

Fairview Cemetery Foundation Order Form

(860) 826-3495

120 Smalley Street
New Britain, CT 06051

GRAVE INFORMATION

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Section **Lot** **Grave(s)** **Plot Owner** **Person buried in grave (if any)**

Note: Memorials may only be ordered by the gravesite owner(s), their heirs, or person(s) authorized to act on their behalf.

FOUNDATION INFORMATION

Type and Placement	<i>Flush</i>		<i>Slant</i>		<i>at Head</i>		Foundation Size		X		"
	<i>Hickey</i>		<i>Upright</i>		<i>At Foot</i>			Length		Width	

▼ SKETCH OR MARKER/MONUMENT ▼

MARKER/MONUMENT SIZE

Length	Width	Height
Material		

REQUESTED BY

Name:	
Relationship:	
Mon. Co.:	
Address:	
Contact:	
Phone:	

COST CALCULATOR

\$	30.00
	Processing Fee
\$	
	Foundation Fee
	Other Fees
\$	
	Unpaid Grave Bal., Deed, and/or Interest
\$	
	Maint. Fee (if appl.)
\$	
	Upgrade Fee (if appl.)
\$	
	TOTAL COST

OFFICE USE

<i>Date Received</i>	
STATUS	
<i>Pending Correction</i>	
<i>Approved as is</i>	
<i>Denied</i>	
<i>Amount Received</i>	\$
<i>Partial Payment</i>	
<i>Paid in Full</i>	
<i>Bill</i>	

Notes:

▼ PLEASE LEAVE THIS AREA BLANK FOR CEMETERY USE ▼

Directions:

- Complete the following sections of this form; Grave Information, Foundation Information, Marker/Monument Size, Requested By.
- Include a sketch of the proposed Marker/Monument in the space provided. **Please do not attach/enclose a separate sketch.**
- Use the Cost Calculator to determine the Total Cost. **All orders will include a \$30.00 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.
- 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 confirmation within two weeks of application submission please contact the cemetery office to confirm.

Foundation Order Deadlines: Spring, April 15th / Fall, September 15th

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)
A one-time Monument Maintenance Fee of \$250.00 per flush marker foundation or \$300.00 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.	All Grave fees and/or arced interest 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.	Many 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.

All memorials require a cemetery-installed foundation (flush markers set 5" below grade; monuments 1" below grade unless otherwise specified). Fairview Cemetery does not accept delivery of, or install memorials, except those issued by the U.S. Department of Veterans Affairs. Memorials placed on existing foundations incur no fee unless additional work is required. Foundation issues must be addressed by the monument setter; the cemetery will correct issues when warranted but is not responsible for damage due to improper installation (e.g., markers set above grade). Unapproved memorials are subject to removal without notice.

REVISED JULY 2026 – Please note that the information and prices listed on this form supersede all previous versions. Prices are subject to change, and all fees will be assessed at the rates prescribed by the cemetery price list effective on the date of receipt.