



REQUEST FOR GRAVE OPENING AND CLOSING

FUNERAL HOME: _____

NAME OF DECEASED: _____

LOT OWNER: _____

CEMETERY: _____

GARDEN/SECTION: _____

LOT/TIER: _____ SPACE/CRYPT: _____

TYPE OF PLOT (CHECK ONE): SINGLE 4 GRAVES 8 GRAVES

Grave Marked: _____ (Pertaining to 2 graves, 4 graves and 8 graves lots)

TO BE OPENED: _____
 DATE DAY TIME

TO BE CLOSED: _____
 DATE DAY TIME

OVERSIZED GRAVE YES NO

SIGNATURE OF REQUESTOR: _____

*Please call 252-329-4524 to confirm receipt if this form is faxed to the City of Greenville

Grave Opening/Closing (M-F, 8am -5pm)	\$600.00		Wait Time/\$50/hour	
Grave Opening/Closing (Weekends/Holidays)	\$750.00		Shrubbery Removal \$50 ea.	
Cremation or Infant Opening/Closing (M-F, 8am-5pm)	\$200.00		Monument Permit	\$40
Cremation or Infant Opening/Closing (Weekends/Holidays)	\$250.00		Crypt/Mausoleum Permit	\$100

Amount Received: _____ Date: _____

Approved by: _____

Phone numbers for weekend services – Please call Buildings & Grounds in this order:

1. Kevin Heifferon 378-5214	3. Joe Durrett 329-5222	5. Police Dept. 329-4300
2. Steve Cannaday 329-4529/ 378-5629	4. Kelly Wall 347-4881	

(FOR STAFF USE ONLY)	SIGNATURE	DATE	TIME
Probe By			
Grave Laid-Off			
Call In Office Confirm Grave Location			
Dig Grave			
Completed			

Fax to 329-4844 Fax to Funeral Home Entered in Blue Book Entered in System

City of Greenville Public Works Department, 1500 Beatty Street, Greenville NC 27834
Office: 252-329-4524 & Fax: 252-329-4535