



**CITY OF
BELLE FOURCHE
CEMETERY DEPARTMENT**

511 6th Avenue
Belle Fourche, SD 57717
Phone: 605-892-3006
Office Hours:
7:00 am – 4:00 PM
Monday - Friday
www.bellefourche.org

Burial Structure Application

This application is intended for burial structures that are *not* traditional monuments (headstones, footstones, flat markers, etc. that do *not* have the capacity to contain human remains). In accordance with City Ordinance **2.48.170 - Lot improvement, I. Mausoleums, vaults, and other burial structures shall be allowed only upon approval of the Common Council and in compliance with SDCL § 34-27-1 and acts amendatory thereto**, please fill out and submit this application to the Cemetery Department (Engineering Administrative Assistant) to be added to the next available Public Works agenda and corresponding City Council agenda for final approval.

Applicant Contact Information:

Name: _____

Phone Number: _____

Email Address (optional): _____

Cemetery Information:

Grave Location:

- Cemetery: _____
- Block: _____ Lot/Row: _____ Grave(s): _____
- Amount of graves owned by the family (side-by-side or in front of/behind): _____
- Names on the requested burial structure: _____

Description of burial structure requested (please include the amount of niches/doors/slots/containers and the monument company installing the structure):

Please review the following regulations before completing the remainder of this application.

1. **A monument permit is required for all monuments and burial structures installed in the cemetery.** The monument company or family will submit the permit to the Engineering Administrative Assistant for filing.
2. **No more than two (2) burials are allowed per grave,** regardless of whether the burials are in-ground or in above-ground structures, in accordance with City Ordinance 2.48.170.
 - a. Families are allowed to purchase multiple graves side-by-side, where available, to increase allowed burials in burial structures fitting within the parameters of Ordinance 2.48.170.
 - b. No additional burials are allowed in above-ground structures if there are burials in-ground on the designated grave. No additional burials are allowed in-ground if there are burials in a burial structure on the designated grave.
3. **Burial structures must abide by the established monument regulations:**
 - a. No coping, curbing, fencing, hedging, borders or enclosures of any kind shall be erected around any lot and no walkways shall be allowed on any lot. The city reserves the right to remove the same as so erected, planted or placed. Care and maintenance of memorials will be the responsibility of the family involved and the monument company.
 - b. No advertisement or the name of any firm shall be permitted upon any monument in the cemetery.
 - c. Lot owners may erect proper memorial work on respective lots. All memorials shall be set on foundations built of concrete and must have a 4-inch minimum border around marker, in locations approved by the Cemetery.
 - d. The family monument will be placed in the center of the cemetery lot with footstones at opposite ends of graves. Monuments that exceed 42 inches must be approved by the Director of Public Works, or designee. Footstones must be set in concrete and flush with the surface with 4-inch minimum borders and is subject to the approval of the Director, or designee. Footstones will be flush with surface with 4-inch minimum concrete border.
 - e. Lot corner markers may be used if they are ground level, 6" x 6" with no wash. Statuary shall be installed as part of and included in the total memorial. Statuary and vases need to be set on ends of the tablet and have 4-inch minimum borders. Vases set in front are subject to change. Statuary and vases are subject to approval by the Cemetery Office.
 - f. Headstone benches only.
 - g. Maximum length of base no more than 54 inches and the width of 24 inches including a 4-inch minimum border and all markers set on a foundation that is set on property line on the west end of lots facing to the east.
 - h. Memorial Garden and Infant Section – All markers maximum length not to exceed 32 inches, including a 4-inch minimum border, maximum width not to exceed 24 inches including 4-inch minimum border; and markers are to be flush with the ground.
 - i. Single headstones that mark 2 grave sites shall not exceed 72 inches in length and a width of 24 inches including 4-inch minimum borders.
 - j. Shephard hooks must be placed on the headstone foundation. Placement to be approved by the Cemetery Supervisor.
4. **Families must provide the City (Engineering Administrative Assistant) notice of interments prior to the placement of the remains.** This ensures the cemetery employees provide appropriate distance from the interment for mourning attendees while performing regular duties at the cemetery.

5. **Families must provide the City (Engineering Administrative Assistant) either a burial permit or a cremation certificate for every burial placed in the burial structure.** This ensures the city has the appropriate documentation required for recording the placement of human remains with the Butte County Register of Deeds in accordance with South Dakota Codified Law 34-27-10.
6. **Burial structures must be accessible by the family owning the grave site or the monument company that installed the structure.** Any opening/closing and locking of doors, niches, containers, etc. within a burial structure not owned by the city must be done by the family or monument company. City cemetery employees are only responsible for city-owned columbarium.
7. **The city is not responsible for the care and maintenance of monuments,** including burial structures, in accordance with City Ordinance 2.48.030 – E.

Submission of Application:

Please submit this application to the Engineering Administrative Assistant one of the following ways:

- **In-person:** The Engineering Department is on the second floor of City Hall. Office hours are 7:00 am – 4:00 pm, Monday through Friday, not including council-approved holidays.
- **Email:** please email Hailey@bellefourche.org. Please ensure the email has a subject line and an acknowledgement of the attachment in the body of the email. Any suspicious looking emails with no subject lines or blank emails will be deleted and reported as spam.
- **Mail:** please address the mailing envelope to:
*Engineering Department
 511 6th Avenue
 Belle Fourche, SD 57717*

Acknowledgement of Regulations:

I, _____, have read and understand the regulations stated in this application. I understand that I am to follow these regulations, or I will be subject to penalties in accordance with City Ordinance Chapter 1.20 – General Penalty.

Applicant Signature

Date

For City Office Use Only:

Date application was submitted: _____ City Employee receiving application: _____ Meeting Dates: Public Works Meeting: _____ City Council Meeting: _____ Action Taken: _____ Notes: _____ _____
