

Memorial Marker installation requirements

Historic cemeteries



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

Information below is based on standard size graves—please verify size before ordering.

1. It is the vendor’s responsibility to ensure that Marker and vase meet the following requirements before the customer purchases the product.
 - a) All flat Markers and vases must be flush with the ground, with no beveled edges.
 - b) Metro will allow up to two flat Markers within 3’ of the head of the grave.
 - c) The dimensions below are specific to granite Markers. All other natural stone or bronze metal Markers require additional approval.
 - d) A flat marker granite must be a minimum of 4” thick.
 - e) All Markers must have a 3” border. For markers with a concrete border, the concrete must be a minimum of 5” thick. Markers without a concrete border must leave 3” around the perimeter of the granite as a border.
 - f) Every border must be marked with the block, lot, (grave) space, indicated by B, L and S before the number, stamped in the following order on the bottom portion of the border: block information in the far-left corner, lot information centered and grave space information on the far-right corner (see diagram).
2. **Single and Companion Markers:** The total footprint for a single flat Marker must not exceed 30”x18”x5” (WxDxH) and 60”x18”x5” (WxDxH) for a companion marker.
3. **Upright Monuments:** Upright monuments 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 on a single grave space must not exceed the total footprint of 36”x20”x6” (WxDxH) and 72”x20”x6” (WxDxH) for a companion memorial. The height of a concrete foundation must be a minimum of 6” thick and 4” for a granite foundation. The foundation must be flush with the ground. The base must be a minimum of 6” in height. The upright monument must be a minimum of 6” deep. The upright monument shall not exceed a total height of 36” from ground level to top of memorial. Epoxy is required to bond the die to the base.
4. **Cremation Markers:** Cremation spaces vary in size—please verify size of cremation space before ordering.
5. **Vase Memorials:** Vase memorials must be set in concrete or granite and must not exceed 12”x12”x6” (WxDxH). The base must be a minimum of 4” thick. Vase memorials must be set 6” from the bottom of the marker.

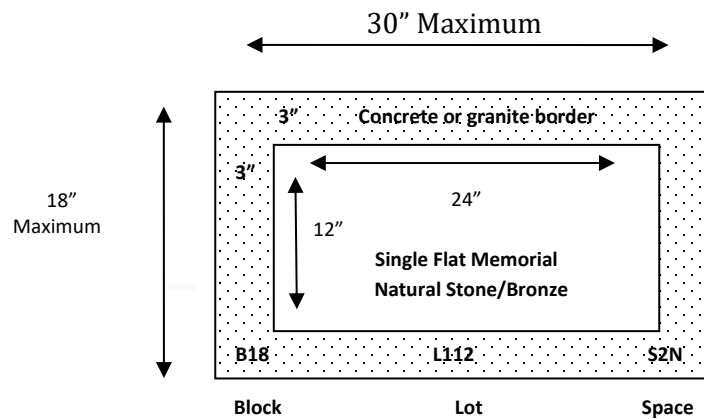
*In following with industry standards, we will allow up to 1/4” plus or minus on measurement of dimensions.

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Vendor must submit a separate Authorization for each Marker and vase. Vendors must receive a signed Authorization form by Metro before setting a Marker or vase. Vendor must notify Metro of intent to set a memorial 5 business days prior to installation. All 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. Memorial markers will be placed in a traditional north/south position.

Flat marker dimensions diagram



Upright marker dimensions diagram

