

XXIII. MONUMENT / PLOT IMPROVEMENT REQUEST FORM

City Clerk's Office (Approved Ownership and Deceased Location Only)

Approval Date: _____

Approved By: _____

Comments: _____

City of Tarpon Springs, Florida**CITY CLERK & COLLECTOR
MONUMENT/PLOT IMPROVEMENT REQUEST FORM
Cycadia Cemetery & Mausoleum****City Clerk's Office and Cemetery Office must approve request prior to any monument installation or improvements.**

Monument Company/Funeral Home: _____

Requested By: _____

Owner: _____

Address: _____ Phone #: _____

Deceased: _____

Block: _____ Lot: _____ Grave(s): _____

Building: _____ Section: _____ Level: _____ Crypt/Niche: _____ Double/Single: _____

Building: _____ Lawn Crypt(s): _____ Double/Single: _____

****Please provide a clear neat drawing of the improvements including the dimensions and placement on the plot/Crypt/Niche/Lawn Crypt****

Cemetery Office (Approved Design/Layout Only)

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(Non-owner(s) **Please provide a clear neat drawing of the improvements including the dimensions, placement on the plot/Crypt/Niche/Lawn Crypt including chosen inscription from what is allowed which includes: name, date of birth, date of death, birth place or city where the decedent is from. No other inscriptions are allowed see section XIII. Monuments, Memorials, Markers and Benches of the Cycadia Cemetery Rules and Regulations.

Cemetery Office (Approved Design/Layout Only)

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Revised 11/2021

******OFFICE INFORMATION******

FINAL APPROVAL: (Valid only when all blanks are completed) All work must be initiated by both the monument company Representative and the Cemetery Representative

Date: _____

Cemetery Sexton: _____

Monument Company Rep: _____

1. Ground Preparation/Foundation Form
2. Verify Concrete Foundation
(Installation of coping/base)
3. Installing of Headstone/Structures
4. Final Inspection/Cleanup
5. Installed Plaque/Vase