



Hickerson Memorial Cemetery

INTERMENT PERMIT APPLICATION

Office of the City Clerk
491 East Pioneer Avenue
Homer, Alaska 99603
clerk@cityofhomer-ak.gov
Phone: (907) 235-3130
Fax: (907) 235-3143

Applicant Information

Full Name: _____ Relationship to Decedent: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Primary Phone: _____ Secondary Phone: _____
Email: _____

Service Provider/Individual Coordinating Interment with Maintenance Office: *Include business name and phone number. Write "Same as Applicant" if a licensed funeral home is not being used.*

Decedent Information

Full Name: _____
First Middle Last Suffix
Maiden Name (if applicable): _____ Sex: _____
Date of Birth: _____ Location of Birth: _____
Date of Death: _____ Location of Death: _____
Date of Interment: _____ State Burial Transit Permit No.: _____

Office Use Only

Plot Location:	Block: _____ Plot: _____	Interred:	<input type="checkbox"/> Casket/Coffin	<input type="checkbox"/> Cremains Urn/Container
Additional Interment Allowances	<input type="checkbox"/> None – Single Casket/Coffin to be buried in plot			
(for standard plots only):	<input type="checkbox"/> _____ of two caskets to be interred in plot			
	<input type="checkbox"/> _____ of one casket and up to four urns to be interred in plot			
	<input type="checkbox"/> _____ of four urns to be interred in plot			
Cemetery Plot Fees:	Interment Plot	\$1,000	-	_____
	Cremains Plot	\$400	-	_____
<i>Cemetery Plot GL: 100-0035-4613</i>	Marker Deposit – can be waived if proof of order/purchased provided	\$500	-	_____
<i>Marker Deposit GL: 100-0000-2213</i>	Plot Reserved/Paid for By:	\$0	-	_____
		Total Fees Paid:	_____	
Permit Approved By:	_____	Date:	_____	

See additional side for applicant acknowledgement and signature

PLEASE REFER TO THE HICKERSON MEMORIAL CEMETERY POLICIES AND GUIDELINES FOR A COMPLETE LIST OF RULES AND REGULATIONS CONCERNING THE CEMETERY

General Provisions for Interments

- This permit is for the disposition of human remains or cremains in the Hickerson Memorial Cemetery. No interment is allowed in the cemetery until a completed Interment Permit application has been signed by the City Clerk's Office/Cemetery Office, a Burial Transit Permit has been provided, and the interment or cremains plot fee and marker deposit are paid in full. This permit does not create an ownership interest in the real estate which belongs to the City of Homer.
- The Maintenance Office must be notified a minimum of 72 hours in advance of the time of interment. All openings, closings, plot preparation, interments, disinterment, marker placement and removals conducted by the Contractor and/or Interment Permit Holder shall be overseen by the Maintenance Office. Any Interment Site Workers used to excavate, fill, or modify a cemetery site must be approved by the Maintenance Office and Contractor.
- Only human remains within a casket or coffin are permitted to be buried in an interment plot. Only human cremated remains in an urn/container shall be placed in a cremains plot. Caskets, coffins, and urns/cremains containers must be able to contain the human remains, but are not required to be of a specific material.
- Interments in the Cemetery will only occur in geo-referenced plots according to an overall Hickerson Memorial Cemetery GIS plan. Standard interment plots shall be platted in five-foot (5') by ten-foot (10') plots and cremains plots shall be platted in two-foot (2') by two-foot (2') plots. Interments must be centered in the designated cemetery plot.

Burial Depth Requirements & Interment Allowances

Interment of one casket:	4 foot minimum from top of casket to surface
Interment of two caskets:	1 st casket – 6 foot minimum from top of casket to surface 2 nd casket – 4 foot minimum from top of casket to surface
Interment of Urns:	16 inches minimum from top of container to surface

- One (1) casket and up to four (4) urns may be interred in a standard interment plot, provided that the top of the casket is a minimum of four feet from the surface to allow the burial of the urns.
- Up to four (4) urns may be interred in a standard interment plot.
- Two (2) caskets may be interred in a standard interment plot, provided that the top of the first casket interred is a minimum of six feet from the surface to ensure the second casket can be buried deep enough for the top to be a minimum of four feet from the surface.
- Only one (1) urn may be interred in a cremains plot.

Interment Site Preparations

- Preparation of the cemetery plot shall be the responsibility of the Contractor. The Contractor will provide, place, and remove greens, decorations, or seating used for an interment and must provide necessary lowering devices.
- At the time of closing an interment or cremains plot, only an overburden of four to six inches above grade is permitted. Any additional overburden must be removed and disposed of by the Contractor at the time of interment.
- Contractor must immediately install a temporary marker at the interment site, and a permanent marker must be installed within twelve (12) months after interment. Design and dimensions of markers must meet the requirements established within the "Memorial Markers" section of the Hickerson Memorial Cemetery Policies and Guidelines.

Acknowledgement of Applicant: *I hereby acknowledge as applicant that I have the legal right to control disposition and interment of the deceased. I further acknowledge that Hickerson Memorial Cemetery has specific rules related to who may perform interments or place interment markers within the Hickerson Memorial Cemetery, and it is my responsibility to consult the policies and guidelines to review these regulations.*

I have received a copy of the Hickerson Memorial Cemetery Policies and Guidelines.

Applicant's Signature: _____

Date: _____