

Contractor Work Approval Form

Each project must have an individual form. Scheduling of installation will not be permitted unless the Association is presented with this completed form.

Lot Owner _____ Range _____ Site _____

Phone Number _____

Signed proof of memorial must be included with this form. Please call the office at (202) 543 – 0539 to pay the Monument Placement Fee.

Please indicate the desired location of the memorial on the owned plots and the facing direction of the inscription.

		N	
	Range # _____		Range # _____
W			
		S	
			E

The Association for the Preservation of Historic Congressional Cemetery requires this form to be filled out to acknowledge that the lot owner is aware of a monument being placed on a site in which they own the Interment Right as well as to make the Association aware of the fact that work is planned by a specific monument company. This contract verifies that both the lot owner and the monument company are aware of the Historic Congressional Cemetery Rules & Regulations concerning the installation and restoration of monuments at the site.

Lot Owner Signature _____ Date _____

Contractor Signature _____ Date _____

Historic Congressional Cemetery

Rules and Regulations

Updated September 2024

Contractors

Design

All contractors must annually provide a certificate of insurance for all liabilities prior to working on the grounds.

Proposals for conservation and restoration work must be approved by the Association before work begins.

The address of the burial plot, Range and Site numbers, must appear on the monument in either the lower right-hand corner of the front or the back. For example: R70 / S200

Memorials with multiple pieces must be secured together with stainless steel pins, setting compound, or lime mortar.

Fasteners and hardware shall be bronze or stainless steel. Non-ferrous metal must be coated.

All adornments capable of retaining water must have a weep hole.

Memorials must be natural stone, such as marble, granite, slate, or sandstone, or non-ferrous metals such as bronze. All other materials should be commercial grade and are subject to review and approval by The Association.

Scheduling

A Memorial Installation Processing Form with attached Contractor Work Approval and signed memorial proof must be submitted for each project the lot owner wishes to employ a contractor to work on the site. The contractor's Proof of Liability must be on file and the Monument Placement Fee paid. Work will not be permitted unless the Association is presented with these documents and payment.

Two-week advance notice is required for the installation of a memorial to properly prepare for the placement and to avoid events and funerals. Funerals always take precedence over memorial installation. Work must stop immediately, and vehicles removed from view of the funeral.

Installation

The Association will designate and map the location of the memorial.

All monuments, benches, and stones shall be plumb and level.

All installation, engraving, and restoration work must be performed on Monday through Friday during office hours and check-in at the gatehouse prior to work starting is mandatory. Work will not be performed when there is snow, ice, heavy rain, high winds, or lightning.

Installation should be 3' on center of single burial plots or otherwise directed and marked by Association staff for adjoining family plots. The contractor is responsible for coordinating with client on monument placement within the plot(s) boundary.

Contractors are responsible for compacting the soil below the sub-base/foundation, and client/contractor will be responsible for releveling.

Concrete foundations are mandatory and installed at the owner's expense. They must be plumb with surrounding memorials, level, and set 1" below grade. The depth of excavation for a memorial shall be about one-half its height unless installed in compliance with current industry standards. A concrete foundation should extend past the perimeter of the base but no wider than the plot(s) itself. For larger structures, the foundation should adhere to local building code and current engineering standards. Application of dry concrete for a foundation is not permitted. Concrete must be applied thoroughly mixed with water.

For Department of Veterans Affairs headstones, the top of the tablet must be placed 17" above grade. The face of flush markers should never be placed below grade.

Hydraulic lime mortar is the preferred mortar at HCC. The product "Set-Rite" or hydrated lime mortar shall be used to seal all joints on new installations. Portland cement is prohibited except for foundations. Vinyl, latex, silicone, "Crazy Glue," "Gorilla Glue," epoxy, tar, caulk, and sealants are prohibited.

Qualified conservation methods and historically sensitive materials are required for restoration work.

Follow Up

All trash, materials, and supplies must be cleaned up and removed from the property by the end of each day. Equipment left on site is at risk of loss, damage, or theft and the sole responsibility of the installer/contractor.

The grade and plant material must be restored to its previous condition prior to work, and when grass is unable to be restored, grass seed should be mixed with the exposed dirt. The installer must check-out at the gatehouse before leaving to let staff know which memorials are complete.

If the company runs out of time and has more memorials to install that were planned and marked for that day, they can return the following business day to complete. If unable to come the next business day, they should reschedule for the remaining memorials.

Upon inspection by the Association, if a foundation, memorial, or engraving job is found to conflict with the Rules and Regulations, the Association will give the contractor written notice of the necessary corrections that must be performed at the expense of the contractor.

Installers who fail to correct their work after notification or are unable to adhere to the Rules and Regulations may be restricted from further work at the cemetery.

Problems found with the memorial will be rectified at the contractor's expense.