



# Town of Damariscotta

Administrative Offices  
21 School Street  
Damariscotta, ME 04543  
Telephone – 207-563-5168  
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Office Hours  
Mon., Tues., Thurs.  
7:30 am – 5:00 pm  
Wed. 1 pm – 5:00 pm  
Friday Closed

## PERMIT TO INSTALL CEMETERY MONUMENT

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

Cemetery:  Bethlehem  Hillside  Walpole  Other: \_\_\_\_\_/GR# \_\_\_\_\_

Lot # \_\_\_\_\_ Lot owner(s) \_\_\_\_\_

Monument/marker description (include materials and dimensions) \_\_\_\_\_

drawing(s) attached

Name(s) inscribed \_\_\_\_\_

Proposed installation date: foundation \_\_\_\_\_ monument/marker \_\_\_\_\_

Installing company: \_\_\_\_\_

Installing company contact person: \_\_\_\_\_ Phone \_\_\_\_\_

Family contact person: \_\_\_\_\_ Phone \_\_\_\_\_

Family contact mailing address: \_\_\_\_\_

Family contact e-mail address: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
signed: Monument Company Representative / Date

\_\_\_\_\_/\_\_\_\_\_  
signed: Family Member or Legal Representative / Date

Permit approved \_\_\_\_\_ / \_\_\_\_\_  
Cemetery Committee Representative Date

A Cemetery Monument Installation Permit must be completed before any gravestone installation or foundation work is performed. Blank permit forms may be obtained from the Town Office or the Town's web site: <https://www.damariscottame.com/> To obtain Cemetery Committee authorization, the installer may return the completed form to the Town Office via fax, post, in person, or email to [rbartolotta@damariscottame.com](mailto:rbartolotta@damariscottame.com) Signed permits will be kept on file at the Town Office.

Following are the requirements for placing a grave marker or monument in any Town-owned cemetery.

- Installation of any foundation or monument without a permit will be subject to a fine, penalty or action of the Town of Damariscotta. All fines, penalties and actions assessed shall be the responsibility of the lot owner.
- 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. A signed permit is required prior to installation of foundation. Concrete foundations must be a minimum of 4 feet deep and as large as the stone being placed thereon.
- The longest horizontal dimension of any stone shall be no more than 2/3 the width of the lot.
- 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 lot owner shall be responsible.
- All monuments, markers, headstones, plaques and cornerstones must be installed in an approved location.
- Multiple cremations on a 4'x10' lot are allowed either one above-ground monument at one end of the lot and a maximum of 3 flush stones, or 4 flush stones with no above-ground monument. Multiple cremations on 8'x10' lots may have one centered above-ground monument with a maximum of 6 individual flush stones, or 8 flush stones with no above-ground monument. Larger lots are allowed a comparable number of flush stones with a maximum of 1 above-ground monument.
- All monuments, markers, headstones, plaques and cornerstones must be crafted from materials that will last indefinitely.
- Plaques must be mounted in a permanent manner.
- All cornerstones must be flush with the ground.
- Cornerstones are permitted only on lots which are 8'x10' or larger.
- Neither the Cemetery Trustees nor the Town of Damariscotta shall be responsible for any accidental damage to any monument, marker, headstone, plaque, or cornerstone.