

**HINCKLEY TOWNSHIP CEMETERIES**

**BEACH CEMETERY  
 MAPLE HILL CEMETERY  
 RIDGE CEMETERY**

*Suzanne Peterlin, Cemetery Sexton*

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**Headstone / Memorial Marker / Monument Proposal Request**

Requested by:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 \_\_\_\_\_ **Fax:** \_\_\_\_\_  
 \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please forward sketch to Suzanne Peterlin, Cemetery Sexton for approval.**

**Approval Sketch:** In the area below, please provide a sketch of the proposed memorial marker.

**Important:** Give correct positions of burials in Lot as the inscription will appear on the marker. Thank you!

**Name on Memorial Marker:** \_\_\_\_\_

Monument Company may use their own form to provide required details.

Cemetery:		
Section/Area:	Row:	Plot:
Lot(s):		
Stone or Granite, other		
<b>Dimensions of Memorial Marker</b>		
Top Size H x W x L (by inch)		
Base Size H x W x L (by inch)		
Style		
<b>For Office Use Only</b>		
Footer / Setting Size		
Cost of Footer / Setting		
Date Paid		
Amount Paid		
Check #		
Date Footer / Setting Installed		
Delivery Date of Memorial Marker		

**All headstones, monuments and markers require a concrete footer – installed by the Hinckley Township Service Department at \$50.00 per cubic foot.**  
*Two inches is added to both the length and width increasing the footer size to be greater than the base of the headstone.*

Calculation Example:

Step 1: Convert to Feet		Step 2: Convert to Fraction	Step 3: Multiply l x w x d	Step 4: Multiple by \$50.00
Length: 38 in	3 ft 2 in	3 ft 2 in (2 in ÷ 12 in) = 3.16	3.16 x 1.16 x 3.0 = 10.99	10.99 x \$50.00 = \$550.00 (Cost of footer)
Width: 14 in	1 ft 2 in	1 ft 2 in (2 in ÷ 12 in) = 1.16		
Depth: 36 in	3 ft	3 ft = 3.0		

**Maximum base size requirements for Headstone/Monument Marker:**

**One (1) Lot = base/footer not to exceed 4 feet (length) and 1 foot 2 inches (width)**

**Two (2) Lots = base/footer not to exceed 8 feet (length) and 1 foot 2 inches (width)**

**NOTE:** Please contact the office when the marker is to be delivered to the cemetery gravesite.

**Make checks payable to Hinckley Township, upon approval of sketch.**

**Sketch Approved by:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

Cemetery Sexton, Hinckley Township

NOTES: