



# Marker Ordering and Setting Regulation and Fees

**For Outside Contractors/Vendors**

**Effective February 2015 (updated 11/1/2017)**



**Mt. View Cemetery**

**500 Hilda Street | Oregon City, OR 97045  
Phone (503) 657-8299 | Fax (503) 656-7488**



## Requesting Headstones

Requests for marker settings from outside vendors must be submitted to Mountain (Mt.) View Cemetery with reasonable advance notice.

- A Certificate of Liability Insurance in the amount of \$2,000,000.00, must be provided to the Cemetery when the headstone proof is submitted by Outside Contractors/Vendors.
- All work must be scheduled to avoid conflict with funeral services.
- Work must be completed between the hours of 8:00a.m and 3:30p.m., Monday through Friday.
- Only one marker will be allowed on each grave and must be of required size.
- All markers ordered outside of Mt. View Cemetery must be **pre-approved** by Cemetery Manager, including submitting a proof clearly noting full dimensions of marker, border, all materials used, lawn mower proof edges and sawn sides.
- Delivery of monuments and markers may be made only during normal working days and hours of the Cemetery. (Monday thru Friday, 8:00a.m. to 3:30p.m.)
- **Delivery of markers that are not pre-approved will not be accepted/allowed.**

## Headstone Types and Composition

Stone Type:

- All monuments or grave markers must be of granite or material approved by the Cemetery Manager.

Construction:

- Only “borderless” markers will be allowed; no concrete borders are allowed.
- All markers will have lawn mower proof edges (LMP).
- All markers will have sawn sides.

## Headstone Size and Specifications

The following are the standard marker sizes allowed:

- Single Cremation Markers: Section M, N & Cascade Memorial Garden, 16” x 8” x 4”

- Double Cremation Marker: Section M & Baby Sections J, K & L, 24” x 12” x 4”
- Single Full Body Markers: 30” x 18” x 4”
- Companion Full Body Markers: 48” x 18” x 4”

## Headstone Placement and Liability

Placement:

- Markers will be set at the head of each grave.
- Companion markers intended to embrace two graves shall be permitted.
- Contractor/Vendors must suspend their labors within the immediate vicinity of a funeral until the conclusion of all services.
- No foundations will be put in during freezing or inclement weather.

Liability:

- Monument and marker firms will be held responsible for any damage done by them or to other monuments, grass, trees or any other object whatsoever in the Cemetery.
- Contractor/Vendors are subject to the control and direction of Cemetery personnel.

## Companion Headstone Placement

Companion headstone may be placed so the headstone can be read facing east or west depending on whether the family stands at the foot or the head of the grave site to read the headstone. It is the responsibility of the outside contractor/vendor to verify:

- The direction the stone will be facing with the family.
- The proof correctly reflects the family’s wishes before being submitting to the Mt. View Cemetery Manager.
- The proof correlates with the appropriate lot assigned.

Mt. View Cemetery will not be held responsible for incorrect name placement on the stone.

When the headstone arrives and the Cemetery staff is placing the headstone, the staff will set the headstone according to the lot assignment.

## Upright Monument Information

### Upright Monument Definition:

- Monuments are defined as all stones above ground level and are permitted **only in designated areas**.

### Upright Monument Approval:

- All upright monument requests must be approved by Cemetery Manager prior to ordering process, followed by an approved proof. **If a marker is ordered without pre-approval, the Cemetery reserves the right to refuse the headstone.**
- Monuments are not allowed in Sections G, B2, M and N.
- Upright monuments will only be allowed on those lots purchased with monument privileges (additional monument fees will apply).

### Upright Monument Requirements:

- All monuments must have a base and a foundation.
- The foundation must be adequate in depth to support the monument with a 6" border.
- Foundations must be poured at least 48 hours before the monument may be set.
- Finish on borders: 55% finish sand and 45% cement.
- All excess dirt and materials must be removed and disposed of appropriately.

### Upright Monument Base Dimensions:

- Single: 34" across, 12" deep, 8" tall (minimum).
- Companion: Please check with Cemetery personnel for dimensions.

Check with Cemetery personnel for further information regarding upright monuments.

## Marker Proofs

We require a proof of the marker to be submitted to the Cemetery Manager for approval prior to delivery and placement.

- Marker proofs must have the following clearly written on the proof:
  - Full dimensions of the marker
  - List all materials used
  - Stone type

- Must have lawn mower proof edges
- Must have sawn sides
- Cemetery headstone location
- For Companion Stones only:** A statement, signed by the Outside Vendor, stating the following: (Insert Outside Vendor Name), does verify the layout of the headstone is correct as designed by the family for reading the headstone from the foot or at the head of the grave site for: (Insert Headstone Names) and in accordance with the grave site assignment at Mt View Cemetery. (Insert Outside Vendor Name) will be financially responsible for any corrections that may arise based on the name placement on the headstone (left side or right side) not in accordance with specifications by the family for reading the headstone from the foot or at the head of the gravesite.
- Proofs may be faxed to 503-656-7488 or scanned and e-mailed to: [Cemetery-info@orcity.org](mailto:Cemetery-info@orcity.org)

## Vases

### Vase Types

- Only permavases or bronze vases with inscription ring are permitted.
- All vases will be placed in ground only (or in pre-drilled hole in marker).
- Measurements for inscription ring must be 8-1/2 inches.

## Marker Placement Fees

**NOTICE: All fees must be paid before markers are set.**

Marker setting fee when placed by Mt View Cemetery Staff:

- |                             |          |
|-----------------------------|----------|
| • Infant or cremation stone | \$175.00 |
| • Single stone              | \$250.00 |
| • Companion stone           | \$375.00 |

Marker fees when installed by outside vendor:

- Perpetual Care Fund Fee \$100.00
- Location and Inspection Fee \$85.00
- Provide Rubbing of Headstone \$40.00

These charges are imposed for locating and marking graves, to clear lot corners so markers will be set and lined properly, and to check quality of work and materials at completion.

### Requirements Checklist

- ☐ Was the headstone proof submitted to Mt. View Cemetery Manager for approval prior to?
- ☐ Was a Certificate of Liability Insurance provided with the Proof?
- ☐ Are the following clearly written on the proof?
  - ☐ Headstone has lawn mower proof edges
  - ☐ Headstone has sawn edges
  - ☐ Type of stone
  - ☐ Headstone dimensions
  - ☐ Cemetery headstone location
  - ☐ Companion Stones Only: Written statement on name and position alignment.
- ☐ Do the dimensions of the headstone meet the allowed markers sizes?
- ☐ Prior to placement ensure the following:
  - ☐ All fees have been paid.
  - ☐ Placement time and date is coordinated with Mt. View Cemetery Staff?
- ☐ Companion headstones
  - ☐ Did the family specify their preference for placement of the headstone, i.e. reading the headstone from the foot or at the head?
  - ☐ Does the headstone correlate with the appropriate lot?