

# TOWN OF BISCOE

## APPLICATION FOR PURCHASE OF A CEMETERY PLOT



The Town of Biscoe prides itself on having a pristine and well-managed cemetery for citizens to lay their loved ones to rest. Town staff works diligently to keep it well groomed. There are a few stipulations to consider before purchasing a cemetery plot. Please review the following:

- ◆ Flowers and vases must be attached to headstones
- ◆ Foot markers must be flush to the ground
- ◆ Flat markers at ground level and head stones are allowed
- ◆ Vaults are required
- ◆ No obstructions will be allowed that will prevent access of maintenance or upkeep of grounds (i.e. benches, etc.)



### Cost & Grave Plot Sizes

**Section B**     \$200 per grave inside residents  
                      \$400 per grave outside residents

**Section D**     \$300 per grave inside residents  
                      \$700 per grave outside residents

<u>Plot Sizes</u>			
1 plot	4 x 10	40 square feet	
2 plots	8 x 10	80 square feet	
4 plots	8 x 20	160 square feet	

*A \$30 fee will be charged in addition to the Plot Fees to record the deed*  
**Effective April 1, 2017**

Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Secondary Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

I, \_\_\_\_\_, have read the above rules and will uphold the rules as laid forth in this document and the deed. I understand that the Town will provide me with two original, signed deeds for my records (within two weeks of purchase) and the Town will keep two for its records. I further understand that payment in full is expected at the time of application and that it is my responsibility to file the deeds with the Register of Deeds office.

\_\_\_\_\_  
 Name Date

# STAFF CHECKLIST

- Show citizens cemetery map of Section D
- Plots available for purchase are not marked and are within the Red Marks.
- Have Citizen Complete Application. We MUST have a correct mailing address to mail the deed.
- Collect Money and post in cash management. If they pay with a check, make a copy of the check and receipt. If they pay with cash, make a copy of their receipt. (PUT FEES IN SEPARATELY – CEMETERY PLOT AMOUNT ON ONE RECEIPT AND RECORDING FEE \$30 ON THE OTHER).
- Color on the map their last name to show it is paid.
- Type up the deed. Print 2 Copies
- Proofread.
- Have the Mayor and Clerk sign and attest.
- Notarize all both copies.
- Take one of the notarized deeds to the Register of Deeds with a check for \$26 made out to the Montgomery County Register of Deeds.
- Once the deed is recorded, the Register of Deeds will send the Original Recorded Document through the mail to the Town of Biscoe.
- Once the recorded deed is received in our office, make a copy, send the original to the citizen and file our copy in the Section D Cemetery Binder.
- Add the new purchase to the spreadsheet on both tabs (alphabetical and by Lot #)