



OFFICE OF  
**CEMETERY COMMISSIONERS**  
HIGHLAND CEMETERY  
P.O. BOX 250  
DOVER, MASSACHUSETTS 02030

### Memorial Permit

The Commissioners respectfully wish to bring to the attention of all lot owners that approval of the Commission is required prior to the installation of any headstone, monument, flat marker, ledger, or monument.

Those intending to arrange for the installation of a headstone, monument, flat marker, or ledger will oblige the Commission by providing them with the following information.

Location ID: \_\_\_\_\_ Section: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Grave Number: \_\_\_\_\_

Name of original owner: \_\_\_\_\_

Person being memorialized: \_\_\_\_\_

Name and address of applicant: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Type of memorial: \_\_\_\_\_

(Please state kind of material i.e. Granite, Marble, Slate etc.)

Dimensions (excluding base): Width \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Inscription (please give complete particulars for both sides)

Front: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Back: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Design: Please attach a sketch, including both front and back

*Art. 8 of the Highland Cemetery By-Laws*

*The Commissioners desire to leave the improvements of lots, as far as possible, to the taste of the owners, but, in justice to all, they reserve the right given them by law, to exclude or remove from any lot any headstone, monument or other structure, tree, plant, or other object whatever which they consider injurious to the general appearance of the grounds, and no trees growing within any lot shall be removed or trimmed without the consent of the commissioners.*

The Commissioners believe that the headstone and boulder sizes should be proportional to the lot and therefore the maximum dimensions (excluding base) by size should be as follows:

**Single grave**, for cremations only, can only have a ledger no larger than 2' wide x 3' deep x 4" thick. The ledger shall be installed so that it is legible from the foot of the grave.

**Two grave** headstone is not to exceed 1'8" wide x 8" deep x 2'4" high. Headstone shall be installed at the head of the grave.

**Four grave** headstone is not to exceed 2'6" wide x 8" deep x 2'4" high.

**Six grave** headstone is not to exceed 3'4" wide x 8" deep x 2'6" high.

**Eight grave** headstone is not to exceed 4' wide x 10" deep x 2'8" high.

Four, six, and eight grave headstones are placed in the middle of the lot.

Bases shall not exceed the above dimensions by more than three (3) inches on the left and right side of the headstone. All bases shall have the lot number on the left side as you face the headstone.

Dimensions for flat foot markers, used to designate location of family members, is 2' wide x 1' deep and are placed at the foot of the grave. Bronze foot markers will be set on a cement base.

Foundations will be constructed to the same size of the base of the headstone/monument and to a depth of 4". Only Cemetery personnel may install foundations, foot markers, or ledgers.

Boulders do not need a base, but need to be at least 3" below ground.

Benches are only allowed on eight grave lots and the width may not exceed 4'. The bench must be pedestal style or have a base equal in size and shape as the top.

*Plantings must be approved by the Supervisor. Plantings are to be adjacent to and no further than 12" from a monument and in keeping with the surrounding grounds. All flowers are to be planted and cared for by the lot owner. If the Supervisor determines that flowers have died they will be removed at his discretion. No planting or placing of flowers is allowed around flat markers or ledgers. Artificial flowers or shrubs, statuary, permanent vases, candles, shepherd crooks and nick knacks are not allowed, nor are any breakable containers.*

Only the Highland Cemetery Commissioners may approve the design of monuments, foot markers, ledgers, boulders and benches. Therefore purchase and construction of the above should not occur prior to the approval of the Commissioners

**Fees are due with the memorial permit as follows - \$100 per sq. ft. for foundations and markers.**

Memorial fee paid \$ \_\_\_\_\_ For foundation \_\_\_\_\_ flat marker \_\_\_\_\_ ledger \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Memorial Company \_\_\_\_\_ Phone \_\_\_\_\_

e-mail \_\_\_\_\_ Date installed \_\_\_\_\_

All contractors shall notify the Cemetery Supervisor 24 hours prior to doing any work in Highland Cemetery.

If assistance is required for the completion of this permit, please contact the Cemetery office at 508-785-1028, Ext. 120 or 508-328-0573. Help is available from 7:30 am to 3:00 pm Monday through Thursday and Friday from 7:30 am to 1:00 pm.