of 12”x12”.

\*In following with industry standards, we will allow up to 1/4” plus or minus on measurement of dimensions.

Vendor must submit a separate Authorization for each memorial marker and vase. Vendors must receive a signed Authorization form by Metro before setting a memorial marker or vase. Vendor must notify Metro of intent to set a memorial 5 business days prior to installation. All memorial markers and vases are to be placed flush with the ground with no large gaps between the foundation and the surrounding sod. Vendor must leave the grave location in an “as found or better” condition. All loose dirt, sod and temporary markers must be removed from the cemetery by the vendor. Markers, monuments and headstones will be placed in a traditional north – south position.

