



Corporation of the Town of Greater Napanee, 99A Advance Ave., Napanee, Ontario K7R 3Y5

Monument Installation/Addition Request

Monument Company Information

Monument Company			
Address			
Contact Name		Phone No.	
Email			

Interment Rights Holder & Authorization

(Please confirm identity of Interment Rights Holder with this office.)

Name of Interment Rights Holder(s) or Legal Representative			
Signature		Date	
Address			
Email		Phone No.	
Relationship to Deceased			

Cemetery and Marker Information

The applicant, a legitimate Interment Rights Holder or the Legal Representative of the Interment Rights Holder, of lands held in the name of the cemetery indicated below, hereby requests permission to install a monument.

Cemetery					
Section		Plot		Quadrant	
New Marker	Y or N	Addition to a Monument	Y or N	Staking Required	Y or N

<input type="radio"/> Upright Monument	Die Dimensions (length/width/height)	Base Dimension (length/width/height)			
<input type="radio"/> Flat Marker	Dimensions				
<input type="radio"/> Overall Size of Marker		Colour		Material	

Legislated Care & Maintenance Fund Information

The amount contributed to the Care & Maintenance Fund when a monument or marker is installed in the cemetery shall be as specified by Ontario Regulation 30/11ss. 166 & 168 and shall be as follows:	
a) Installing a flat marker less than 173 sq. inches (1116.3 sq. cm)	\$0
b) Installing a flat marker at least 173 sq. inches (1116.3 sq. cm)	\$100 + HST
c) Installing an upright marker four ft. (1.22m) or less in height and four ft. (1.22m) or less in length including the base	\$200 + HST
d) Installing an upright marker more than four ft. (1.22m) in either height or length including the base	\$400 + HST
Amount due to Care & Maintenance Fund	\$

Foundation Installation - See Checklist at Bottom

The foundation for an upright marker will be installed in compliance with Cemetery By-laws. *The installer hereby guarantees that the foundation shall be constructed in accordance to specifications set forth in the Town of Greater Napanee Cemetery By-law #2022-0063 and accepts full legal and financial responsibility if non-compliant.*

Please Circle One

Foundation Supplier: *Monument Company or Cemetery Operator* **Fee (if Cemetery installing):** *\$500+HST*

Company Name			
Contact Name			
Address			
Phone No.		Email	
Signature		Date	

Upright Marker Safety

All upright makers to be erected within this Cemetery must be capable of withstanding a horizontal force of 100 pounds (applied 4 inches below the top of the monument, in any direction), when set in dry mode (without monument compound between the base and die-stone). An upright monument unable to withstand 100 pounds of horizontal force must be properly pinned (permitting possible dismantling and safety restoration) to achieve this requirement.

The legal signing agent for the monument supplier hereby guarantees that the specifications of the upright marker upon erection comply with the By-laws of the corresponding Cemetery and accepts full legal and financial responsibility if non-compliant.

Upright Marker Supplier:

Company Name			
Contact Name			
Address			
Phone No.		Email	
Signature		Date	

A sketch of the proposed monument design and the inscription is required. Upon receipt of a completed request and payment of the Care & Maintenance Fees, we will provide confirmation to proceed with the installation. Please complete form and send to Fax. 613-776-1103 or email cbowen@greaternapanee.com with a sketch of the Monument and the Inscription, or complete below.

Q4	Q5
Q3	Q6
Q2	Q7
Q1	Q8

Date (DD/MM/YY):

Signature of Licensed Cemetery Representative

Signature of Applicant

Check List for Submission:

Foundation Installation Form Complete:

Care and Maintenance Fee:

Foundation Fee:

HST:

Total Amount Due: