

# City of Marshall



323 West Michigan Avenue - Marshall, MI 49068-1578 - Phone (269) 781-5183 - FAX (269) 781-3835

Marshall Town Hall ca: 1857

## OAKRIDGE CEMETERY FOUNDATION REQUEST FORM

Person or Business Requesting Foundation

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Name of deceased: \_\_\_\_\_ Date of Interment if known: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Section Number: \_\_\_\_\_ Addition: \_\_\_\_\_

Is this a Pre-Need? -  Marker Size: Width \_\_\_\_\_ x Length \_\_\_\_\_

Foundation Size (add 4 inches to each dimension of the marker – If a urn will be placed next to the marker add 12 inches or more based on need, see notes below for grave lot widths): Width \_\_\_\_\_ x Length \_\_\_\_\_ x .45 = \$ \_\_\_\_\_.

Is Marker for a  Single grave  Double grave  Multiple graves?

Is marker a  Flush  Beveled  Slant  Upright

**Government Plaque/Marker Foundation fee is \$25.00** – A plaque will be set flush with the ground. The Monument Company is responsible for mounting the plaque on the back of the granite maker.

The Monument Company is also responsible for mounting the bronze marker on the columbarium.

**NOTE:** Graves spaces are 4 feet wide. If an urn(s) is to be set next to the maker then proper allowances need to be made.

If the marker is for an individual that was cremated and then buried above a full size burial then the marker for the individual shall be a flush marker.

The City reserves the right to request an engineered drawing for monuments to make sure that they are properly supported.

**Any Comments or Special Instructions Regarding Foundation Order:**

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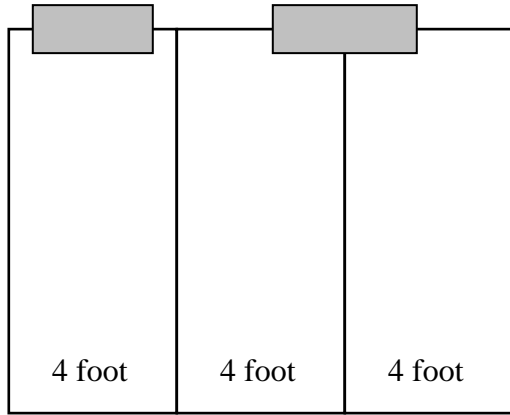
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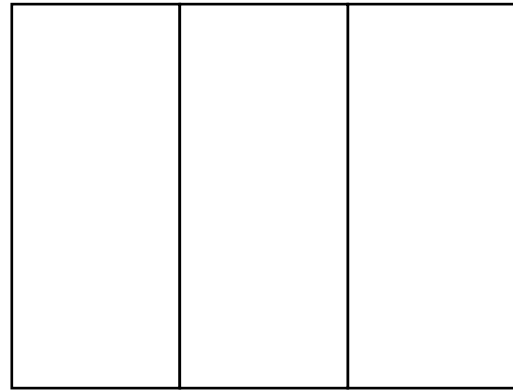


HISTORIC  
LANDMARK  
DISTRICT

If the foundation is a double marker - show on the diagram below where the foundation is to be located? If there are more than two grave sites and this is a Pre-Need, then staff needs to know which grave the marker will be located on, as some individuals own 4 to 5 grave spaces.

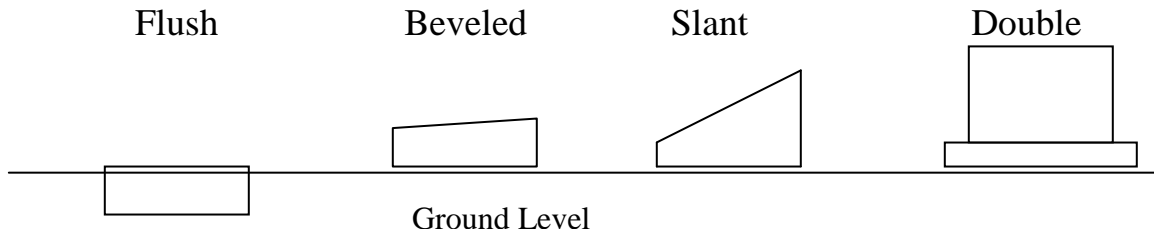


EXAMPLE



LOCATION OF MARKER

MARKER TYPES



**Please take note that foundations will be installed in March and October after the decorations are cleaned up and in July depending on the number of requests received. Staff will not set markers on the foundation once they are poured for liability reasons.**

**Forms that are incomplete will be returned.**

Date received: \_\_\_\_\_ Checks shall be made payable to the **City of Marshall.**

