

**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.