



MAGNOLIA CEMETERY PERMIT

_____ of _____ is requesting
(Representative Name) (Agency Name)

a permit within Magnolia Cemetery owned by the City of DeFuniak Springs, Florida for the following services to be performed at the below described gravesite. The permit fee shall be \$50.00. Those services to be performed are:

- Chipping, Disinterment, Reinternment, Coping, Other, Open & Close Grave, *Monument Installation, *Foot marker Installation, Military Veteran Yes/No options.

Name of Interment Rights or Deed Owner: _____
in consideration of _____ in:
(Deceased name)

DOB: _____ DOD: _____

(Section) _____ (Block) _____ (Lot) _____ (Plot) _____ in accordance with and subject to all rules and regulations for Magnolia Cemetery and any laws applicable to services being performed. The work to be performed shall commence 24 hours after this permit has been approved by the City's Municipal Services Supervisor, with city staff locating said plot and performing any necessary maintenance to the gravesite. You will be notified by city staff when work may commence for services. A copy of this permit shall be on all persons who are performing work within Magnolia Cemetery at all times. The service and/or work being performed is scheduled for:

_____, 20__ at _____ a.m. p.m.
(Date) (Time)

I further understand if I perform work within Magnolia Cemetery prior to obtaining said approved permit, I shall be penalized in accordance with Ordinance Number 871 adopted by the DeFuniak Springs City Council on January 9, 2017 and in accordance with Resolution 2017-12 adopted by the DeFuniak Springs City Council on August 14, 2017.

Signed and dated by:

_____, _____, _____
Funeral Services Representative Date Contact Phone Number

*Drawings and dimensions must be attached to permit

Application Received by: _____ on _____ Application Approved by: _____ on _____
Total Amt Collected: \$ _____ Receipt No. _____ by _____ on _____
Burial Transit Permit Attached Yes O No O Not Required O
*As per City Ordinance #871 monuments and foot markers must meet size dimensions. 1/31/2020

Magnolia Cemetery Permit Policy

Magnolia Cemetery Permit Policy

Permit Guidelines:

- It shall be the responsibility of the Monument Company or agent installing the structure to provide names, lot numbers, type and sizes of structures for installations.
- A permit is only good for work originally noted on the application. A permit cannot be reused for additional work; a new permit will be required.
- No construction materials or tools shall be allowed to remain without the permission of the City Manager and his/her designee.
- No permit will be issued, or work performed outside normal business hours.
- Monument companies or stone installation agents shall be responsible for any damage incurred during the process of work including disturbance to turf and surrounding areas.
- A permit approval or denial will be given within 24 working hours (3 work days) of submittal of application.
- Proof of permit is required while performing work.

Permit Fees:

- Permit fees are established by resolution of the DeFuniak Springs Council.
- All fees for work permits must be paid before the work is to be done.
- All permit fees for Veterans Markers have been waived however; setting a Veterans Marker will still require a permit.
- A permit shall be valid for a period of thirty (30) days and may be extended for an additional thirty (30) days upon approval of the City Manager and his/her designee.
- If the fees are changed between the times the permit is applied for and the time the work is done, a grace period of thirty (30) days will be allowed to complete the work at the previous fee.
- The person or agency requesting the permit must pay the difference in fees. If fees are increased and the work has not been completed within the thirty (30) day-work schedule, or the permit shall become void effective immediately.

Monument and Marker Guidelines for New Section:

- Monuments are limited to a three – foot length base for a single plot, the height is limited to three feet, and the width is limited to 12 inches.
- Multiple plots monuments are limited to no more than seventy – five (75) percent of the width of the land purchased with the same height and width restrictions of a single plot.
- Veteran’s markers or foot markers shall be placed at ground level only. Such markers shall not exceed 12 inches in width and 24 inches in length.
- No marker other than veteran’s markers or foot markers shall be permitted.

Penalty: Non-conformance of the Rules and Regulations are in violation as outlined in Ordinance 871 and Resolution 2017-12.

This permit is established this 9th day of January 2017 per Ordinance 871. Fees have been changed effective August 14, 2017 per Resolution 2017-12.

2/14/2020