

Village of Waverly Cemeteries

Application To Erect Memorial/Headstone or Foundation

To _____ Cemetery

Application is hereby made for permission to erect memorial / headstone or flat plaque and install a proper foundation under such at the following location:

Grave _____ Lot _____ Division _____ Section _____

And to permit the monument / headstone in the opinion of the Village Board or Cemetery Superintendent, become unsightly, dilapidated or dangerous to visitors, It is understood that the Village shall have the right either to correct or remove the same at the expense of the lot owner or his or hers heirs, after giving notice in writing to last known address of the lot owner on file with the Village.

The undersigned, who represents that he, she or they, is or are the sole and exclusive owner(s) of the right of sepulture in the grave or lot described above hereby authorizes and requests the Village or Cemetery Superintendent of the above mentioned Cemetery to permit the erection of the memorial / headstone as described on the reverse side of this application, and the construction of a foundation and does hereby agree to all the terms, conditions and other provisions as set forth on both sides of this application. All applicable fees are the responsibility of person(s) requesting application.

Signature of Lot Owner(s) Address Phone No.

Signature of Heir(s) Address Phone No.

Foundation Specifications for Village of Waverly Cemeteries

The following specifications are for foundations installed in the Village Cemeteries and will be enforced by the management.

Location: Cemetery management shall mark the location of the lot for each foundation order and shall approve the location of the foundation on the lot. The contractor is responsible for the positioning of the foundation as per order given by monument company/funeral home, so long as that position is not in conflict with established village guidelines.

Size: The size of the foundation is determined by the size of the monument being placed on the foundation and a minimum of 5" on all sides of the marker/monument. Floral containers may be placed in the area at each end of the marker/monument.

Example A:

Marker/monument that measures 36" x 10" would need a minimum foundation that measures 46" x 20".

NOTE: It shall be the responsibility of the individual or company selling the monument to contact the Village of Waverly, to assure the size of the lot will accommodate the foundation.

Depth: The foundation shall be dug at minimum of 2' deep, the full width of the foundation and then compacted.

Inspection: The cemetery management shall inspect all foundations prior to delivery of concrete. If any violations are found, said violations must be corrected prior to delivery of concrete. All cost associated with the foundation will be the responsibility of the contractor and not the Village of Waverly.

Fee: An inspection fee established by Board of Trustees shall be charged for each foundation.

No stone shall be set or foundation constructed prior to the interment of all parties names without the permission of the cemetery commissioner or his representative.

The base or foundation shall be constructed to a minimum depth of 1'. If set above vault at least 6" must contact vault

The top of the base or foundation shall be level in all directions with its top at the highest ground elevation.

All stones shall be set in line with the other stones in same row.

All forms for the bases or foundations shall be removed and backfilled within 2 weeks

All foundations must be of concrete made of 3 parts sand or gravel to 1 part cement.