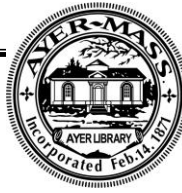


DEPARTMENT OF PUBLIC WORKS

Dan Van Schalkwyk, P.E., Director
Kimberly Abraham, Water and Sewer Superintendent
Matt Hernon, P.E., Town Engineer
Pam Martin, Business Manager



Water, Wastewater, Highway & Solid Waste

25 BROOK STREET
AYER, MASSACHUSETTS 01432
T: (978) 772-8240
F: (978) 772-8244

MONUMENT PERMIT APPLICATION

Location:

Section \_\_\_\_\_

Lot # \_\_\_\_\_

Type of Stone: New [ ] Existing [ ]

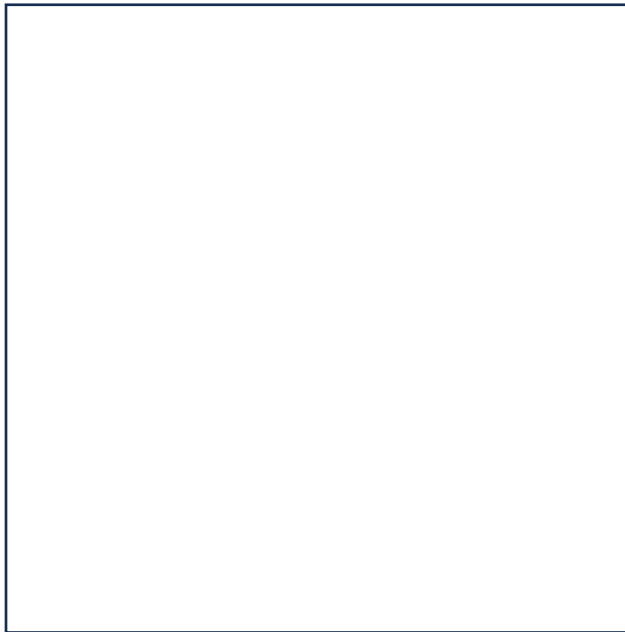
Upright Monument \_\_\_\_\_ Beveled or Slant Marker \_\_\_\_\_ Flush Marker \_\_\_\_\_

Other (Describe) \_\_\_\_\_

Dimensions:

Width \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Sketch (Provide Sketch in the box or attach sketch):



The undersigned hereby agrees to abide by the rules and regulations of the Woodlawn Cemetery, as set forth by the Town of Ayer. In completing the work described on this permit and further agrees to be responsible for any damage which may be done by them or their employees at the cemetery and that work will be completed exactly as described on this permit.

COPY OF LIABILITY POLICY MUST ACCOMPANY THIS PERMIT

Monument Company Name:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

Any person who is responsible for installing a monument, marker, inscription or foundation in violation of Ayer Cemetery Commission's rules and regulations shall be subject to a fine and the cost of removal. The Cemetery Department reserves the right to remove or modify any stone or inscription which does not conform to its rules and regulations or is erected without permit. Owner assumes all responsibilities for maintenance and care including any damage that may occur to the monument and/or markers. There is a \$100.00 fee for the Monument Permit Application, which includes costs for processing the application and foundation installation by the Cemetery.

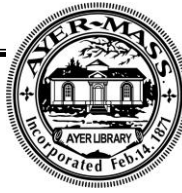
Owner of Lots: \_\_\_\_\_ (PRINT NAME)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ (SIGNATURE) (DATE)

Submit this completed form and payment of \$100.00 to Ayer DPW, 25 Brook Street, Ayer, MA, 01432 OR by email to cemeter@ayer.ma.us Please make checks payable to "Town of Ayer".

CEMETERY USE ONLY

Approved and Paid \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**Rules & Regulations**

1. Prior to any monument being installed, removed, inscribed, cleaned or repaired this Monument Permit Application must be submitted to and approved by the Ayer DPW.
2. The lot owner assumes all responsibility for maintenance and care including any damage that may occur to the monument and/or markers.
3. Non-conforming monuments may be allowed after a written request has been submitted to and approved by the Cemetery Commission.
4. The Cemetery Department reserves the right to temporarily remove monuments, shrubs, etc. to facilitate the digging of graves.
5. All monuments and markers must be constructed of natural stone or bronze.
6. All size restrictions are listed in the chart below.
7. Curbing, elevated corner markers, buttresses, wooden structures, temporary monuments, and unattached urns are not allowed.
8. Slant or beveled markers may only be used in place of a monument.
9. No portion of any monument is permitted to extend beyond the footprint of the base.
10. All work on lots is to be done during normal cemetery hours and will cease in the event of a funeral service.
11. All markers will be a minimum of 4" thick. Markers are to be set flush with the ground in a manner that will not affect mowing operations.
12. Any damage that may be caused by setting a stone and/or constructing a foundation will be repaired by the Cemetery Department at a rate of \$150.00/hr plus the cost of materials payable by the monument company.
13. All monuments must have a foundation. The Cemetery will install the foundation for monuments.
14. All markers must have a foundation. The Cemetery will install the foundation for markers.
15. Benches are not permitted.
16. All engravings to existing stones require a permit except for adding death dates.
17. No engravings that are or could be deemed offensive will be allowed.
18. All incorrectly placed markers or monuments will be removed at the cost of \$100.00/hr. and charged to the monument company.
19. Location for all stones will be marked by the Cemetery Department pending the completion and approval of this Monument Permit Application.
20. No monument or marker will be placed on any lot that is not paid for in full.
21. Lots designated for only ashes may only have a flat marker at the head of the lot unless they are military.
22. There is a \$100.00 fee for the Monument Permit Application, which includes costs for processing the application and foundation installation by the Cemetery.

**Size Requirements for Monuments and Markers**

**Upright Monument/Beveled or Slant Face Markers**

Single Grave lot  
Two to Three Grave lots  
Four to Six Grave lots

**Maximum Dimensions**

(width x depth x height)  
2'0"x 1'0"x 3'0"  
3'0"x 1'0"x 3.5'  
4'0"x 1'3"x 3'0"

**Bench**

**Not Permitted**

**Flush Markers**

Single Grave lot  
Military

**Maximum Dimensions**

(width x depth)  
2'0"x 1'0"  
Varies

*Non-conforming monuments may be allowed after a written request has been submitted to and approved by the Cemetery Commission.*