



## MARKER PERMIT APPLICATION

Revenue Services | [cemetery.info@nanaimo.ca](mailto:cemetery.info@nanaimo.ca)

PERMIT #

CFS:

AR:

### REQUESTOR INFORMATION

Name/Company:		
Address:	City:	Postal Code:
Email:	Phone:	

### MARKER INFORMATION

Installation type:	<input type="checkbox"/> New	<input type="checkbox"/> Remove & Replace	<input type="checkbox"/> On Site Alteration
Cemetery:	<input type="checkbox"/> Bowen Road	<input type="checkbox"/> Chinese/Townsite Cemetery	Range: _____ Plot: _____
Is staking required for the plot?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of markers currently on the plot: _____			
Note: A maximum of two memorial markers may be installed on each plot.			
In memory of:			
To be placed at the grave of:			
Installation date:	Size of marker:	Size of base:	

Note: Permits must be obtained at least 3 full business days before the installation takes place. Installer must have permit in hand at the time of marker installation.

### REQUIRED DOCUMENTATION

☐ Memorial Marker Proof of Design

### FEES

	New Installation Permit	Re-Installation or Alteration
Permit	130.00	90.00
City to Install	130.00	130.00
GST # 10693 0332	\$	\$
<b>Total</b>	\$	\$

All fees comply with the "Fees and Charges Bylaw 2021, No. 7336"

### INVOICING INFORMATION

Company/Name:		
Email:	Phone:	
Mailing Address:	City:	Postal Code:

## SIGNATURE

I have read, understand and agree to the Terms and Conditions as outlined below and in the Cemetery Bylaw, 2009 No. 7084 and in any future enactments of such Bylaw.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Records/Information & Privacy Coordinator by email: [foi@nanaimo.ca](mailto:foi@nanaimo.ca) or phone: 250-755-4405.

## CEMETERY BYLAW 2009, NO. 7084

**"MEMORIAL" or "MEMORIAL MARKER"** Means a tombstone, monument, plaque or other marker on a grave or plot used to identify a lot or memorialize a deceased person.

### 11. MEMORIAL MARKERS

- 11.1 No person shall remove or place a Memorial Marker, tablet or monument, or memorial curbing on any Burial Plot space without first obtaining a Memorial Installation Permit.
- 11.2 Any Memorial Marker, installed, placed or removed on any Burial Plot space in a City Cemetery must be installed by a person who:
  - (a) has applied for a Memorial Installation Permit,
  - (b) has paid the Memorial Installation Permit fee set out in the *Fees and Charges Bylaw, No.7336*.
  - (c) is a City Approved Installer authorized to do the work; and
  - (d) at the time of installation, any Approved Installer, other than City Cemetery staff, must have in their possession a copy of the Memorial Installation Permit, relevant to the specific Burial Plot space where work is taking place. Further to this, if requested by a City representative, the Approved Installer must present the Memorial Installation Permit as proof/authorization to perform work in a Cemetery.
- 11.3 A Memorial Marker may only be made of granite or bronze and installed in a position and location on a Burial Plot according to the requirements established by the City as follows:
  - (a) Each Memorial Marker shall be rectangular in shape.
  - (b) When installed, the top surface of a Memorial Marker must be set level and flush with the surface of the surrounding ground.
  - (c) Each bronze Memorial Marker shall be attached to a concrete or granite base not less than 10 centimeters (4 inches) thick with side surfaces true and perpendicular with the top surface of the attached tablet.
  - (d) Each granite Memorial Marker shall be not less than 10 centimeters (4 inches) thick and shall have its side surfaces true and perpendicular with its top surface.
  - (e) Raised inscriptions shall only be permitted on a Memorial Marker provided the lettering is not raised more than 0.3175 centimeters (1/8 inch) above the face of such tablet.
  - (f) The top surface of a Memorial Marker and/or concrete base shall not at any time exceed the dimensions of the Burial Plot on which it is being placed. Further to this, the maximum dimension of any Memorial Marker and/or concrete base shall not exceed 46 centimeters by 91 centimeters (18 inches by 36 inches).
  - (g) Pursuant to Subsection (c) above, a bronze Memorial Marker intended for installation on a Burial Plot may be smaller than its concrete base, provided the concrete base conforms to the size for the Burial Plot as required by Subsection (f) above, and provided the part of the base extending beyond the bronze tablet, does not exceed 5 centimeters (2 inches) wide and has a smooth, slightly beveled surface to shed water at its outer edges.
  - (h) A maximum of two Memorial Markers may be installed on each Burial Plot. Where two related persons are Interred side by side in adjacent Burial Plots, one 46 centimeter by 91 centimeter (18 inch by 36 inch) tablet which provides for the Memorialization for both Burial Plots may be used instead of two separate Markers provided the single Marker so used is set to embrace evenly the two Burial Plots concerned.
  - (i) A Memorial Marker providing a concrete encased containment area for Cremated Remains within its concrete base which conforms to pertinent requirements of Section 11.3, and which supports either a granite or bronze tablet, may enclose one or two containers of Cremated Remains of deceased persons as permitted by the terms and requirements of Section 8.8.
  - (j) The ownership upkeep or maintenance of any Memorial Marker remains the responsibility of the purchaser and their family and does not pass to the City.