

**Town of Pittstown Cemetery**  
**Foundation/Memorialization Application**

Foundation/Memorialization Application: \$25.00 per foundation/memorial

*Please Note: Any foundation or monument placed on Town property without an approval application and payment in full of all lot or memorialization charges, will be removed at the owner's expense.*

Date of Application \_\_\_\_\_

Applicant (owner of the lot or designee): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Monument Dimensions: \_\_\_\_\_

Monument Materials: \_\_\_\_\_

Name and Contact of Insured Installer: \_\_\_\_\_

Applicant's Comments: \_\_\_\_\_

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

**REQUIRED – PLEASE ATTACH a sketch showing the design and plan of the work inscriptions and location of proposed memorial on the lot.**

OFFICIAL USE ONLY:

Date Application was received: \_\_\_\_\_ Date of Processing: \_\_\_\_\_

Application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Town of Pittstown Building Department Signature: \_\_\_\_\_

## **Monument Guidelines:**

Complete Rules and Regulations are available on the Town of Pittstown website.

The owner(s) of each grave site(s) will have the right to erect any stone or monument memorial structure thereon. Headstones shall not exceed four feet in height and must be placed on a solid concrete foundation, installed by an entity approved by the Town of Pittstown or its agents. All monuments shall be no larger than eighty percent (80%) of the width of the lot, unless approved in writing by the Town of Pittstown. No vault shall be built entirely or partly above ground without prior written permission from the Town of Pittstown. All monuments or parts of vaults above ground shall be of marble, granite, or other cut stone. Flat grave markers, including veteran's grave markers, must be placed on a concrete foundation so constructed that the surface of such marker will remain flush with the ground. Flat markers will be allowed above ground if they are placed on a cut stone base at least 6 inches thick. A "Foundation/Memorialization Application" form accompanied by a sketch, showing the design and plan of the work and shall show sizes, kind of material, inscriptions and location of proposed memorial on the lot must be submitted to the Building Department of the Town of Pittstown for approval. If, in the opinion of the Building Department, any of the specifications of a monument do not conform to the approved standards, the plan will not be approved. All stones, monuments, statues or any other above ground fixed memorial, or descriptions to be placed in or upon any grave site(s), shall clearly conform generally to the existing memorials in the cemetery. The Town of Pittstown shall have the absolute right to remove any inscription which in the opinion of the Town is offensive in any way to the owner(s) of grave site(s) in the cemetery, their families, friends and other visitors. No monument or grave marker will be permitted on a grave site(s), where the purchase price of such grave site(s) has not been fully paid. The Town of Pittstown will permit the monument or marker to be erected only after the purchase price of such grave site(s) has been paid in full. When a monument, stone or marker has been placed on a grave site, should the monument, stone or marker have to be moved in order for a burial to be made, the owner of the grave site shall assume all liability for any damage done to such monument, stone or marker. The Town assumes no responsibility for any damage done by the removing and resetting of such monument, stone or marker. No trees or shrubs may be planted by the Lot Owner. Planting of the flowers will be allowed along the base of a monument in a cut out bed not to exceed 12 inches from the base of the stone. The Town of Pittstown may remove any trees or shrubs that are deemed an impediment to general maintenance or safety. Chairs, benches or enclosures of any kind are not allowed and will be removed without notice. Seasonal directions are permitted but shall be removed by the grave site owners within 30 days thereafter or sooner.