



Grave Opening for Burial Request

Request to Open a Grave in an Existing or Reserved Plot . To be completed by the person requesting the opening

REQUESTER INFORMATION:

Full Name

First Name: Middle Name or Initial:

Last Name: Indicate Name Type*:

(*Birth, Maiden, Married, Adopted, Assumed)

Address*

Street Address:

Street Address Line 2:

City: State (Abbrev): Zip:

Country:

Contact Information*

Phone

Home: Business:

Cell: Alternate:

Email:

BURIAL INFORMATION:

*Enter the name of person for whom the grave is to be opened. *Indicates required information.*

Full Name*

First Name: Middle Name or Initial:

Last Name: Indicate Name Type*:

(*Birth, Maiden, Married, Adopted, Assumed)

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Record*

Date Born (mm/dd/yyyy):

Date Deceased (mm/dd/yyyy):

Veteran: Yes ☐ No ☐

VALIDATION INFORMATION:

Ancestor/Family Kinship Validation Information:

Enter Relative Name and Dates.

Full Name*

First Name: Middle Name or Initial:

Last Name: Indicate Name Type*:
(*Birth, Maiden, Married, Adopted, Assumed)

Date Born (mm/dd/yyyy):

Date Deceased (mm/dd/yyyy): (if applicable)

Relationship to Requester (father, mother, grandfather, grandmother, etc.):

Relationship by Marriage (maiden name, married name):

Or State How Related to the Above Person:

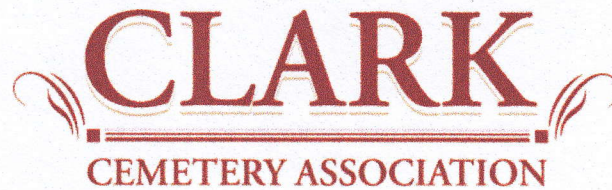
PLOT INFORMATION:

Plot Location Coordinates

Indicate the Reserved Plot Grid Location Row and Number. Enter the location coordinates.

Row Number:

Space Number:



DONATION FEE INFORMATION:

Standard Donation for Grave Openings

Reservation Donation Fee: \$100.00.

Have you prepaid the for the plot space? Yes ☐ No ☐

Donation Payment Method: Cash ☐ Check ☐ Money Order ☐ PayPal (website) ☐

Payment and Mailing Instructions

Make checks and Money Orders Payable to: **Clark Cemetery Association**

Send Payments or Bank Draft Information, Check or Money Order to the Address Below:

Secretary/Treasurer

Clark Cemetery Association

6401 Old Springtown Road

Weatherford, Texas 76085

PLOT FOUNDATIONS AND CURBS:

Please see guidelines for identifying graves below and Plot Foundation/Curbing Guidelines.

To reserve a plot space, please complete this form and contact a trustee or the Secretary at the address above. Each plot must have a curb or foundation and adhere to the Plot Foundation/Curbing Guidelines below. Each plot must be of the correct dimensions and must be identified by name and location using the grid map letters and numbers. A plot map can be made available or you can contact the Secretary for help in locating and identifying a plot location on the map grid. Please note that the reserved space does not require a temporary marker or permanent headstone, however, please note that each grave must have a temporary marker at the time of burial and must have a permanent headstone installed within twelve (12) months from the date of burial. Please see Basic Policies below from the adopted Clark Cemetery Association By-Laws.

Note: *The following rules were adopted in the By-Laws, accepted March 21, 2011 and published 2012 and apply equally to plot space and new grave openings. See Foundation/Curbing Diagram below.*

Basic Policies

- A. Reserved cemetery plots must be curbed. Curbs to be no less than six (6) inches wide and no more than eighteen (18) wide on the west side of the plot and no higher than two (2) inches above the ground. The eighteen (18) inch width makes a solid foundation to set family headstones. The East-West plot dimensions are eight (8) feet inside and ten (10) feet outside.

North-South dimensions are four (4) feet inside with a six (6) inch end curb optional. See the Foundation/Curbing Diagram on the next page.

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B. Flowers that become faded or wilted or out of season will be removed.

- All flowers must be secured in an upright position in containers or in the ground.
- Scattered flowers will be removed.
- Flowers are welcome on or against headstones only.

C. Funeral homes are responsible for grave openings, funeral services and closings.

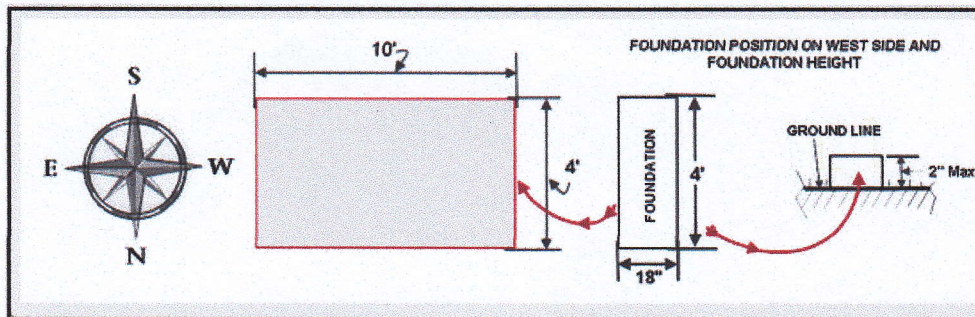
D. Grave opening donation fee is \$100.00. The donation fee may be prepaid.

E. Trustee notification A Clark Cemetery Trustee must be notified of upcoming funerals and any maintenance done on the cemetery grounds.

F. Permanent headstones are required to be set within twelve (12) months of the family member's passing. The headstone must be inscribed with the name, birth and death date of the deceased.

G. Plantings of trees, shrubs, and/or flowers must be approved by the Trustees.

Foundation/Curbing



South-North dimensions for plots shall be four (4) feet wide and the East-West dimensions ten (10) feet long to outside and meet both A. and B above Basic Policies excerpt from the part in **Clark Cemetery Association By-Laws**.

Important:

No grave opening, and no funerals or any work shall be done in the cemetery without prior notification of a trustee. A headstone marker meeting the Cemetery general guidelines must be placed on the grave no later than twelve (12) months after the grave opening.