

# Fairview Cemetery Foundation Order Form | (860) 826-3495

120 Smalley Street  
New Britain, CT 06051

GRAVE INFORMATION						
<i>Section</i>	<i>Lot</i>	<i>Grave(s)</i>	<i>Plot Owner</i>	<i>Person buried in grave (if any)</i>		
FOUNDATION INFORMATION						
<b>Type and Placement</b>	<i>Flush</i>	<input type="checkbox"/>	<i>Slant</i>	<input type="checkbox"/>	<i>at HEAD of grave</i>	<input type="checkbox"/>
	<i>Hickey</i>	<input type="checkbox"/>	<i>Upright</i>	<input type="checkbox"/>	<i>at FOOT of grave</i>	<input type="checkbox"/>
<b>Foundation Size</b>			<b>Length</b>	<b>x</b>	<b>Width</b>	
			<i>below grade</i>			
▼ SKETCH OF MARKER/MONUMENT ▼						
MARKER/MONUMENT SIZE						
<i>Length</i>	<i>Width</i>	<i>Height</i>				
<i>Material</i>						
REQUESTED BY						
<i>Name:</i>						
<i>Relationship:</i>						
<i>Monument Co.:</i>						
<i>Address:</i>						
<i>Contact Person:</i>						
<i>Phone No.:</i>						

COST CALCULATOR
<b>\$ 20.00</b>
<i>Processing Fee</i>
<b>\$</b>
<i>Foundation Fee</i>
<b>\$</b>
<i>Maint. Fee if appl.</i>
<b>\$</b>
<i>Grave Fee if appl.</i>
<b>\$</b>
<i>Upgrade if appl.</i>
<b>\$</b>
<b>TOTAL COST</b>

OFFICE USE
<i>Date Received</i>
<i>Approved</i> <input type="checkbox"/>
<i>Denied</i> <input type="checkbox"/>
<i>Order Status</i>
<i>PAID</i>   <i>BILL</i>

**Notes:**

▼ PLEASE LEAVE THIS AREA BLANK FOR CEMETERY USE ▼

Directions:

1. Complete the following sections of this form; Grave Information, Foundation Information, Marker/Monument Size, Requested By.
2. Include a sketch of the proposed Marker/Monument in the space provided. **Please do not attach/enclose a separate sketch.**
3. Use the Cost Calculator to determine the Total Cost. **All orders will include a \$20.00 Processing Fee** and the **Foundation Fee**. Additional fees, such as, Monument Maintenance, Unpaid Grave Fee(s), and/or Grave Upgrade Fee(s) may also be due.
4. Submit completed form by mail, email or in person, prior to the applicable application deadline. **Foundation Orders must be received by 3:45 P.M. on the day of deadline.** Orders received after deadline will be placed on the next season's pouring list, **no exceptions.** If you do not receive written confirmation within two weeks of application submission please contact the cemetery office to confirm.

**Foundation Order Deadlines: Spring, April 15<sup>th</sup> / Fall, September 15<sup>th</sup>**

**If Deadline occurs on a weekend or holiday, it will be extended until 3:45 P.M. of the next business day. Orders received after deadline will be held until the next pouring, regardless of postmarked date.**

**When do Monument Maintenance Fees, Unpaid Grave Fees, and Grave Upgrade Fees apply?**

Monument Maintenance Fee	Unpaid Grave Fee(s)	Grave Upgrade Fee(s)
<i>A one-time Monument Maintenance Fee of \$225.00 per flush marker foundation or \$275.00 per all other types of foundations will apply to any order being installed on a grave originally purchased from the cemetery prior to July 1, 1997. The applicable Monument Maintenance Fee is assessed per foundation, not per grave.</i>	<i>All Grave fees must be paid in full before a foundation may be installed. If a foundation is to be centered on multiple graves within a plot, all graves in said plot must be paid in full.</i>	<i>Some graves, originally purchased with flush marker permissions, may be upgraded to allow for a hickey marker, slant marker, or upright monument. If a foundation is to be centered on multiple graves within a plot, all graves in said plot must be upgraded. Graves in certain areas are not eligible for upgrade.</i>