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): _____