MONUMENT APPROVAL & FOUNDATION ORDER

NEWTOWN VILLAGE CEMETERY

P.O. BOX 117, NEWTOWN, CT 06470
203-733-1362/INFO@NEWTOWNVILLAGECEMETERY.ORG

Office Use only

Fee $_____

Check #_____

Date: _____

Final Approval: ☐

Delivered/set _____

All information **must** be complete for cemetery processing and approval.

Monument Company: _____ Representative: _____ Date: _____

Monument/Marker Description: _____

Name of Deceased: _____ Is deceased owner of plot? ☐ Yes ☐ No

Name(s) of Plot Owner: _____ Plot No.: _____ Grave(s) No.: _____

Applicant Name: _____ Relationship to Owner of Grave: _____

Address: _____ Phone Number: (_____) _____

City: _____ State: _____ Zip: _____

Owner/Applicant Signature: _____

SKETCH OF MONUMENT – SHOWING HEIGHT, WIDTH AND THICKNESS (OR ATTACH DRAWING)

FRONT VIEW	SIDE VIEW

Foundation Size: _____X _____X _____ Foundation Cost (per current Price List): _____

Marker Size: _____X _____X _____ Stone Type & Color: _____

Note**: The attached diagram must be accurate and complete, showing all dimensions, depictions with lettering. Full details of any carving, etching and/or lettering must be included. **

***Any deviations* from this application will result in the rejection of the monument.**

Any subsequent changes must be approved by the Cemetery.

For lettering: Please lay out the inscription as it will appear on the monument or marker.

*Must be in accordance with the "*Rules and Regulations*" of Newtown Village Cemetery Association

A valid Certificate of Insurance from the monument company who will be setting the stone/marker must be on file with the cemetery for any paperwork to be processed.

NOTE: NO MONUMENT MAY BE SET WITHOUT CEMETERY PERSONNEL APPROVING THE FINISHED PRODUCT and completion of the attached Foundation Work Order (including payment). Newtown Village Cemetery will notify you when the foundation has been set.

Cemetery Approval: _____ Date: _____

CEMETERY OFFICE TO COMPLETE (CONFIRM): Plot#: _____# of Grave(s): _____

Newtown Village Cemetery Foundation Work Order

To be completed by Monument Company and submitted with Monument Application Form

Date: _____

Monument Company Name: _____

Address: _____

Telephone: _____ Name of Contact:_____

Grave (s) Location

Plot Number: _____ Grave (s) Number: _____ Urn Garden Number: _____

Last Burial Date: _____

Name of Decedent: _____

Name of Grave Owner: _____

Name of Monument Applicant: _____

Marker Description: _____ _____ _____ _____
Flush Slant Upright Bench

Marker Size (Inches): _____(W)_____(D)_____(H)

Foundation Size (Inches): _____(W)_____(L)

Standard Foundation Widths on Slant and Upright Markers is 14 Inches. Flush Markers Standard Width is 12 inches. Published pricing is based upon these Widths. Please call Newtown Village Cemetery for pricing on Foundation dimensions that are not within these standards.

Foundation Price:_____

Date of Monument Application Approval: _____

Date of Requested Foundation Setting: _____

Monument Company Authorized Signature: _____

Name: _____

Please mail this Application and Work Order to Newtown Village Cemetery Association, Inc., P.O. Box 117, Newtown, CT 06470. Payment must be included with this Work Order to enable scheduling and completion of this order. Please make checks payable to: Newtown Village Cemetery Association, Inc. Please reference Monument Applicant's name on your check.