



**COLUMBIA CEMETERY – GRAVE MARKER PERMIT
APPLICATION FOR PLACEMENT, REPLACEMENT, OR REPAIR**

City of Boulder Parks and Recreation Department, 3170 Broadway, Boulder, CO 80304
Attn: David Choate, Historic and Cultural Assets Manager / Phone: (720) 822-1583
E-Mail: choatej@bouldercolorado.gov

**ALL INFORMATION MUST BE PRINTED LEGIBLY. APPLICATIONS WITH CURSIVE
OR ILLEGIBLE HANDWRITING WILL BE RETURNED TO THE APPLICANT.**

Date: _____

Applicant Information

Name: _____
Address: _____
Phone: _____
Email: _____

Installer Information

Name: _____
Address: _____
Phone: _____
Email: _____

Name(s) of Deceased: _____

Date(s) of Death: _____ **Pre-Need**

Relation of Applicant to Deceased: _____

Grave Location (Lot-Section): _____

Reason for Application (check one):

- No existing grave marker
- Replacement of existing grave marker
- Repair/stabilization of existing damaged grave marker (describe existing damage)

Other (describe)

Description of New or Replacement Marker

If application is for a new or replacement marker, you must provide a blueprint or sketch of the grave marker. This must include the following information:

1. Dimensions and material of marker, base, and footing, if any
2. Description of how marker will attach to base and how base will attach to footing, if any
3. Proposed location of grave marker on lot
4. Inscriptions/artwork on grave marker
5. Name of monument company/stone provider
6. Proposed date of installation

Eligibility for a New Grave Marker

Only the following persons are eligible for a grave marker permit where no grave marker exists:

- (1) For a new burial, the person responsible for the burial or the mortuary conducting the burial.
- (2) For an occupied grave space, any relative within the second degree of consanguinity as defined in city code¹. Where the applicant is not the parent or child of the deceased, the manager may require that the marker has the approval of the nearest living relative, ranked according to placement in the definition of consanguinity, and may require proof of that status. If more than one person occupies the same rank, there must be approval of a majority of such persons.
- (3) For an occupied grave space where the applicant demonstrates that no relatives within the second degree of consanguinity are alive, any person may cause a grave marker to be installed for a veteran of the military service of the United States if it has been provided for that purpose by the Department of Veteran's Affairs of the federal government or a successor federal agency.

Eligibility for Replacement of a Grave Marker

Only the following persons are eligible for a permit to replace an existing grave marker:

- (1) Any relative within the second degree of consanguinity as defined in city code¹. Where the applicant is not the parent or child of the deceased, the manager may require that the replacement marker has the approval of the nearest living relative, ranked according to placement in the definition of consanguinity, and may require proof of that status. If more than one person occupies the same rank, there must be approval of a majority of such persons.
- (2) No grave marker replacement permit for a marker placed fifty or more years before the date of application shall be approved by the city manager without the additional approval of the landmarks board pursuant to such procedures and standards as are used for landmark alteration certificates, except those procedures and standards which by their nature can have no reasonable application to grave markers.

Eligibility for Repair of an Existing Grave Marker

Only the following persons may apply for a permit to do repair or stabilization work on any marker:

- (1) The person responsible for the original installation of the marker.
- (2) Any relative within the second degree of consanguinity as defined in city code¹.
- (3) Any corporation or association not for profit with a demonstrated purpose of historical preservation or of preservation or conservation of grave markers, or any organization eligible under the laws of the state for a bingo-raffle license².

All conservation work (repair or stabilization) of existing grave markers must be in accordance with recognized professional standards. The city manager may require proof of the applicant's understanding of these standards and the applicant's ability to perform work in accordance with them (B.R.C. 4-26-5c7).

¹ Only the following persons are related within the second degree of consanguinity: husbands and wives, parents and children, grandparents and grandchildren, brothers and sisters, aunts and uncles, nephews and nieces, and first cousins. These relationships may be of the whole or half blood, by adoption, or by affinity (see B.R.C. 4-26-6).

Relative means any person related by blood, marriage or adoption, through the second degree of consanguinity, including, without limitation, the following: spouse, parents, parents-in-law, children, children-in-law, brothers and sisters, brothers and sisters-in-law, grandparents, grandchildren, aunts, uncles, cousins, nephews and nieces. A separation between spouses shall not be deemed to terminate relationships described above which exist only because of marriage (B.R.C. 2-7-14).

² The state statutes, in summary, limit these licenses to chartered branches, lodges, or chapters of a national or state organization, or a religious, charitable, labor, fraternal, educational, voluntary firefighters', or veterans' organization not for profit which has been in existence for at least five years and has for at least that time had dues-paying members carrying out its objectives.

Submitting the Permit Application

Send completed application by email or mail

By email: Choatej@bouldercolorado.gov

By mail: City of Boulder Parks and Recreation Department
Attn: David Choate
3170 Broadway
Boulder, CO 80304

SIGNATURE PAGE

In considering this application, the City Manager applies the standards contained in the Boulder Revised Code, 4-26-5 (Grave Marker Permits), 4-26-6 (Eligibility for Grave Marker Permit), and 8-7 (Cemeteries). These can be viewed online at https://library.municode.com/co/boulder/codes/municipal_code.

Applicant Signature: _____ **Date:** _____

Application Approval: _____ **Date:** _____
(City Manager or Delegate)

Application Denial: _____ **Date:** _____
(City Manager or Delegate)

Reason for Denial: