



## *Town of Damariscotta*

*Administrative Offices  
21 School Street  
Damariscotta, ME 04543  
Telephone – 207-563-5168  
Fax – 207-563-6862*

*Office Hours  
Mon., Tues., Thurs.  
7:30 am – 5:00 pm  
Wed. 1 pm – 5:00 pm  
Friday Closed*

## DAMARISCOTTA CEMETERY TRUSTEES

### *BURIALS PERMITTED IN A TOWN-OWNED CEMETERY*

#### Burials permitted:

- original owner(s)
- person(s) designated in writing by original owner(s)
- heir(s)
  - If the original owner is deceased, the first generation is allowed to operate under the original deed with proof of inheritance.
  - If there are more heirs than spaces available, all heirs must sign off on a notarized document or documents naming the permitted burial(s).

#### For an heir to use a cemetery lot, the following must be submitted to the Town Office:

- proof of inheritance
  - Possibilities include, but are not limited to, a copy of the portion of the will specifying the cemetery lot, a court document stating the individual is the sole heir, a letter from the deceased's attorney or executor stating who is the heir, other documentation that the person owns the lot.
- photocopy of death certificate
  - Town staff needs to see a certified copy, though a photocopy is needed to be kept in Town files.
- notarized document(s) naming permitted burial(s), if applicable
- payment of the administrative fee

After receipt and review of required documents, notification will be sent to the person requesting lot usage of approval, denial, or request for additional documentation.