

MONUMENT APPROVAL & FOUNDATION REQUEST FORM

Part I: The Monument Dealer

Monument Dealership: _____ Primary Contact: _____

(Contact Information is already on file for local Manchester area monument dealers.)

Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

Part II: The Requesting Party

Name: _____
Relationship to Lot Owner: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

Lot Owner (if different from Part II): _____

Part III: Entitlement to Erect Monument

Lot owner is: Living Deceased

If the lot owner is deceased, who is the lot's current legal custodian? _____

Contact information of the Lot Owner or Legal Custodian (if different than in Part II)

Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

Part IV: The Lot Where Monument is to be Placed

Old Cemetery Avenue / Walk: _____ Lot No.: _____
 New Cemetery Section / Block: _____ Lot No.: _____

If the lot number and location are unknown, please provide the names of one or more persons buried in the lot to help in locating the necessary records:

Part V: Billing Information

Please Bill the Monument dealer Please Bill the Requesting Party

Part VI: The Monument

A Upright Headstone Bench Flat (Grass) Marker

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B. Material Composition:

- GRANITE Color: _____
- Other US Quarry (Specify): _____
- Barre _____
- Imported (Specify): _____
- MARBLE Color: _____
- Supplier / Quarry: _____

C. Dimensions (Please refer to the maximum allowable monument dimensions on the Prices page.)

Height, including base: _____ feet, _____ inches
Length of base: _____ feet, _____ inches
Width of base: _____ feet, _____ inches
Thickness of monument: _____ feet, _____ inches

D. Please build a foundation for the above marker or stone. The requested foundation dimensions are: _____ feet, _____ inches by _____ feet, _____ inches.

Part VII: Inscriptions and Engraving

Here indicate any and all inscriptions EXACTLY AS THEY ARE TO APPEAR ON THE HEADSTONE OR MARKER. In accordance with Cemetery policy, any variation from an approved inscription or other approved engraving may result in the revocation of permission to erect a marker or monument, and the subsequent removal of that marker or monument at the dealer's expense.



Part VIII: Special Requests

Use this space to request exemption from size restrictions, center placement on more than one contiguous lot, more than one monument on a single lot, or other exceptions to policy.



Part IX: Sketch

Please attach an image of the monument or marker design.

Part X: Approval

You will be notified of your order's approval, or of any needed revisions prior to approval, within 10 business days. Notification will be sent electronically for electronic orders, or by mail for written orders.

Part XI: Requestor Agreement

I hereby state that I have the legal right to have this work done on the above named lot(s) and accept all responsibility and liability. If I am a joint owner, I have secured written permission from the other owners. If I am a dealer, I have secured the lot owner's or custodian's permission. I have read and agree to be bound by the price schedule in effect this day for the work indicated

Name: _____

Signature: _____

Date: _____