



# CATARAQUI CEMETERY AND FUNERAL SERVICES

## APPLICATION TO ALTER AN EXISTING MARKER

05-2016

Alterations to an existing marker (includes but are not limited to inscriptions, engravings, etchings, paintings, repairs, new bases or dies, removals or re-settings), as presented by this application, are subject to the current by-laws of The Cataraqi Cemetery Company (Cemetery) and the approval of cemetery management. Pursuant to the by-Laws of the Cataraqi Cemetery, existing markers may only be altered with the additional authorization of the Interment Rights Holder of Record (as indentified on the Certificate of Interment Right issued by the Cemetery). Applicants are required to contact the Cemetery directly if the Interment Rights Holder of record is undetermined or not available to provide written authorization on this form.

**NOTICE:** For the purpose of this application, as also defined in By-Law No 2. Of The Cataraqi Cemetery Company, "Marker" means any, monument, upright marker, tombstone, headstone, flat marker, footstone, cornerstone, vase, planter, potting urn, plaque, name plate, cross, memorial or any other ornament or embellishment affixed to or intended to be affixed to an interment lot, plot, mausoleum, crypt, columbarium, niche or other structure or place intended for the deposit of human remains. Existing markers, installed prior to 1992 or on lots purchased prior to 1955, may be subject to retroactive Care & Maintenance fees as prescribed by Ontario's *Funeral, Burial and Cremation Services Act (2002)*. Applicable fees, as per the current Cemetery price list must be paid to the Cemetery prior to altering an existing marker. Markers deemed by the Cemetery to be unsafe or in a state of disrepair may not be inscribed until such time that the Cemetery has been satisfied that the marker and or its foundations/setting (as applicable) has been made safe and/or properly repaired. The Cemetery must approve all repairs.

### PART 1 - Interment Rights Holder Information (As per Cemetery's Records and Certificate of Interment Rights)

Interment Rights Holder (Print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ E mail: \_\_\_\_\_

Grave(s): \_\_\_\_\_ Row: \_\_\_\_\_, Lot(s): \_\_\_\_\_ Section: \_\_\_\_\_

### Applicant Information (If not the Interment Rights Holder of Record as above)

Applicant (Print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ E mail: \_\_\_\_\_

### PART 2 - Altering /Inscription Information

Please remit each of the following and confirm with initials:

- A photo of the marker that is to be altered; \_\_\_\_\_
- Detailed description of alteration and signed as confirmation by the applicant; \_\_\_\_\_
- A clear indication as to where inscription it is to appear on the marker; \_\_\_\_\_
- When applicable, an English translation of the inscription; \_\_\_\_\_
- Client signature approving the diagram as final confirmation of what will be altered: and \_\_\_\_\_
- If replacing pieces, details of materials, origin, dimensions, etc... \_\_\_\_\_

## CATARAQUI CEMETERY and FUNERAL SERVICES

Operated by The Cataraqi Cemetery Company. Est. 1850

927 Purdy's Mill Road · Kingston · Ontario · K7M 3N1

Tel. 613-546-6545 · Facsimile 613-546-6631 · www.cataraquicemetery.ca

**APPLICATION TO ALTER AN EXISTING MARKER - CATARAQUI CEMETERY**

**PART 3 – Supplier/Contractor Compliance and Responsibility Statements**

Company Name: \_\_\_\_\_ Sales Representative: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Legal Signing Agent (if not Sales Rep.) \_\_\_\_\_

As the Legal Signing Agent for the above named company, I hereby acknowledge and state the following:

1. The alteration of the marker will comply with the current by-laws of The Cataraqui Cemetery Company.
2. The alteration of the marker will be completed as per the attached representational diagram and photo.
3. In advance of altering any marker, as specified within this application I will ensure that The Cataraqui Cemetery Company is presented with or has on file the required :
  - o proof of current WSIB insurance; or
  - o proof of WSIB exemption and valid 3<sup>rd</sup> party liability insurance.
4. When on Cemetery property, the above named company’s employees, contractors or sub-contractors will comply with the by-Laws of the Cataraqui Cemetery and any provincial Health & Safety regulations.
5. I accept full responsibility for any and all costs to repair or replace any ground, trees, markers or other items within the Cemetery that were damaged as a result of the actions of my company employees, contractors or sub-contractors when on Cemetery property to alter the marker, as described within this application.

**Legal Signing Agent (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 4 - Interment Rights Holder Acknowledgment and Authorization**

I, the undersigned, as the Interment Rights Holder of Record or their legal representative, have reviewed Part 1 Part 2 and Part 3 of this application. I have completed, to the best of my knowledge, the required information. I hereby authorize the alteration and request that the Cemetery review and approve this application, pursuant to the current by-laws of The Cataraqui Cemetery Company.

**Interment Rights Holder (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**or Representative**