



# Christ the Redeemer

Catholic Parish  
Atco, NJ



## **GUIDELINES & RULES FOR MONUMENT DEALERS**

All requests for memorialization must be submitted to the parish office using our Application to Erect Memorial form.

The form must be signed by the person who has the authority to request the memorialization, and completed with specifications, dimensions, and sketch. Incomplete forms will be returned. Full payment for installation and foundation fees needs to be submitted with this application, as appropriate, to the parish office.

No work should be initiated until you receive an approved application. Once the granite marker, monument, or lettering has been installed, the original application must be returned to the cemetery office along with any warranty guarantee documents. Delivery of markers or monuments must be scheduled in advance with the parish office by calling Monday-Thursday during normal business hours. No work is to be performed outside of normal parish hours. Available delivery times are typically Monday to Thursday from 10 AM to 3:30 PM, depending on scheduled funerals. All deliveries must be reviewed and approved by a field employee before installation to ensure quality and accuracy. Under no circumstances is the unapproved memorialization to be done on our premises.

Any monument erected in our Catholic cemetery is intended not only as a memorial to those laid to rest there, but also to reinforce the sacred nature of the place where the human remains of God's people are resting in anticipation of their resurrection. Because of the holiness and the Catholic identity of the cemetery, we require that a Catholic symbol be the predominant artistic symbol on the stone. Appropriate Catholic symbols include, but are not limited to, a cross, crucifix, dove for the Holy Spirit, and praying hands holding the rosary. Names, birth dates, and death dates of the deceased should also be prominently inscribed. Additional ornamentation, such as floral or geometric designs, other sacred symbols, and emblems of fraternal organizations, is permitted, provided their presence on the monument is understated in relation to the primary Catholic symbol. Memorialization of pets is not permitted in any form.

If a franchised symbol or logo (e.g., favorite sports team) is requested on a stone, the image must be included on the drawings submitted for approval, and the image cannot be the predominant feature on the stone. Typically, only one side of a monument or slant stone can be engraved. If engraving on the back of the monument is being requested, you must include a separate sheet of paper with a sketch of the planned engraving and any related images. No personal images of the deceased or memorialization are permitted on the back of the stone.

A 3 1/2" veteran or military service engraved insignia is permitted in all cases, with the exception of flush or flat markers, where the 1 1/2" size is permitted. The engraved insignia size and description must be shown on the monument application, in the sketch part of the form.

Foundation fee for monuments costs \$1.00 per square inch per footprint of monument, 16" deep of wet pour concrete.



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MEMORIAL (MARKER OR MONUMENT)     LETTERING     VASE INSTALLATION

## Sacred Heart Cemetery APPLICATION TO ERECT MEMORIAL

Application is hereby made for permission to perform work as indicated above on the area described on the reverse of this application and to permit the monument dealer who signs this application to furnish or modify the memorial in accordance with the rules and regulations of the cemetery.

If this application is for a memorial, this memorial will have a Roman Catholic emblem on it in a prominent position and it will NOT have on it any emblem, insignia, or inscriptions inconsistent with Roman Catholic doctrine and practice.

Should any memorial, in the opinion of the director or superintendent, become unsightly, dilapidated or dangerous to visitors, it is understood that the cemetery shall have the right either to correct the condition or to remove the same at the expense of the lot owner or his or her heirs, after giving due notice in writing to the last known address of the lot owner on file in the cemetery office. The cemetery is NOT responsible for acts of vandalism.

The undersigned, who represents that he, she, or they, is or are the sole and exclusive owner or owners of the right of burial in the grave or lot described on the reverse of this application hereby authorize and requests the director or superintendent of the above-mentioned cemetery to permit the performance of the work applied for as described in this application, including the construction of a foundation if necessary.

APPLICANT'S NAME: \_\_\_\_\_ APPLICANT'S PHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Signature of (select one):

\_\_\_\_\_ Lot Owner    \_\_\_\_\_ Heir (state relationship)    \_\_\_\_\_ Agent (Furnish authorization in writing)

*(Except in behalf of spouse or children, right of interest must first be established by affidavit before application will be accepted, if owner is deceased.)*

Applicant information verified and approved by: \_\_\_\_\_

### MONUMENT DEALER AGREEMENT

I certify that I have been authorized by the person making this application, to perform the work applied for the location described in this applications.

I certify that any materials provided will be made entirely of first-grade material and guaranteed by me to be free from all flaws, defects and tool marks and that the workmanship on said materials will be of the highest standard. Should a defect in material or workmanship become apparent before the lapse of five years from date of setting, the cemetery management through its director shall make such declaration in writing to the monument dealer and the memorial will be replaced without cost to the cemetery.

I hereby agree to abide by the rules and regulations of this cemetery now in force or hereafter adopted and further agree that, if in the opinion of the director or superintendent should the completed work not comply with said rules and regulations, it will, at the request of the director or superintendent of the cemetery, be removed by me within three days of such request without cost to the cemetery or the lot owner.

The undersigned further agrees to hold the cemetery free from any liability whatsoever for damage to the delivered products that may result from the installation of said delivered products, before, during or after the setting of such products.

I hereby agree to pay for any damage to lots, graves, walks, trees, shrubs, memorials, etc. during the transportation and setting of this memorial. I hereby agree to indemnify, defend and save harmless the cemetery upon, or from, any and all claims, demands or alleged causes of action arising by reason of the erection of delivered products.

**No memorial, once erected, may be removed from the cemetery without a notarized letter of permission from the responsible party. The cemetery director, assistant director of field operations or office manager must be made aware by appointment of removal. Additionally, the foreman must be made aware before removal of the monument.**

No tools, equipment, structure, etc. required in the erection of the memorial may be left overnight in the cemetery without the written permission of the director or superintendent of the cemetery.

Acceptance of this permit by the cemetery and the payment for foundation charges or other payments do not constitute complete approval of this application.

Monument Dealer Name: \_\_\_\_\_ Signature of Monument Dealer: \_\_\_\_\_

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

Date submitted: \_\_\_\_\_

**Note: All foundations must be built by Sacred Heart Cemetery. No work of any kind will be permitted on cemetery grounds until the proper permission is obtained from the parish office.**

**SPECIFICATIONS**

Grave Location: \_\_\_\_\_ Area of Lot: \_\_\_\_\_

Kind of Material: \_\_\_\_\_ Trade Name: \_\_\_\_\_ Color: \_\_\_\_\_

Quarrier: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Finish:

Front: \_\_\_\_\_ Back: \_\_\_\_\_

Top: \_\_\_\_\_ Ends: \_\_\_\_\_

Base Size: \_\_\_\_\_ Die Size: \_\_\_\_\_

Other Pieces: \_\_\_\_\_

Carving & Lettering: (Specify method for): \_\_\_\_\_

Family Name: \_\_\_\_\_ Individual Names: \_\_\_\_\_

Inscription: \_\_\_\_\_ Ornamentation: \_\_\_\_\_

**Specifications Approved By:** \_\_\_\_\_

Sketch of memorial to be placed showing all dimensions, carvings, and lettering, including front, back, side and top of die and base.  
(Sketch should be drawn to scale. Scale 1/2 in to 1 ft. If space is inadequate, attach a sheet containing scale drawing.)

**Sketch Reviewed & Approved By:** \_\_\_\_\_

For Office Use Only

Date Received: \_\_\_\_\_ Application Approved: \_\_\_\_\_ Contract #: \_\_\_\_\_

Foundation Install Date: \_\_\_\_\_ Memorial Received: \_\_\_\_\_ Date Memorial Erected: \_\_\_\_\_

Inspected By: \_\_\_\_\_