

TOWN OF CLAYTON OPERATIONS CENTER

“SERVICE”

ELECTRIC SERVICE
(919) 553-1530

VEHICLE MAINTENANCE
(919) 553-1530



“ENVIRONMENT”

PUBLIC WORKS
(919) 553-1530

WATER RECLAMATION
(919) 553-1535

DEPARTMENT OF PUBLIC WORKS - PROPERTY MAINTENANCE DIVISION CEMETERIES (TITLE IV, CHAPTER 92)

PERMIT OF ACCESS

I, _____, representing _____,

hence forward referred to as the “Permittee”, hereby attest that all requirements specified by the Town of Clayton, hereafter referred to as the “Town”, and the Town’s Cemeteries Ordinance (Title IV, Chapter 92) have been met. I understand that a certificate of insurance shall be submitted and maintained active throughout each calendar year. If at anytime the status of this certificate should change, I must report said changes, in writing, to the Town within ten (10) working days of the changes. If the aforementioned changes affect my ability or my authorized representative’s ability to maintain sufficient coverage I understand the Town has the right to revoke this Permit of Access. I also understand that I must reapply for this permit, including application, application fees (if applicable), and any other required supporting information, if this permit is revoked for any reason. The Town must notify me of this permit revocation within ten (10) working days of original notification.

The Town shall require the Permittee or potential Permittee, desiring to utilize Town-owned and maintained cemeteries, submit a completed permit application, with fees paid in full (if applicable), on or before November 30, for the next calendar year. The Town understands that the period just prior to a funeral is both critical and stressful, but the Town would respectfully request that the Permittee provide the Town as much notice as possible and supply all pertinent information (grave location and date & time of funeral). It shall be the responsibility of the Permittee or authorized representative to notify the Town of any upcoming funeral services.

For services scheduled during a weekday, the Town must be notified and the grave paid in full 24 hours before the service is scheduled to take place. For services scheduled on Saturday, the Town must be notified and the grave paid in full by noon on Friday. No interments will take place on any Sunday, Good Friday, Thanksgiving Day, Christmas Day or New Year’s Day. The Town shall maintain all responsibilities related to grave purchasing and associated perpetual care of all Town-owned and maintained cemeteries.

The Town will maintain responsibility for identifying grave boundaries and demarcating (“laying off”) grave site(s) for interments and markers. The Town will be responsible for inspecting the site(s) after the marker installation is complete for the purpose of verifying conformance. If any discrepancies are noted during these inspections the Permittee shall be notified and shall be held responsible for correction of all discrepancies within five working days. If discrepancies are not corrected by the Permittee within the allotted time, the Town will assume responsibility and bill the Permittee for any and all corrective actions(s) taken by the Town. The Town reserves the right to revoke the Permittee’s permit if unsatisfactory performance continues or for non-payment. A second site inspection may be required by the Town to verify conformance with specifications.

Funeral Home Director or Representative /Monument Company

Date

Public Works & Utilities Director

Date

Town Clerk

Date