

**Waverly Leisure Services Department
Harlington Municipal Cemetery
PERMIT FOR FOUNDATION, MONUMENT OR MEMORIAL WORK**

Date: _____
Monument Company: _____
Company Contact Person: _____ Phone: _____
Lot Owner: _____
Name on Monument or Memorial Work: _____
Size of Foundation in inches: _____ L" x W" (side to side x front to back)
Size of Monument in inches: _____ L" x W" x H"
(Check One) Flush Stone: _____ Standing Monument: _____ Other: _____
(Check One) Single: _____ Double: _____ Other: _____ Specify: _____
Location: Section: _____ Lot: _____ Grave(s): _____
(Check One) Install at Head of Grave: _____ Install at Foot of Grave: _____ Other: _____

Foundation requirements.

Purpose: To provide a space for vases and urns not interfering with burials or property lines.

All memorial foundations constructed in Harlington Cemetery must meet the following minimum requirements:

- a. All foundations for standing monuments must have at least 4" wash on the front and back.
- b. The maximum foundation width (front to back) is 24". The maximum length (side to side) of any foundation is the total width of the owner's lot minus 4". Each grave space is generally 42" side to side.
- c. On a multiple grave foundation, there must be at least 12" wash on both ends.
- d. On a single grave foundation, there must be at least 1" wash on both ends and a minimum combined side wash of 8". There must also be at least 6" wash on at least one end of the monument to allow space for flowers and/or decorations.
Examples on back.
- e. Depth is optional. The monument company must stand behind their work on each individual foundation.

Flush Markers: A foundation is not required for a flush marker. Flush markers must follow the same maximum length and width as standing monument foundations.

Babyland Monuments: All monuments in Babyland must be gray in color and either of the following dimensions:

16.5" L x 11" W x 8" H - or- 15" L x 7" W x 5" H

Companion Gardens Monuments: Monuments in Companion Gardens within sections I and H must be of similar shape and size as those already in place. The measurements are to be at least 25" L x 8" W x 43" H

Damage to grounds by dealer or contractor: Damage done to lots, walks, drives, trees, shrubs or other property by dealers, contractors, or their agents shall be repaired by the City of Waverly Leisure Services Department. The cost of such repair shall be charged to the dealer, contractor, or to their principal.

Other: Monument foundation forms and related construction materials should be removed and cleaned up by the foundation company within seven calendar days. Variances to the above requirements must be approved by the Leisure Services office.

I hereby agree to the above regulations _____
Monument Company Representative _____ Date _____

Approved by: _____ Fee Paid (\$50): _____
Date _____

As receipt of payment (\$50), a copy of this form may be obtained by the Monument Company if requested.

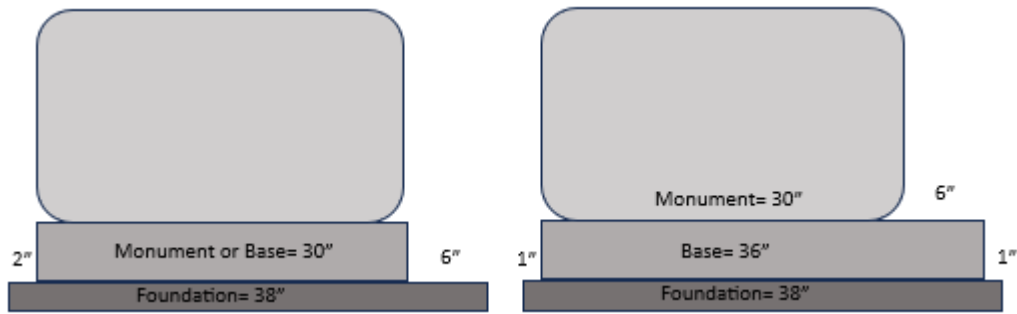
**Permits for installing foundations must be obtained and fees paid prior to any foundation work.
Please call 319-352-6263 to notify cemetery staff at least 24 hours prior to arrival for installation.**

(FOR OFFICE USE ONLY)

Foundation Placement Date: _____ Monument Placement Date: _____

Staff Signature: _____ Date: _____ Meets Requirements: Yes _____ No _____

Single Grave Foundation Examples:



1. A 30" monument (tablet) or base can be offset on a foundation to allow at least 6" wash on one end and 2" wash on the other.
2. A monument (tablet) with a 36" base will need to have a smaller offset stone on the base to allow at least 6" on one end of the monument, therefore leaving 1" wash on each end of the foundation.