

## MONUMENT FOUNDATION REQUEST FORM

### Monument Company Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### Purchaser Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### Cemetery Location

☐ Central ☐ South Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Grave(s): \_\_\_\_\_

Name of Plot Owner(s): \_\_\_\_\_

Name(s) on Monument: \_\_\_\_\_

**\*\*Complete one of the following. Foundations are \$0.90 per square inch.\*\***

#### Dimensions for SINGLE Foundation:

Size of Headstone Base: \_\_\_\_\_ X \_\_\_\_\_ inches Foot Marker (flush)? ☐

Size of Foundation: \_\_\_\_\_ X \_\_\_\_\_ inches Cost of Foundation: \$ \_\_\_\_\_

Add 2" to length and width (length) (width)

Height of Marker (base to tip) \_\_\_\_\_ inches

Marker Type: ☐ Flush  
☐ Upright

#### Dimensions for DOUBLE Foundation:

Size of Headstone Base: \_\_\_\_\_ X \_\_\_\_\_ inches Foot Marker (flush)? ☐

Size of Foundation: \_\_\_\_\_ X \_\_\_\_\_ inches Cost of Foundation: \$ \_\_\_\_\_

Add 2" to length and width

Height of Marker (base to tip) \_\_\_\_\_ inches

Marker Type: ☐ Flush  
☐ Upright

*Foundation dimensions not to exceed:*

*Single Lot 40"x16" Double Lot 62"x16" Foot Marker 40"x16" Cremains Only Section 40"x16"*

Foundations are poured twice per year, once in the spring prior to Memorial Day, and once in the fall after Labor Day.  
Make checks payable to "City of Portage".

#### Office Use Only:

Date sent to DPW: \_\_\_\_\_ Date poured: \_\_\_\_\_ Date customer notified: \_\_\_\_\_