

NOTICE TO ALL CEMETERY MEMORIAL PROVIDERS

Woodlawn Cemetery - Service Fees and Regulations for Memorials and Monuments

Effective March 9, 2026

1. **Outside Contractor Insurance Requirements:** Memorials and monuments may be installed by qualified outside contractors. To qualify as an outside contractor, we require for our mutual protection that the following insurance information be filed in our office.
 - a) \$500,000.00 Auto Coverage
 - b) \$500,000.00 Worker's Compensation Coverage
 - c) \$500,000.00 Employers Liability Coverage
 - d) \$1,000,000.00 General LiabilityFurther requirement, that Woodlawn Cemetery is named as additional insured. Please provide proof of coverage before your next installation or foundation work.
2. **Authorizations & Verifications:** We require that you submit the enclosed *Memorial/Monument Installation Application* to our office for approval prior to construction of a monument foundation or delivering any memorial or monument to be installed in the Cemetery, to avoid any unnecessary delays of the installation. We must have the legal authorization of the Interment Right owner and/or purchaser and we need to verify the installation location, costs and that the memorial or monument and base are of the approved type and size for the location.
3. **Additional Maintenance Perpetual Care Contribution:** In addition to the perpetual care contributions required by Maryland Law for each grave, crypt or niche, the Association has elected to contribute an additional amount for each and every memorial or monument installed in the Cemetery. Each time a memorial or monument is installed in the Cemetery it adds to the maintenance required for the Cemetery, the equipment must go around it and someone must come back later to trim around it. When you consider memorials and monuments that number in the thousands, it is not hard to see that a great deal of maintenance in the form of labor and equipment is required to accomplish this task.

The amount of the additional maintenance perpetual care contribution is based on the size of the memorial or monument because larger memorials and monuments add more maintenance. A mandatory contribution in the amount of forty-two cents (\$.42) per square inch of the foundation size or granite base size is required to provide for the marginal additional maintenance added when monuments and memorials are installed in the Cemetery. Considering these memorials and monuments will need to be trimmed around "forever", we believe this amount is reasonable. This perpetual care contribution will be deposited by the Cemetery into the perpetual care fund and is subject to an annual audit as prescribed by the state.

In addition, a decision by the Office of Cemetery Oversight allows this perpetual care fee to be paid by either the customer directly to the Cemetery or may be collected and paid by the Memorial Provider as a collection agent. In either case, the payment of this perpetual care fee must be made at the Cemetery office prior to construction of a monument foundation or delivering any memorial or monument to be installed in the Cemetery.
4. **Layout, Supervision, and Inspection Fee:** A \$135.00 fee is charged for the layout, supervision and inspection of each upright monument foundation constructed or flush memorial installed and is payable at the time of application..
5. **Upright Monument Setting - Supervision and Inspection Fee:** In addition, for upright monuments only, a \$55.00 supervision and inspection fee will be charged at the time the monument is set on the foundation after the foundation has had time to cure.
6. **Installation/Setting Fee:** This fee is charged for the installation by the Cemetery of flush granite memorials, flush bronze memorials attached to granite bases, and upright granite monuments and is payable at the time of application. This fee is computed based upon the size of the base or foundation in the amount of thirty-six cents (\$.36) per square inch with the minimum fee being \$135.00 which includes the \$135.00 layout, supervision, and inspection fee.
7. **Foundation Fee - Upright Monuments Only:** In addition to the installation fee, this fee is for the construction by the Cemetery of the concrete foundation (on which an upright monument will eventually be set) and is payable at the time of application. This fee is computed based on the size of the foundation in the amount of thirty-four cents (\$.34) per square inch and includes the \$55.00 supervision and inspection fee at the time the monument is set on the foundation after the foundation has had time to cure.

Note: All bronze memorials must be on a granite base that provides a two (2) inch border from the edge of the bronze memorial. Granite must measure a minimum of four (4) inches thick.

If you have any questions, please contact our office. Thank you!

Memorial/Monument Installation Application

This application is to be completed and approved prior to construction of a monument foundation or delivering any memorial or monument.

This is to advise of the purchase of a memorial/monument to be installed in the described Cemetery.

Cemetery: Woodlawn Cemetery		
Address: 2130 Woodlawn Drive, Gwynn Oak, MD 21207		
Memorial/Monument Provider:	Phone:	
Address:	Fax:	
Name(s) on Memorial/Monument:		
Interment Rights Section:	Lot:	Grave(s):
Owner(s) of Interment Rights:		
Address:	Phone:	
Purchaser(s):		
Address:	Phone:	
Memorial/Monument		Granite Base
Type:	Size:	Size:
Manufacturer:	Color:	Color:
Design:	Vase:	

Please Provide a Detailed Sketch of the Memorial/Monument

In addition to the perpetual care contributions required by Maryland Law for each grave, crypt or niche, the Association has elected to contribute an additional amount for each and every memorial or monument installed in the Cemetery. Each time a memorial or monument is installed in the Cemetery it adds to the maintenance required for the Cemetery, the equipment must go around it and someone must come back later to trim around it. When you consider memorials and monuments that number in the thousands, it is not hard to see that a great deal of maintenance in the form of labor and equipment is required to accomplish this task.

The amount of the additional maintenance perpetual care contribution is based on the size of the memorial or monument because larger memorials and monuments add more maintenance. A mandatory contribution in the amount of forty-two cents (\$.42) per square inch of the foundation size or granite base size is required to provide for the marginal additional maintenance added when monuments and memorials are installed in the Cemetery. Considering these memorials and monuments will need to be trimmed around "forever", we believe this amount is reasonable. This perpetual care contribution will be deposited by the Cemetery into the perpetual care fund and is subject to an annual audit as prescribed by the state.

In addition, a decision by the Office of Cemetery Oversight allows this perpetual care fee to be paid by either the customer directly to the Cemetery or may be collected and paid by the Memorial Provider as a collection agent. In either case, the payment of this perpetual care fee must be made at the Cemetery office prior to construction of a monument foundation or delivering any memorial or monument to be installed in the Cemetery.

Breakdown of Charges to be Paid by the Memorial/Monument Provider if Installation by Provider	Provider Charges Are
Layout, Supervision & Inspection Fee: \$135.00	
Upright Monument Setting (Upright Monuments Only) - Supervision & Inspection Fee: Additional \$55.00	
Additional Maintenance Perpetual Care Fee: \$.42 per Square Inch of Base Size (N/A if Paid Directly by Purchaser to Cemetery)	
Memorial/Monument Provider Total Charges if Installation by Provider:	
Breakdown of Charges to be Paid by the Memorial/Monument Provider if Installation by Cemetery	Provider Charges Are
Installation/Setting Fee: \$.36 per Square Inch of Base Size (Includes \$135.00 Layout, Supervision & Inspection Fee)	
Foundation Fee (Upright Monuments Only): \$.34 per Square Inch of Base Size (Includes \$55.00 Supervision & Inspection Fee)	
Additional Maintenance Perpetual Care Fee: \$.42 per Square Inch of Base Size (N/A if Paid Directly by Purchaser to Cemetery)	
Memorial/Monument Provider Total Charges if Installation by Cemetery:	

I/We, the Purchaser(s), understand that all fees/charges of the named Cemetery relating to the installation of the above described memorial/monument must be paid prior to construction of a monument foundation or delivering any memorial or monument to be installed in the Cemetery.

In addition to the coverage limitation, as related to loss or damage caused by the elements, acts of God, invasions, insurrections, riots or order of any military or civil authority, the following conditions are in also in effect:

- The Cemetery accepts no responsibility for the finish, lettering, accuracy of dates, names, spelling, emblems, omissions, quality or workmanship of the memorial/monument.
- The Cemetery is not responsible for the completion of any final dates for the memorial/monument.
- The Cemetery is not responsible for lost or stolen vases.
- Any fees for any resetting of the memorial/monument due to Seller error must be paid in advance.
- The Purchaser will direct any complaint concerning the memorial/monument to the Seller.

The undersigned Purchaser(s), hereby represent that he, she, or they have read, understand and agree with the above information and that they have the legal authority and are the exclusive owner(s) or authorized representative(s) of the legal owners of the Interment Rights described above, and hereby authorize(s) (Installer) _____ to install the above described memorial/monument upon the Interment Rights described herein in accordance with the Rules and Regulations and requirements of the Cemetery. Purchaser(s) agree to indemnify and hold harmless said Cemetery, its agents and employees, against any loss it may sustain in connection with the installation of the memorial/monument authorized hereunder.

Signed this _____ day of _____ 20 _____

Purchaser _____ Relationship _____

Purchaser _____ Relationship _____

Cemetery Official Approval _____ Date Approved _____