

# Cemetery Service Request

Public Works Department  
1500 Beatty Street  
Greenville NC 27834  
Office: 252-329-4522  
Fax: 252-329-4535

FUNERAL HOME \_\_\_\_\_ SERVICE REQUEST # \_\_\_\_\_

CEMETERY \_\_\_\_\_ GARDEN/SECTION \_\_\_\_\_ LOT/TIER \_\_\_\_\_ SPACE/CRYPT \_\_\_\_\_

LOT OWNER \_\_\_\_\_ DECEASED NAME \_\_\_\_\_

GRAVE MARKED \_\_\_\_\_ TYPE OF PLOT: ☐ SINGLE ☐ (4) GRAVES ☐ (8) GRAVES

VAULT TYPE ☐ CONCRETE ☐ STEEL (CITY APPROVED VAULTS ONLY)

CREMATION: ☐ YES ☐ NO URN DIMENSIONS \_\_\_\_\_ PLACEMENT OF URN ON PLOT  
☐ UPPER ☐ MIDDLE ☐ LOWER

GRAVESIDE SERVICE ☐ YES ☐ NO GRAVESIDE ARRIVAL TIME \_\_\_\_\_

OVERSIZE GRAVE ☐ YES ☐ NO IF YES, VAULT DIMENSIONS \_\_\_\_\_

UNDERSIZE GRAVE (3 feet or less) ☐ YES ☐ NO IF YES, VAULT DIMENSIONS \_\_\_\_\_

DATE OF BURIAL \_\_\_\_\_  
DAY DATE

REQUESTED INFO (from FH) \_\_\_\_\_

FUNERAL HOME SIGNATURE \_\_\_\_\_

**\*\*Effective January 1, 2024, wait time will be billed at a rate of \$137.50 per hour when the funeral director does not comply with the arrival time as indicated on the service request. Burials and/or interments shall not be held on New Year's Day, Easter Sunday, Thanksgiving Day, and Christmas Day. Credit card on file will be automatically charged for any fees that may occur for the above cemetery service request.\*\***

Grave/crypt open/close (M-F, 8 a.m.-4 p.m.)	\$825	Late fee (after 4 p.m.)	\$125
Grave/crypt open/close (weekend/holiday, 8 a.m.-4 p.m.)	\$1,045	Wait time per hour	\$137.50
Cremation/Niche/Undersize Open/Close (M-F, 8 a.m.-4 p.m.)	\$385	Vault disinterment \$1,600; Urn disinterment \$800 (M-F, 8 a.m. - 3 p.m. ONLY)	
Cremation/Niche/Undersize Open/Close (weekend/holiday, 8 a.m.-4 p.m.)	\$495		

Date \_\_\_\_\_ Amount received \_\_\_\_\_ Approved by \_\_\_\_\_

Emergency contact numbers — Please call Buildings & Grounds in this order:  
**1. 214-4202**  
**2. 214-8235**  
**3. 329-4300**

FOR STAFF USE ONLY	NAME	DATE	TIME
<input type="checkbox"/> PROBE CLOSED PROBED GRAVE			
S/R REC'D FROM FH BY			
S/R EMAILED TO STAFF & SC <input type="checkbox"/> FAX SC			
GRAVE LAID OFF			
<input type="checkbox"/> PIC LAID OFF CONFIRMED BY SUPV			
GRAVE S/R FORM VERIFIED BY			
GRAVE DUG			
ACTUAL GRAVESIDE ARRIVAL TIME			

☐ Pre Need \_\_\_\_\_ ☐ System ☐ W/O# \_\_\_\_\_ ☐ Blue Book ☐ Fax/Email FH \_\_\_\_\_ ☐ Docs/WO Scanned