



Corporation of the Town of Greater Napanee, 124 John Street, P.O. Box 97 Napanee, Ontario K7R 3L4

## 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	

The Corporation of the Town of Greater Napanee does not have legal ownership of the Riverview Cemetery (located at 336 Dundas Street West, Napanee) or the Riverside Cemetery (located at 303 Church Street, Napanee). The Assumption process began on May 19, 2020, and the Corporation holds an Acting role until the assumption process is complete. The Corporation of the Town of Greater Napanee is not liable or responsible for work done previous to May 19, 2020.

**Legislated Care & Maintenance Fund Information**

The amount contributed to the <b>Care &amp; Maintenance Fund</b> 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
<b>Amount due to Care &amp; Maintenance Fund</b>	<b>\$</b>

**Foundation Installation**

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 By-laws of the corresponding Cemetery and accepts full legal and financial responsibility if non-compliant.*

*Foundation Supplier:*

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	

***The Corporation of the Town of Greater Napanee does not have legal ownership of the Riverview Cemetery (located at 336 Dundas Street West, Napanee) or the Riverside Cemetery (located at 303 Church Street, Napanee). The Assumption process began on May 19, 2020, and the Corporation holds an Acting role until the assumption process is complete. The Corporation of the Town of Greater Napanee is not liable or responsible for work done previous to May 19, 2020.***

*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 email/fax to Fax.613-776-1103 or email [cbowen@greaternapaneec.com](mailto:cbowen@greaternapaneec.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

***The Corporation of the Town of Greater Napanee does not have legal ownership of the Riverview Cemetery (located at 336 Dundas Street West, Napanee) or the Riverside Cemetery (located at 303 Church Street, Napanee). The Assumption process began on May 19, 2020, and the Corporation holds an Acting role until the assumption process is complete. The Corporation of the Town of Greater Napanee is not liable or responsible for work done previous to May 19, 2020.***