

Effective January 1, 2020

Foundation Rules and Regulations

1. Contractors must run line and make sure foundations are lined up with others in the row.
2. Contractors must complete the work during Cemetery hours of operations. Monday thru Friday 7a.m. to 3 p.m.
3. No hole is to remain empty or uncovered or foundation unoccupied without new stone for longer than two weeks. All holes are to be covered by frame and plywood.
4. All holes must meet depth requirements, no more than or less than 30 to 36 inches without the approval of the Cemetery Foreman/Superintendent.
5. Holes must be inspected before poured.
6. All contractors must use frames for foundations (no free pouring).
7. Any additional dirt, rocks etc. should be disposed properly in the cemetery's dump site.
8. All cement and materials must be cleaned up and put into dumpster, not trash cans.
9. Foundation locations and requests are to be given to the Cemetery Secretary at least two (2) weeks prior to work date as well as a \$75.00 foundation fee is due at this time. Foundation replacement and removal will have a \$25.00 filing fee.
10. All foundation work must be done by a registered licensed City of Niles Contractor with bond and insurance.
11. All Contractors while doing any type of work are responsible for any damages done while doing the foundation.
12. Any damage done to the grass or ruts and or indentations made will be the contractor's responsibility to fix.
13. When doing the work, vehicles are not permitted to be in the grass.
14. The City of Niles is not responsible for any lettering on the stone, only responsible for marking and inspecting the foundation.
15. Foundation location cost is \$75.00, each additional time the same lot needs marked again there will be an additional \$50.00 fee.
16. Footer location will not be done from May 1st thru May 31st. (All footer requests must be turned in prior to May 1st).

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Instruction

1. Cemetery Staff will call customer when foundation is located
2. Foundations are to be dug during the hours of 7am – 3pm.
3. Call the Cemetery Office for inspection of the hole, no concrete. 330-544-9000 Ext.1142.
4. Once the hole depth is approved by Cemetery personnel, we will notify you to pour the concrete
5. Once the job is complete call the Cemetery Office to close the foundation order.

Signing below states you've received a copy of the foundation Rules & Regulations:

SIGNATURE: _____ **DATE:** _____