

# MEMORIALIZATION PERMIT

## Diocese of Tucson Catholic Cemeteries

**Holy Hope Cemetery**  
 3555 N. Oracle Rd.  
 Tucson, AZ 85705  
 (520) 888-0860



**All Faiths Cemeteries**  
 2151 S. Avenida Los Reyes  
 Tucson, AZ 85748  
 (520) 885-9173

I (Name of Contractor), \_\_\_\_\_, submit this request for approval and/or foundation to be placed by the Diocese of Tucson Catholic Cemeteries. I understand that I, and the buyer of a memorial, are subject to the rules of the cemeteries regarding every aspect of memorialization within the Cemeteries (note reverse: G 1 & 2). I further understand that violation of said rules may result in a contractor being denied work privileges in the cemeteries until said specifications are in compliance with the Diocese of Tucson Catholic Cemeteries regulations regarding memorialization.

**Buyer and Contractor signatures are required on this document below and initial side b after reading these requirements.**

Memorial for: \_\_\_\_\_  
 Buyer(s) Address: \_\_\_\_\_  
 Date of Death: \_\_\_\_\_  
 Lot Owner: \_\_\_\_\_

**Monument: (size of base)**

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**Size of Die:**

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**Granite Marker:**

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

Name of Granite: \_\_\_\_\_ Color: \_\_\_\_\_

2" Sanded Border:      YES                  NO

**Bronze Marker:**

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**Granite Foundation:**

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**Drawing of monument or marker is required, showing all pictures, names, dates and verses.**

**For cemetery use only:**

Sec:	Area:	Row:	Block:	Space:
Date received:	Invoice #	PO #	Faxed Approval Completed Date	Amount Paid Date Approved By

We, Buyer and Contractor, agree to abide by the rules and regulation stated and initialed on reverse side..

Buyer's Signature: \_\_\_\_\_ Please Print Name

Lot owners' Signature: \_\_\_\_\_ Please Print Name

Memorial Dealers' Signature: \_\_\_\_\_ Please Print Name

Memorial Dealers' Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**This Memorialization Permit is hereby:**

denied      Date of denial \_\_\_\_\_ Reason: \_\_\_\_\_

**To be signed below ONLY UPON APPROVAL OF THE MEMORIALIZATION PERMIT:**

approved      Date of approval \_\_\_\_\_ Signature of Approving DOTCC Agent: \_\_\_\_\_

- A. Memorial dealers and responsible parties of the deceased shall abide by all the rules and regulations of the Diocese of Tucson Catholic Cemeteries, referred to hence forth as DOTCC.
- B. It is presumed by the DOTCC that any person, designated by Owner(s) or Heir(s) for use of a grave site for burial, has the **right of memorialization** implied by said designation.
- In accordance with regulations established by the Cemeteries, various sections are to be marked either by flush marker only or by both uprights monument and/or flush maker and/or upright marker.
- Therefore, it is the policy of the DOTCC to require of immediate family members of the deceased proper memorialization of the deceased. This is to be done in accordance with the rules of the section of the cemetery where the grave is located. Memorialization should take place as soon as possible after the death of the family member. All balances must be **paid in full** prior to memorialization.
- C. DOTCC reserves the right to **approve** and prescribe the kind, size, design, symbolism, craftsmanship, quality and material of memorials, inscriptions, monuments, or markers placed or to be placed in our cemeteries. (We suggest that the design, inscription and material of the memorial be approved by DOTCC prior to its manufacture.)
1. A **Memorialization Permit** requesting approval for a memorial and/or for a foundation may be obtained at the cemetery office. The contractor shall be notified if a design is approved or rejected in written format.
  2. A detailed plan and design of all memorials must be submitted to DOTCC for final approval, on the **Memorialization Permit**.
  3. The buyer and contractor must **sign** the memorialization permit prior to submission to the cemetery office.
  4. An **approved** memorialization permit will be returned to the Contractor. Approval of a memorialization permit is indicated by the **date, and signature** of the approving agent of the DOTCC on side A of the Memorialization Permit.
  5. If the memorial does not conform to the approved plan and design, it will be the sole responsibility of the dealer to correct any errors or deficiencies in workmanship and material.
- D. The location and position on which a memorial is to be placed or erected on a lot shall be entirely subject to the approval, and **inspection** of DOTCC.
- 1 DOTCC requires that all work by the Contractor be performed Monday through Friday during the hours of 8:30 a.m. – 4:00 p.m.. No work is to be performed on DOTCC designated holidays. The procedure follows: Contractor will contact DOTCC with a request for delivery. DOTCC will set an appointment for delivery within 5 business days. Pre-scheduling is required so that work does not interfere with family burial services.
  2. Soliciting memorial sales or memorial work within any cemetery is not permitted.
  3. Non-cemetery workers, in placing or erecting monuments, building foundation and other structures, or bringing in material in regard to such work, shall operate as independent contractors, but such work must conform to the regulations made by DOTCC.
  4. Non-cemetery workers are prohibited from scattering their material over adjoining lots, or from blocking roads, or walks, or from leaving their material on the grounds or from attaching ropes to trees or shrubs. When any heavy material is to be moved over lawns, planks must be laid to prevent injury.
  5. All excess materials not used on shall be removed from the grounds by the contractor. A charge for cleanup of a gravesite will be sent to the contractor if the cemetery grounds are not left in good order.
  6. Damage done to lots, walks, drives, trees, shrubs or other property by non-cemetery workers, dealers, or contractors, or their agents, will be repaired by DOTCC, and the cost of such repairs shall be charged to the dealer or contractor, or his/her principal.
  7. DOTCC reserves the right to stop all work of any nature when, in its opinion, proper preparations have not been made; when work is being done in such a manner as to endanger life or property; when work is not being executed according to specifications; when any reasonable request on the part of DOTCC is disregarded; when any person employed on the work violates a rule of DOTCC.
  8. Removal of any memorial, by a contractor may only be done after **written notification** is made to the cemetery office. A written request by the plot owner, and the next of kin of the decedent must be provided to the cemetery.
- E. DOTCC reserves, and shall have, the right to **correct any error** that may be made by its employees or by any other person or persons in the location or placing of a memorial in the cemetery.
- F. Should any memorial, mausoleum or tomb become unsightly, dilapidated, or a menace to the safety of persons within the cemetery, DOTCC shall have the right, after 30 days notice to the lot holder of record, either to correct the condition or to remove the same, in either case at the expense of the lot holder.
- G. While DOTCC will exercise all possible care to protect raised lettering, carving, or ornaments on any memorial or other structure, on any lots, **DOTCC disclaims responsibility for damage or injury thereto.**
1. DOTCC requires all Contractors for memorialization products such as but not limited to monuments, memorials, uprights, vases, benches, and statuary to **warranty** items, materials and workmanship for a period of **not less than 24 months** from date of installation. **The Contractor is responsible for any damage.**
  2. DOTCC requires all Contractors maintain responsibility for leveling and straightening their memorialization products. Contractor agrees to notify Cemetery Office when such maintenance is required, a minimum of 5 business days prior to the arrival of the contractor for such maintenance. If the Contractor is notified by DOTCC to address a request, the Contractor must resolve the request within 10 business days.
  3. DOTCC requires all Contractors maintain responsibility for leveling and straightening their memorialization products. Contractor agrees to notify the Cemetery Office when such maintenance is required, a minimum of **24 business hours** prior to the arrival of the contractor for such maintenance. If the Contractor is notified by DOTCC to address a request, the Contractor must resolve the request within 10 days.
- H. DOTCC also reserves the **right to issue** under separate cover detailed regulations and instructions pertaining to the kind, size, design, symbolism, craftsmanship, quality, and material of memorials, inscriptions, monuments, or markers to be placed in any cemetery. Said detailed regulations and instructions and all amendments thereto, are hereby made a part of these rules and regulations. All rules, regulations and requirements are subject to change without prior notice as deemed necessary by DOTCC.

Buyer's Initials: \_\_\_\_\_

Lot owners' Initials: \_\_\_\_\_

Memorial Dealers' Signature: \_\_\_\_\_