

**FOUNDATION ORDER FOR GLENWOOD CEMETERY
BUILDINGS & PARKS DIVISION, CITY OF GENEVA D.P.W.
47 Castle Street, Geneva, New York 14456**

From: _____
Contact Person: _____
Telephone #: _____ Cellular #: _____
Stone From: _____

☐ Monument Foundation

Name: _____
Section: _____ Lot: _____
Monument Base Size *: _____ x _____
Foundation Size: _____ x _____ (note – all foundations are required to be 4" longer
and wider than the monument base. Foundations may be longer to accommodate urn placement, but that information
must be stated here.)
Other information (placement requests, etc.) - _____

☐ Grass Marker Foundation

Name: _____
Section: _____ Lot: _____
Grass Marker Size: _____ x _____
Other Information: (placement requests, etc.) - _____

*** - ANY MONUMENT, ARRIVING AT CEMETERY THAT IS LARGER THAN THE SIZE ORIGINALLY
STATED, WILL NOT BE ALLOWED TO BE PLACED. IF IT IS PLACED WITHOUT THE CEMETERY
SUPERINTENDENT'S PERMISSION, THE CITY WILL REMOVE IT AND BILL THE MONUMENT
DEALER AND/OR FOUNDATION INSTALLER FOR THIS. NO OTHER FOUNDATIONS WILL BE LAID
OUT UNTIL ALL FEES HAVE BEEN PAID.**

**RECEIPT OF THIS ORDER, IS JUST THAT. FOUNDATION WILL NOT BE LAID OUT UNTIL A CALL IS
RECEIVED AT THE CEMETERY OFFICE REQUESTING THIS BE DONE. PLEASE CALL 315-789-7271 AT
LEAST 16 WORKING HOURS IN ADVANCE OF COMMENCING WORK. IF LOCATION OF
FOUNDATION HAS BEEN STAKED FOR MORE THAN 5 DAYS, THE STAKES WILL BE REMOVED AND
A FEE OF \$10.00 WILL BE CHARGED TO LAY IT OUT AGAIN.**

Official Use Only

Date Received: _____
Received by: _____
Order #: _____

When calling Cemetery Office, please reference order number.