

**Waverly Leisure Services Department
Harlington Municipal Cemetery
PERMIT FOR FOUNDATION, MONUMENT OR MEMORIAL WORK**

Date: _____ Lot Owner: _____

Monument Company: _____

Contact Person: _____ Phone: _____

Date of Placement or Work Completed: _____

(Check One) Flush Stone: _____ Monument: _____

(Check One) Install at Head of Grave: _____ Install at Foot of Grave: _____

(Check One) Single: _____ Double: _____ Other: _____ Specify: _____

Size of Foundation (inches): _____ Long _____ Wide

Location: Section: _____ Lot: _____ Grave(s): _____

A copy of this form will be returned to the Monument Company upon receipt of payment (\$50). Please call 319-352-6263 to notify cemetery staff at least 24 hours prior to arrival for installation.

Foundation requirements. All memorial foundations constructed in Harlington Cemetery must meet the following minimum requirements:

- a. All foundations must have a 4" wash (front and back).
- b. Multiple grave foundations must have 12" pads on both ends. Maximum length (left to right) of a foundation is the size of the owner's lot minus 4".
- c. Single grave foundations the maximum length (left to right) of a foundation is the size of the owner's lot minus 4". Maximum width (front to back) is 24". Maximum size of a single grave foundation is 38" X 24". A monument with a 30" base can be offset on the foundation to allow 6" on one side. A monument with a 36" base the stone needs to be offset on the base to allow at least 6" on one side of the base.
- d. Depth is optional. The monument company must stand behind their work on each individual foundation.
- e. **Babyland Monuments:** All monuments in Babyland must be gray in color and either of the following dimensions: 16.5" long x 11" deep x 8" tall or 15" long x 7" deep x 5" tall
- f. **Companion Gardens Monuments in Sections I & H:** Monuments in Companion Gardens within sections I and H must of similar shape and size as those already in place. The measurements are to be at least 43" H x 25" W x 8" D.

Purpose: To provide a space for vases and urns not interfering with burials or property lines.

Monument foundation forms and related construction materials should be removed and cleaned up by the foundation company in a timely manner. Variances to the above requirements must be approved by the Leisure Services office.

Damage to grounds by dealer or contractor. Damage done to lots, walks, drives, trees, shrubs or other property by dealers or contractors, or their agents, shall be repaired by the City of Waverly Leisure Services Department and the cost of such repair shall be charged to the dealer or contractor or to his principal.

I hereby agree to the above regulations _____
Monument Company Representative Date

Approved by: _____ Fee Paid (\$50): _____ Date: _____

(FOR OFFICE USE ONLY)

Date Inspected: _____ Meets Requirements: ___ Yes ___ No

Staff Signature: _____