

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 – 210-275-9673
 - Parks Admin Specialist – 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 4'6"
- two (4') side by side lots – maximum width (7' 6").
- 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

Parks Administrative Specialist

Phone: 830-248-1548

Fax: 830-331-9652

Email: bbergmann@boerne-tx.gov

PO Box 1677

Boerne, Tx 78006