

Monument Permit Application

Location:

Cemetery _____ Section _____ Lot # _____

Type of Stone: New Existing

Upright Monument _____ Beveled or Slant Marker _____ Flush Marker _____

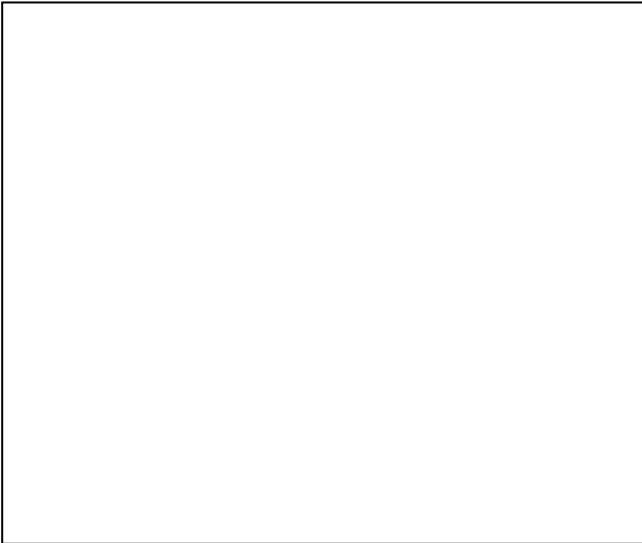
Corner or Tree _____ Infant Marker _____ Columbarium Plaque _____

Dimensions:

Overall Height _____ Length _____ Width _____

Columbarium Plaque 10" W x 10"H: Arial Regular _____ **Arial Bold** _____

Sketch:



The undersigned hereby agrees to abide by the rules and regulations of the Westford cemeteries, as set forth by the Town of Westford, and appearing on the back of this form. In completing the work described on this permit and further agrees to be responsible for any damage which may be done by them or their employees at the cemetery and that work will be completed exactly as described on this permit.

COPY OF LIABILITY POLICY MUST ACCOMPANY THIS PERMIT

Monument Company Name: _____

Signature: _____

Date: ____/____/____ Phone _____

E-Mail _____

Any person who is responsible for installing a monument, marker, inscription or foundation in violation of Westford Cemetery Department's rules and regulations shall be subject to a fine of \$100.00 and cost of removal. The Cemetery Department reserves the right to remove or modify any stone or inscription which does not conform to its rules and regulations or is erected without permit. Owner assumes all responsibilities for maintenance and care including any damage that may occur to the monument and/or markers. There is a \$25.00 processing fee for this permit.

Owner of Lots: _____
(PRINT NAME)

(SIGNATURE) _____ / ____ / ____
(DATE)

Mail this completed form with \$25.00 processing fee to Westford Cemetery Dept. 55 Main Street Westford MA 01886 OR mail/drop off at Pine Grove Cemetery 68 Forge Village Road Westford MA 01886.

Please make check payable to "Town of Westford"

Cemetery Use Only

Approved and Paid _____ Date ____/____/____

Received by: _____ Date ____/____/____

Rules & Regulations

1. Prior to any monument being installed, removed, inscribed, cleaned or repaired this Monument Permit Application must be submitted to and approved by the Cemetery Department. There is a \$25.00 processing fee for this form.
2. The lot owner assumes all responsibility for maintenance and care including any damage that may occur to the monument and/or markers.
3. Non-conforming monuments may be allowed after a written request has been submitted to and approved by the Cemetery Commission.
4. The Cemetery Department reserves the right to temporarily remove monuments, shrubs, etc. to facilitate the digging of graves.
5. All monuments and markers must be constructed of natural stone or bronze.
6. The size and type of lot will be determined at the time of purchase.
 - All lots with monument privileges are allowed one monument and two markers per grave.
 - Non-monument lots are allowed one family marker and two flush markers per grave.
 - Urn garden lots are allowed one flush marker per lot.
 All size restrictions are listed in the chart below.
7. Corner markers flush with the ground are allowed upon the approval and the direction of the Cemetery Department.
8. Curbing, elevated corner markers, buttresses, wooden structures, temporary monuments, and unattached urns are not allowed
9. Slant or beveled markers may only be used in place of a monument.
10. No die of any monument is permitted to extend beyond the footprint of the base.
11. All work on lots is to be done during normal cemetery hours and will cease in the event of a funeral service.
12. All markers will be a minimum of 4" thick. Markers are to be set flush with the ground in a manner that will not affect mowing operations.
13. Any damage that may be caused by setting a stone and/or constructing a foundation will be repaired by the Cemetery Department at a rate of \$150.00/hr plus the cost of materials payable by the monument company.
14. All monuments must have a foundation that is a minimum of three feet in depth. Upon completion of the foundation, the installer is responsible for clean up and removal of fill from the cemetery.
15. Bench foundations will be the same dimensions as the surface area of the bench.
16. All engravings to existing stones require a permit except for adding death dates.
17. No engravings that are or could be deemed offensive will be allowed.
18. All incorrectly placed markers or monuments will be removed at the cost of \$100.00/hr. and charged to the monument company.
19. Location for all stones will be marked by the Cemetery Department pending the completion and approval of this Monument Permit Application.
20. No monument or marker will be placed on any lot that is not paid for in full.

Size Requirements for Monuments and Markers

Upright Monument/Beveled or Slant Face Markers

	Maximum Dimensions (width x depth x height)
Single Grave lot	2'6"x 1'6"x 3'
Double Grave lot	3'6"x 1'6"x 3'
Four Grave lot	5'6"x 1'6"x 3'6"

Bench

	Maximum Dimensions (width x depth)
Minimum Double Grave lot	48" x 18"

Flush Markers

	Maximum Dimensions (width x depth)
Single Grave lot	2' x 1'6"
Double or Four grave lot	3'6"x 1'2"
Individual Grave marker	2' x 1'6"
Flush Marker-Urn Garden	2'6"x 1'6"
Lot Corner Marker	8" x 8"
Infant Marker	10"x 20"
Memorial Tree Marker	10"x 20"

Columbarium Plaque

10"x 10"

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