

Grave Marker Permit/Installation Request



Town of Edenton

252-482-2155 ext. 178
townofedenton.com

All companies performing installations, removals and repairs shall complete this form.

Return this form by fax to 252-482-7377

3 Day minimum notice to mark location(s).

Physical Address:

Beaver Hill Cemetery

420 Dr. Mark Luther King Ave

Vine Oak Cemetery

500 Block N Granville St

Monument Company _____

Contact Name _____

Contact Phone # _____

Installation Date: _____ Name of Installer _____ Contact Phone# _____

Grave Location – Section _____ Lot _____ Space _____

Headstone (choose one) 48" Single 96" Companion/ Double Rubbing/Engraving

Full name on Headstone _____

Date of Birth _____ Date of Death _____ Date of Burial _____ Veteran: _____
(Month, date, year) (Month, date, year) (Month, date, year) Yes ___ No ___

Any additional information that may assist in marking the lot: _____

Grave Location – Section _____ Lot _____ Space _____

Headstone (choose one) 48" Single 96" Companion/ Double Rubbing/Engraving

Full name on Headstone _____

Date of Birth _____ Date of Death _____ Date of Burial _____ Veteran: _____
(Month, date, year) (Month, date, year) (Month, date, year) Yes ___ No ___

Any additional information that may assist in marking the lot: _____

Per the Rules and Regulations, following are the requirements for placing a grave marker or monument in the Town-owned cemetery.

- The lot owner may hire any reputable monument company to install foundations and/ or monuments.
- A foundation is required for any monument taller than 8 inches. Foundations must be a minimum of 4 inches deep as well as 6 inches longer and 6 inches wider than the monument being placed thereon.
- Any inadequately installed foundation shall be repaired or replaced by the monument company who installed the monument, at no cost to the Town. If said company is no longer in business, the owner shall be responsible.
- All monuments, markers, headstones, plaques and corner stones must be crafted from materials that will last indefinitely and installed in an approved location.
- Plaques must be mounted in a permanent manner.
- All foot stones and cornerstones shall be flush with the ground. An above ground foot marker can be installed in Vine Oak Cemetery, Beaver Hill Cemetery Sections: Old, A and B but they must be approved by the Cemetery Caretaker. No above ground foot stones are allowed in Beaver Hill Section C.
- The Town of Edenton is not be responsible for any accidental damage to any monument, marker, headstone, plaque or cornerstone.