

**Cemetery Commission**

**TOWN OF BOYLSTON**

**385 Main Street**

**508-869-2261**

**Pine Grove Cemetery**

**WORK ORDER FORM**

Check off one: \_\_\_\_\_\_\_\_\_Upright Monument

 \_\_\_\_\_\_\_\_\_Flat Marker

 \_\_\_\_\_\_\_\_\_Monument cleaning

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is to do the following work described on second page to:

Section \_\_\_\_\_\_\_ Lot # \_\_\_\_\_\_\_ Grave # \_\_\_\_\_\_\_ Lot Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

in accordance with the Town of Boylston Cemetery Department rules and regulations, the company agrees to install or perform work on this lot that conforms to the approved description on this order.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State relation to the lot owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Burial(s) in this lot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the actual monument or marker does not conform to the approved description on this order or it doesn’t conform to the rules and regulations of the Town of Boylston Cemetery Department, the monument company agrees to remove the monument or marker immediately upon notification from the cemetery department at their expense.

Such companies shall be responsible for any physical damages and/or destruction to the property within the Cemetery confines. Said companies must have a certificate of liability insurance, naming the Town of Boylston as an additional insured on the policy and must be in-hand prior to providing any services.

Notification to the Cemetery Department must be made 24 hours prior to the date and time work is to be performed to: (508) 869 2261 or Email: jpupkar@boylston-ma.gov

OFFICE USE ONLY:

Date received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LSTON**

**Cemetery Department**

**Foundation Order/Sketch Design**

**Monuments**

Maximum length of Base:

Two Grave Lot 3 feet

Three Grave Lot 3 ½ feet

Four Grave Lot 4 feet

Six Grave Lot 4 ½ feet

Maximum height of monument is not to exceed 38”

Thickness (front to back) of monument base is not to exceed 16”

Thickness of monument is not to exceed 10”

**Markers**

Single grave flat marker 2 feet length, 1 foot wide

Double flat marker 3 feet length, 1 foot wide

Excavation and foundations required by lot owners must be done by the Commission or designated representative. Foundations are a minimum of 2’ deep. A fee will be charged of **$40.00** per cubic foot.

Please use this space to provide the following:

Foundation size: \_\_\_\_\_\_\_\_\_\_\_\_\_ long x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wide for a #\_\_\_\_\_\_ grave lot.

Marker size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ long x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_wide for a flat marker.

Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide sketch below and indicate: height, width, length in feet & inches the size of memorial. You may attach your own sketch as long as it includes the following information and is signed by the family representative.

Tablet: \_\_\_\_\_\_\_\_Length x \_\_\_\_\_\_\_\_\_\_ x Width x \_\_\_\_\_\_\_\_\_Height

Base: \_\_\_\_\_\_\_\_Length x \_\_\_\_\_\_\_\_\_\_ x Width x \_\_\_\_\_\_\_\_\_Height

**Monument Cleaning**

Describe work to be done: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MONUMENTS & MARKERS**

No monument or other memorial may be placed in the Cemetery until a sketch or blueprint showing the design, material, finish size and proposed inscription thereon, is first submitted to the Commission or designated representative for approval. The Commission reserves the right to reject any plan or design for a memorial, which on account of size, design, inscription, finish or quality of stone is unsuited to the lot on which it is to be placed.

Markers and monuments must be of natural stone. No artificial material of any description is permitted.

Only one central or family memorial is allowed on a family plot and must be inscribed with the family name of the lot owner on record.

In the section of the Cemetery specially designed for ground level markers, no monument above grade line will be allowed.

Markers shall be flush with the grade of one piece only, and shall not exceed two feet in length on a single grave, nor one foot width.

Two or more graves shall not exceed three feet in length, nor 1 foot width.

Raised letters are not allowed. The bottom bed of all bases and markers must be cut level and true.

All rubbish and other debris must be cleaned up by the people employed at the work site, and the grounds left exactly as they were prior to starting such work.

All work must be done during working hours of the Cemetery and cease at the close of the working day. Working hours: Monday-Friday 8am-4pm.

No work will be set up in the spring until the ground is fully settled and in proper condition.

Foundation orders received after May 1st cannot be guaranteed for Memorial Day. No foundation will be set between May 15th and June 1st., nor between November 1st and April 1st.