

TOWN OF FRANKLINTON CEMETERY ACTION FORM

This form must be submitted for all actions to be performed at Fairview or Evergreen Cemetery, including, but not limited to, grave digging and installation, placement of corner markers, headstones, mausoleums, and the performance of funeral services. Please submit the completed form at least 48 hours in advance to Chris George the Cemetery Coordinator. This may be submitted by an individual requesting a specific cemetery activity, a family member of the deceased, or by a funeral home making arrangements for a funeral service. Forms may be submitted via email to Chris George at cgeorge@franklintonnc.gov or in person at Town Hall located at 101 North Main Street Franklinton, NC 27525. Chris George can be reached at 919-339-0261. **NOTE: No work may begin until approval is granted by the Town of Franklinton.**

Deed Holder Information

(Please provide the information of the deed holder for the lot in question)

Deed Holder's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cemetery (check one):

☐ Fairview ☐ Evergreen

Deed Number: _____

Lot Number: _____

Business Information (Complete this section if a company is performing the work)

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone Number: _____

Company Representative Signature: _____

Date: _____

Work Details

(Please provide the details of the work to be performed)

Date Work to be Performed: _____

Description of Work:

Customer Information

(Complete this section if the customer is not the deed holder)

Customer's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone Number: _____

Relation to Deed Holder: _____

Relation to Deceased (if applicable): _____

Additional Information

(Required for specific actions or requests)

Deceased's Full Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Proof of Headstone or Engraving: (Please attach any relevant documentation)

Death Certificate: (Please attach for burials, entombments, or interments)

Town of Franklinton Cemetery Disclaimer and Acknowledgment

The Town of Franklinton shall not be held liable for any errors, omissions, or inaccuracies related to the flagging, marking, coordinating, or delineating grave sites within any municipal cemetery. It is the sole responsibility of the funeral home, or a duly authorized representative of the deceased's family, to coordinate directly with the Town's Cemetery Coordinator to verify and confirm the exact location of the grave to be excavated prior to excavation occurring. This includes, but is not limited to, ensuring that the location designated for the headstone corresponds precisely with the location where the grave is to be prepared, and confirming all other pertinent details related to the burial as requested through this form are accurate.

The Town of Franklinton shall not be responsible for, nor shall it bear any financial liability for, any graves that are improperly located or for any errors occurring in the course of this process. Furthermore, the Town makes no warranties, guarantees, or representations, express or implied, regarding the accuracy of the location of graves, headstones, plots, or any other cemetery-related markers or items.

By signing below, the undersigned acknowledges that they have read, understood, and agreed to the terms set forth in this disclaimer. The undersigned further agrees to comply with all applicable Town of Franklinton ordinances governing cemeteries, as well as all relevant state and federal laws and regulations.

Signature of Applicant

Date

Town Authorization

(For Town Use Only)

Authorized Town Representative: _____

Date: _____

Reference Number: _____

Town of Franklinton Contact Information:

Town Hall Address:

101 N Main St

Franklinton, NC 27525

Main Line: 919-494-2520

Chris George: 919-339-0261

cgeorge@franklintonnc.gov

Brad Kearney: 919-725-1170

bkearney@franklintonnc.gov

