

FUNERAL HOME _____ SERVICE REQUEST # _____

CEMETERY _____ GARDEN/SECTION _____ LOT/TIER _____ SPACE/CRYPT _____

OWNER(S) NAME _____ DECEASED NAME _____

GRAVE MARKED _____ TYPE OF PLOT: ☐ (1) ☐ (2) ☐ (4) ☐ (8) ☐ _____
(BHC, CH, GW only)

VAULT TYPE ☐ CONCRETE ☐ STEEL (CITY APPROVED VAULTS ONLY)

CREMATION: ☐ YES ☐ NO URN DIMENSIONS _____ *PLACEMENT OF URN ON PLOT*
☐ UPPER ☐ MIDDLE ☐ LOWER

GRAVESIDE SERVICE ☐ YES ☐ NO GRAVESIDE ARRIVAL TIME _____

OVERSIZE GRAVE ☐ YES ☐ NO IF YES, VAULT DIMENSIONS _____

UNDERSIZE GRAVE (3 feet or less) ☐ YES ☐ NO IF YES, VAULT DIMENSIONS _____

DATE OF BURIAL _____
DAY DATE

ADDITIONAL COMMENTS (from FH) _____

FUNERAL HOME SIGNATURE _____

Effective July 1, 2025, wait time will be billed at a rate of \$165 per hour when the funeral director does not comply with the arrival time as indicated on the service request. Burials and/or interments shall not be held on New Year's Day, Easter Sunday, Thanksgiving Day, Christmas Eve, and Christmas Day. Credit card on file will be automatically charged for any fees that may occur for the above cemetery service request.

Grave/crypt open/close (M-F, 8 a.m.- 4 p.m.)	\$1,000
Grave/crypt open/close (Sat-Sun, 8 a.m. - 4 p.m.)	\$1,250
Grave/crypt open/close (Holiday, 8 a.m. - 4 p.m.)	\$1,500
Cremation/Niche/Undersize open/close (M-F, 8 a.m. - 4 p.m.)	\$470
Cremation/Niche/Undersize open/close (Sat-Sun, 8 a.m. - 4 p.m.)	\$600
Cremation/Niche/Undersize open/close (Holiday, 8 a.m. - 4 p.m.)	\$750

Late fee (after 4 p.m.)	\$165
Wait time per hour	\$165
Vault disinterment \$1,750; Urn disinterment \$900 (M-F, 8 a.m. - 3 p.m. ONLY)	

Date _____ Amount received _____ Approved by _____

Emergency contact numbers — Please call Buildings & Grounds in this order: (1.) 214-4202; (2.) 214-8235; (3.) 329-4300

FOR STAFF USE ONLY

	NAME	DATE	TIME
<input type="checkbox"/> PROBE GRAVE <input type="checkbox"/> CHECK CRYPT/NICHE <input type="checkbox"/> PROBED CLOSED			
SERVICE REQUEST FORM REC'D FROM FH			
<input type="checkbox"/> SERVICE REQUEST FORM EMAILED TO STAFF <input type="checkbox"/> CC: DT & SC			
<input type="checkbox"/> GRAVE LAID OFF <input type="checkbox"/> CRYPT/NICHE OPEN			
<input type="checkbox"/> LAID OFF CONFIRMED BY SUPV <input type="checkbox"/> PIC			
SERVICE REQUEST FORM VERIFIED BY STAFF			
<input type="checkbox"/> GRAVE DUG <input type="checkbox"/> CRYPT/NICHE OPEN			
ACTUAL GRAVESIDE ARRIVAL TIME			

☐ Pre Need _____ ☐ Interment Form _____ ☐ System ☐ W/O# _____ ☐ Blue Book ☐ Fax/Email FH _____
☐ Docs/WO Scanned