

Elmendorf City Cemetery



Procedure for the Purchase of Plots

Only residents of the City of Elmendorf may purchase plots in the City Cemetery. Prior to the purchase of a plot, the resident must provide a valid form of identification and current water bill from the City of Elmendorf as a proof of residence. Each resident will be limited to two plots. Any resident of Elmendorf desiring to purchase a plot or burial space in the permanent care cemetery from the City shall deposit with the City Secretary \$500.00 per plot.

Veterans and current members of the United States Armed Services, who are residents of Elmendorf, may purchase a plot for the use of that veteran or service member for \$100.00. Each veteran or current service member may only purchase one lot at the \$100.00 price. An additional lot may be purchased at the \$500.00 rate. A spouse or child of a deceased veteran who resided in Elmendorf at the time of death may purchase a lot for the deceased veteran at the \$100.00 rate.

Opening and Closing Graves

Opening and closing of graves shall be performed under the supervision of the City; however, any owner wishing to open and close a grave must contract with a licensed funeral home to oversee the opening and closing of a grave. **A cement vault must be placed in each plot before a casket may be interred. The casket must be placed within the cement vault.**

There will be a charge of \$100 for opening and closing for each grave in the City Cemetery that occurs during Monday through Friday and said charge will be \$200.00 for a weekend or holiday interment. There will be no opening or closing of graves on Thanksgiving Day and Christmas Day. There will be additional charges for the use of City equipment to open or close a grave. The amount of the additional charges will be determined by the City Administrator at the time of application for the opening and closing of grave.

Monument Installation

All markers, monuments, or other appurtenances used to designate burial spaces or graves in the City Cemetery must be made of bronze, granite or marble. The marker, monument or appurtenance shall be no larger than the plot and shall be no taller than four (4) feet from ground level. All monuments shall be installed in the City Cemetery by the licensed funeral home responsible for the interment in accordance with the City specification established for monument placement. The City Administrator or designee will have the right to refuse the placement of any item on a grave if the City Administrator or designee finds that the item does not comply with this Ordinance or is of such poor quality that it will hinder the maintenance of the area around the plot by City staff.

- Form of Identification*
- Current Water Bill*
- \$500 – per plot for a resident*
- \$100 – A plot of a resident who is a veteran or a current member of the military*
- \$100 – Monday through Friday interment*
- \$200 – Weekend or Holiday Interment*

Elmendorf City Cemetery

 Immediate Use

 Reservation

Cemetery Application

Section	
Block	
Plot	

PURCHASER INFORMATION

<input type="checkbox"/> Application for a New Plot		<input type="checkbox"/> Application for an Opening/Closing	
LAST NAME	First	MIDDLE	DATE
STREET ADDRESS		HOME TELEPHONE	
CITY, STATE, ZIP		BUSINESS TELEPHONE	
EMAIL:		CELL/OTHER PHONE NUMBER:	
Grave Type:			
<input type="checkbox"/> BURIAL		<input type="checkbox"/> CREMATION	
<input type="checkbox"/> UNKNOWN AT THIS TIME			

INFORMATION OF THE DECEASED OR WHO THE PLOT IS TO BE RESERVED FOR

LAST NAME	First	MIDDLE	MAIDEN NAME
DATE OF BIRTH	DATE OF DEATH	DATE OF INTERMENT	AGE
RIGHTS HOLDER		RELATIONSHIP TO RIGHTS HOLDER	

HERITAGE INFORMATION

MOTHER'S NAME	FATHER'S NAME		
LAST RESIDENCE ADDRESS			
Place of Death	Place of Birth	Gender	Occupation

MILITARY INFORMATION

<input type="checkbox"/> VETERAN
<input type="checkbox"/> RANK: _____
<input type="checkbox"/> BRANCH: _____
<input type="checkbox"/> WAR SERVICE: _____

SERVICE INFORMATION

Funeral Home:	Phone:
Service Date:	Service Time:
Service Location:	City/State/Zip:

I, the undersigned, being the person registered as the Holder of the Right of Burial (Grantee) or in the case of a new grave, the person to be registered as the Holder of the Right to Burial (Grantee) state that all information supplied is true and correct and agree to the conditions under which the Right of Burial is issued. I understand that I must notify the City of Elmendorf of all burial arrangements and submit all information including the death certificate of the decedent.

Signature _____