

Head of Christiana Church

CEMETERY

HEAD OF CHRISTIANA CEMETERY
1100 W. CHURCH ROAD, NEWARK, DE 19711
Cemetery Manager, Susan Brook
OFFICE 302-273-3682
HOCcemetery@gmail.com

MAILING ADDRESS:
HOC Cemetery Board Association
1104 West Church Road
Newark, DE 19711-2506

MEMORIAL / VASE ASSEMBLY INSTALLATION PERMIT APPLICATION FORM

- **No monument may be placed without submission of this application (both Part I and Part II with appropriate signatures) along with payment and approval of the permit by authorized employees or officers of Head of Christiana Cemetery.**
- Acceptance of this permit by the cemetery and any payments accepted by the cemetery do not constitute complete approval of this application. A signature is required from a Cemetery official for such approval. (See last page.)
- All monuments must be placed by an authorized monument company. Please see the HOCcemetery website for a list of authorized monument companies.
- Monuments placed without permission will be removed at the expense of the applicant.

Part I: Deed Holder/Agent

BY SIGNING BELOW, APPLICANT(S) ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO THESE TERMS AND CONDITIONS:

1. The undersigned applicant(s) hereby request permission for the Memorialization Work as described in this application and authorizes the Monument Company to perform such work at the Lot described in the application. The applicant acknowledges that all work and activities conducted in the cemetery are subject to the rules, regulations, and standards of the Head of Christiana Cemetery and that an authorized Monument Company will be conducting the installation.
2. If granted, approval of this application will apply to the precise details and information presented in and with this application. If upon inspection, employees or officers of the cemetery determines that the work is not in strict compliance with the information provided or does not comply to the rules, regulations and standards, the applicant will correct the work or remove the marker/monument within 30 days.
3. The applicant agrees that should the marker/monument become unsightly, dilapidated or dangerous as determined by employees or officers of the cemetery, the cemetery shall have the right to correct, repair or remove the marker/monument at the expense of the applicant.

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Application is hereby made to permit the installation of a memorial: (Use ink or type)

LOT # _____ Section of Cemetery _____ Place in Plot _____
(A, B, Site 2, etc.)

And to permit the monument dealer who signs this application to furnish the memorial in accordance with the rules, regulations, and standards of the cemetery now in force or hereafter adopted. The undersigned attests that they are the sole and exclusive owner, and/or as heirs or agents have the right of burial in the lot and grave described above and requests the Head of Christiana Cemetery to permit the installation of the memorial described on the page appended hereto for that purpose.

(Signature of Owner / Heir / Agent*)

(Print Name)

Relationship to Owner _____ Date _____

ADDRESS of OWNER(s) _____

Phone: (_____) _____ -- _____

Email: _____

*Except on behalf of a spouse or children, heirship or right of interest must first be established before the application will be accepted. In the event this application is being signed by an agent of the deed holder, the agent agrees to inform the deed holder of the provisions of this agreement and the rules, regulations, and standards of the cemetery. *

Installation Fee is \$100.00 for each gravestone or marker, payable to HOC Cemetery Association. Mailing address above.

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Part II: Monument Company

BY SIGNING BELOW, APPLICANT(S) ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO THESE TERMS AND CONDITIONS:

- I certify that I have been authorized by the person making this application to prepare a memorial for the above-described location and that the page attached for that purpose contains the specifications and details of this memorial.
- I agree to abide by the rules, regulations, and standards of the cemetery now in force or hereafter adopted and I further agree that, if in the opinion of the cemetery authorities the marker or monument does not comply, it will be removed by me within seven days of notification at no cost to the owner or cemetery. (See Marker / Monuments Standards below)
- I further agree that I will pay for or correct any damage to lots, graves, walks, trees, shrubs, markers, monuments, etc. that may result from the transportation and setting of this memorial.
- I hereby agree to indemnify, defend, and save harmless the cemetery upon, or from, any claims, demands or alleged causes of action arising by reason of the erection of this memorial.
- I am responsible for correctly locating and placing the monument in the proper place within the assigned lot.
- No memorial, once installed, may be removed without the written approval of the cemetery.

MARKER/MONUMENT STANDARDS

All Markers and monuments installed in the Head of Christiana Cemetery shall comply with the following minimum standards.

FOUNDATIONS

The most important part of an installation, the foundation shall be no less than 30” deep unless it rests on top of a vault. It shall be made of cement which may incorporate cement blocks. It shall be level and its top surface will be of appropriate size to fully accommodate the base or stone it is designed to support. The foundation shall be level with the surrounding ground for an upright monument and for a flat marker, it should reach a level below ground level which will allow the flat marker to be at ground level when installed. The installer of the foundation is liable for failure or incorrect installation and the cemetery reserves the right to remove or correct the foundation at the installers expense so that cemetery specifications are met.

MATERIALS

All monuments and markers shall be of good quality granite, free from flaws, defects, and tool marks. No stone other than granite is acceptable unless the stone is to duplicate a previously installed companion stone.

- The base and die of an upright monument shall be of the same grade and color.
- The top of a base for an upright monument must be 8” above ground level.
- The exposed surfaces of all markers and monuments shall have a polished or “steeled”

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surface except that the base for an upright monument may have a rock finish on all sides, but not the top.

- Bronze markers shall be attached to the appropriate granite and concrete base in order to reach ground level. Small bronze markers which are inserted into the ground are subject to disturbance, and are not permitted, save as a temporary marker.

SIZE REQUIREMENTS

Flat Markers

- Flat markers that are 30” wide or greater shall be no less than 6” thick. Markers less than 30” wide shall be no less than 4” thick. None should be less than 12” (front to back) or more than 24” wide (left to right).
- If a vase is to be incorporated, the stone must be 6” thick.
- An exception is made for infant graves which may have a flat marker as small as 18” X 9” X 4”.

Upright Monuments

Upright monuments, when permitted, shall meet the following dimensions:

- The base can be no larger than 58” (left to right) 14” (front to back) and 8” above ground level.
- **The Die** may be no larger than 48” (left to right) 8” (front to back) and 30” above the base.
- All bases shall exceed the dimensions of the 48” wide Die by no less than 3”, both front and back and no less than 5” on each side, left and right.
- If the Die is 36” wide or less, the base need only exceed the dimensions of the Die by no less than 4”, left and right and no less than 3” front to back.
- All Dies must be 8” thick, front to back.

MARKER/MONUMENT PARTICULARS (To be completed by the monument company, please print)

Name of Monument Co. _____

Address of Monument Co. _____

Phone # and Contact Person _____

Lettering on Monument (Please PRINT carefully)

Name(s) _____

Birth Date _____ Death Date _____

Other Date(s)? _____

Inscription, if any _____

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Type of stone _____ Type of Finish _____

Base dimensions _____ Dye dimensions _____

Foundation dimensions & material _____

(Signature of the Monument Representative) (Print Name) (Date)

On the back of this page, provide a sketch of the marker or monument being certain to depict the precise measurements of the foundation, base (if any) and stone. Be certain to confirm that the measurements and the finish conform to the standards set forth above.

Proposed date(s) of installation: _____

Installation of the marker/monument described in this document is approved.

Official Signatory of HOC Cemetery **Name of Signatory (Please Print)**

Approval Date _____