

CITY OF BOERNE

Cemetery Permit Information

Date: _____ Install date: _____

TO: Cemetery Permit Office: Parks & Recreation Department
City Of Boerne
FAX: (830) 331-9652
PHONE: (830) 249-9511 OPTION 5 AND 1

Monument Co.: _____

Address: _____

Telephone No: _____ Fax No. _____

Coordinating Funeral Home: _____

CIRCLE ONE: _____ Single Monument _____ Double Monument

NAME(S): _____

COMMENTS: _____

PLEASE NOTE:

Any Family monuments or other non-customary monuments must adhere to city ordinance and be pre-approved. No monument should be set prior to receiving this signed permit issued by the City of Boerne. Permits can be picked up at: 1017 Adler Rd or, if requested, the signed permit can also be faxed or e-mailed bbergmann@ci.boerne.tx.us

IN CASE OF WATER LINE BREAKS OR OTHER EMERGENCY ISSUES CALL DISPATCH -830-249-8645

For Official Use Only:

_____ IS HEREBY PERMITTED TO ERECT A _____ MONUMENT ON
THE CEMETERY LOT(S) BELONGING TO:

SECTION: _____ BLOCK: _____ LOT/PLOT: _____

DATE: _____ PERMIT NUMBER: _____

AUTHORIZED BY CITY OF BOERNE STAFF: _____

Marked by: _____ Date: _____

Delivered by: _____ Date: _____

August 21, 2013

Dear Monument Provider,

As you are aware the City of Boerne requires any monument company to obtain a monument permit prior to installing a headstone/monument. In addition, we require that any work performed in the cemetery, including the installation of monuments, **be conducted between the hours of 7 A.M. and 4 P.M., Monday through Friday.** The establishment of these policies and procedures were added to the ordinance in 2008 to eliminate a few problems that we have encountered in the past. We have come across some additional issues and are enacting a New Install Procedure

New Install Procedure:

- Send monument permit to City of Boerne for approval making sure to add approx. install date.
- City of Boerne will confirm information and authorize the permit. Then fax or email back a copy of the authorized permit.
- Monument Company will need to call 24 hours before delivering stone. This is to avoid us marking lots and stones not being delivered for a few weeks. We have had complaints about leaving lots marked.
- Monument Company will need to bring a copy of the authorized Monument Permit.
- When Monument Company arrives they will need to notify our Cemetery Groundskeeper (or someone else in priority below) that they are there to install the stone.
 - Cemetery Groundskeeper – Jerry Carlos – 210-275-9673
 - Cemetery Coordinator – Becky Bergmann – 830-248-1548
 - Parks and Recreation Superintendent –Donnie Bergmann -210-289-8215
- After monument installation monument installer will need to sign off and date the City of Boerne's copy of the permit to document stone was delivered.

Beginning September 15, 2013 anyone installing a monument before 7 am and after 4 pm will be subject to penalty.

Monument Size Restrictions:

Monument base widths must leave a 3" space on each side of the slab to the edge of the lot.

- single 4' lot – maximum width 3'6"
- single 5' – maximum width 3'6" lot 4'6"
- single/companion on two (4') side by side lots – maximum width (7' 6").
- single/companion on two (5') side by side lots – maximum width (9' 6").
- single lot in Baby Land II (2' lots) – maximum width (1'6")

Again, we appreciate your service to those who have chosen the Boerne Cemetery for the final resting place of their loved ones. Should you have any comments or concerns please don't hesitate to contact me.

Sincerely,

Becky Bergmann

Cemetery Coordinator/Administrative Assistant

Phone: 830-248-1548

Fax: 830-331-9652

Email: bbergmann@boerne-tx.gov

PO Box 1677

Boerne, Tx 78006