



The Catholic Cemeteries
of the
Archdiocese of Washington, Inc.

13801 GEORGIA AVENUE • SILVER SPRING, MARYLAND 20906 • 301-871-1300 • FAX 301-460-7025 • WWW.CCAW.ORG

ALL SOULS CEMETERY • GATE OF HEAVEN CEMETERY • MOUNT OLIVET CEMETERY • RESURRECTION CEMETERY • ST. MARY'S
QUEEN OF PEACE CEMETERY • ST. MARY'S LINCOLN ROAD • ST. JOHN'S-FOREST GLEN
ST. MARY'S COUNTY CEMETERIES • CHARLES COUNTY CEMETERIES

APPLICATION TO ERECT CEMETERY MEMORIAL

Application is hereby made for permission to erect a cemetery memorial and for the installation of a foundation as indicated below on Section _____ Lot _____ Grave(s) _____ Area of Lot _____ in _____ Cemetery and to permit the monument dealer who signs this application to furnish the cemetery memorial in accordance with the rules and regulations of the Cemetery.

IT IS UNDERSTOOD AND AGREED THAT ALL WORK ON CEMETERY MEMORIALS IS SUBJECT TO THE RULES AND REGULATIONS OF THE CEMETERY NOW IN FORCE OR HEREAFTER ADOPTED IN ANY WAY AFFECTING CEMETERY MEMORIALS OR ANY OTHER STRUCTURES OR MEMORIALS, THEIR MANUFACTURE, LOCATION, CARE, ERECTION OR REMOVAL.

The undersigned, represents that he, she or they, is or are the sole and exclusive owner or owners of the right of interment in the grave(s) described above and hereby authorizes and agrees to all the terms, conditions and other provisions set forth on both sides of this application.

Signature(s) of Grave Owner(s) Print Name:_____	Date _____	Address _____ _____ _____ Zip _____
Signature(s) of Grave Owner(s) Print Name:_____	Date _____	Telephone:_____

MEMORIAL DEALER AGREEMENT

The undersigned memorial dealer warrants that the person(s) making this application has authorized the dealer to construct a cemetery memorial on the above-described grave(s) and that the attached specifications form contains the specifications and detailed sketch of the cemetery memorial.

The dealer agrees to comply with the Rules and Regulations of the Cemetery now in force or hereafter adopted including but not limited to the following:

1. The Memorial Dealer shall furnish the Corporation or the Cemetery a blue print or sketch (to scale) of the proposed cemetery memorial, specifying size, location, inscription, quality of stone and name of person or company furnishing said stone.
2. The Memorial Dealer shall make a contribution of \$ _____ to the appropriate cemetery Endowment Care Fund as a result of installing a cemetery memorial on cemetery property. The amount contributed to the Endowment Care Fund is based on a percentage of the installation fee the Corporation would charge to install the particular cemetery memorial on cemetery property. Proceeds from the Endowment Care Fund are used for the care and maintenance of the cemetery.
3. The Memorial Dealer shall furnish the Corporation with a Certificate of Insurance naming the Archbishop of Washington and his successors in office, a Corporation Sole; and the Catholic Cemeteries of the Archdiocese of Washington, Inc., as additional insureds. The Certificate of Insurance shall be for the amounts deemed appropriate by the Corporation.
4. The Corporation shall have the authority to reject any plan or design for any memorial which, because of size, design, inspection, kind or quality of stone or other material is unsuitable in the opinion of the Corporation.
5. The Corporation reserves the right to stop all work of any nature, whenever, in its opinion, proper preparations therefor have not been made; or when tools or machinery are insufficient or defective; or when work is being executed in such a manner as to threaten life or property; or when the cemetery memorial being installed in not as approved by the Corporation; or when any reasonable request of the Corporation is disregarded; or when work is not being executed according to specifications; or when any person employed on the work violates any rule of the Corporation.
6. Workers employed in placing or erecting cemetery memorials and other structures, or bringing in material, shall, as to the Corporation, operate as independent contractors, but must do so under permission from the Corporation and must be under the general supervision of the Manager of the Cemetery.
7. Persons engaged in erecting cemetery memorials, or other structures, are prohibited from attaching ropes to existing memorials, trees, and shrubs, or from scattering their material over adjoining graves, or from blocking avenues, roads or pathways, or from leaving their material on the grounds longer than is absolutely necessary. Such persons must do as little injury to the grass, trees and shrubs as possible and must remove all debris and restore the ground and sod to its original condition. Work must proceed promptly until completion.
8. Damage to grave(s), walks, drives, trees, shrubs, or other property, by dealers or contractors, or their agents, shall be repaired by the Corporation and the cost of such repair shall be charged to the dealer or contractor, or to his principal.
9. No material, machinery, or other items used in the construction of vaults, mausoleums, memorials or such structures or cemetery memorials themselves, may be brought into the Cemetery until required for immediate use; under no circumstances shall material, machinery or other items be brought in when a funeral is in process or on a Saturday or Sunday; no work shall be done during said times nor shall such material be placed on grave(s) adjoining the one on which such a structure is to be erected without permission from the Manager of the Cemetery. All work is to be done during normal business hours.
10. The completed work is subject to approval of the Corporation and, if unsatisfactory, it may be removed by the Manager of the Cemetery and any cost associated with removal shall be paid promptly by memorial dealer.
11. Should any cemetery memorial, mausoleum or tomb become unsightly, dilapidated or a danger to visitors, the Corporation shall have the right either to correct the condition or to remove same at the expense of the owner of right of interment.
12. No cemetery memorial shall be removed from the Cemetery except by the Corporation, unless written order of the owner of right of interment be presented at the office of the Cemetery and permission granted by the Corporation.
13. The Corporation reserves, and shall have, the right to correct any error that may be made by its employees or by any other person with respect to locating, placing or constructing a monument or marker within the Cemetery.

Signature of Dealer _____	Date _____	Company Name _____ Address _____ _____ Zip _____ Telephone:_____
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Stake Out Fee of \$210.00 must
accompany this Application to Erect
Cemetery Memorial

FOUNDATION INSTALLATION INTENTIONS

- ☐ The memorial dealer hereby indicates its intention to install the foundation for the cemetery memorial to be erected. The aforesaid dealer expressly agrees and warrants that it is to prepare and install the foundation in a good and workmanlike manner and using materials of merchantable quality. It is expressly agreed and under-stood that the memorial dealer assumes sole responsibility for restoration and repair of the foundation and cemetery memorial in the event of ground settlement, erosion, or any other change in the condition of the foundation or position of the cemetery memorial except for changes caused by the actions of the Corporation. This responsibility is subject to the Corporation's right to correct or remove the cemetery memorial as indicated in ¶11 above.
- ☐ The memorial dealer hereby requests the Corporation to install the foundation for the cemetery memorial in accordance with its rules, regulations and standards for installation and maintenance of such foundations and subject to the provisions of ¶11 above.
- ☐ Memorial dealer acknowledges said cemetery memorial is to be installed in a cemetery location in the State of Maryland. Memorial dealer further certifies he/she is currently authorized by the state of Maryland to provide cemetery goods and services within the state.

Signature of Dealer

Date

Company Name

Address

Zip

Telephone:

State of Maryland Permit / Registration Number

SPECIFICATIONS

Section

Lot

Grave

Area of Lot

Kind of Material

Trade Name

Color

Quarrier

Address

TYPE OF FINISH: Front

Back

Top

Ends

☐ LETTERING ONLY: How will lettering read?

(All lettering and inscription work must duplicate existing work in both form and method.)

☐ MONUMENT: Base Size:

Die Size:

Other Pieces:

Total Front Face Area :

sq. in.

☐ MARKER: Size:

Grave of:

Grave No:

Size:

Grave of:

Grave No:

CARVING AND LETTERING: Specify method for:

Family Name:

Individual Name:

Inscriptions:

Ornamentation:

SKETCH OF CEMETERY MEMORIAL TO BE PLACED SHOWING ALL DIMENSIONS, CARVINGS AND LETTERING, INCLUDING FRONT, BACK, SIDE AND TOP OF DIE AND BASE: (Sketch should be drawn to scale. Scale: ½ in. to 1 ft. If space is adequate, attach sheet containing scale drawing.)

NO RAISED LETTERING PERMITTED EXCEPT TO MATCH EXISTING LETTERING. NO MARBLE MEMORIALS PERMITTED EXCEPT TO MATCH EXISTING FOOT MARKERS.
Lettering Permit Charge is to be paid when application is submitted.

APPROVED:

DISAPPROVED:

REASON:

OFFICE USE ONLY

Date Received:

Invoice No.

Amount \$

By:

Date Foundation Built:

Date Memorial Rec.:

Date Memorial Erected:

Application Approved:

☐ Monument

☐ Marker

☐ Lettering Only

Inspected by:

Certificate of Insurance: