

## Addendum No. 1

|   |                           |
|---|---------------------------|
| Project Name: Cemetery Software and Mapping Project | Project No.: RFP 24-25-43 |
| Prepared By: Michael Turner                         | Date: May 8, 2025         |

### Clarifications & Requirements:

1. Work will begin with an executed contract and the issuance of a notice to proceed letter.
2. The contractor must acknowledge reading each addendum in the spaces provided on the proposal sheet per instructions on page 16, item #7.1.
3. Proposals are due Tuesday, May 13 by 2:00PM. Proposals will be received via DropBox at <https://www.dropbox.com/request/03ZAIBsLr7UGRxz5edeU>. Proposals will be opened and read aloud at 2:00PM.

### Questions and RFI submitted for discussion by email:

1. How many total decedents are currently recorded in the existing system?

**Answer: Over 11,600.**

2. Could you please provide the total number of burial records you currently have, broken down by each cemetery?

**Answer: All are approximate numbers.**

| Cemetery ID | Cemetery Name       | Burial Count |
|-------------|---------------------|--------------|
| 1           | Brownhill           | 1002         |
| 2           | Cherryhill          | 689          |
| 3           | Greenwood           | 4669         |
| 4           | Homestead           | 4855         |
| 5           | Homestead Mausoleum | 205          |
| 0           | Unassigned          | 16           |

3. For each cemetery, could you share the total number of burial plots? If possible, we would like a breakdown by status: Occupied, Reserved, Vacant (available for future use).

**Answer: All are approximate numbers**

| Cemetery ID | Cemetery Name       | Total Plots | Unoccupied Plots | Single Interment Plots (Occupied) | Multiple Interment Plots (Occupied) |
|-------------|---------------------|-------------|------------------|-----------------------------------|-------------------------------------|
| 1           | Brownhill           | 4098        | 3144             | 939                               | 15                                  |
| 2           | Cherryhill          | 616         | 244              | 196                               | 176                                 |
| 3           | Greenwood           | 10299       | 5819             | 4298                              | 182                                 |
| 4           | Homestead           | 6802        | 2016             | 4719                              | 67                                  |
| 5           | Homestead Mausoleum | 296         | 105              | 177                               | 14                                  |
| 0           | Uncategorized       | 558         | 556              | 2                                 | 0                                   |

4. How many spaces are marked as pre-sold, reserved, on-hold, or do-not-sell?

**Answer: All are approximate numbers.**

| Cemetery ID | Cemetery Name       | Available to Sell | Reserved | Sold |
|-------------|---------------------|-------------------|----------|------|
| 1           | Brownhill           | 4                 | 0        | 3144 |
| 2           | Cherryhill          | 11                | 0        | 244  |
| 3           | Greenwood           | 17                | 0        | 5819 |
| 4           | Homestead           | 145               | 4        | 2016 |
| 5           | Homestead Mausoleum | 25                | 0        | 105  |
| 0           | Unassigned          | 555               | 0        | 2    |

5. What is the average number of interments per year for each cemetery?

**Answer: Average per year, 262 services (over 3 years)**

| Cemetery ID | Cemetery Name       | Burial Count |
|-------------|---------------------|--------------|
| 1           | Brownhill           | 3            |
| 2           | Cherryhill          | 1            |
| 3           | Greenwood           | 35           |
| 4           | Homestead           | 212          |
| 5           | Homestead Mausoleum | 11           |

6. Are there any future or planned spaces or expansions that will need to be migrated into the new system?

**Answer: Yes. Future planned spaces and/or expansions will be provided once plans are finalized.**

7. What format is the current data in (e.g. spreadsheets, database exports, proprietary formats)?

**Answer: Proprietary. Data can be provided via exports to the selected firm. Data is also available in paper form.**

8. Could you provide samples of your existing records? We are particularly interested in understanding the type and number of data fields you currently track (e.g. name of the deceased, date of birth, date of interment, plot location, etc.).

**Answer: Yes. Cemetery Data layout, Cemetery Service Request (CSR) form, plot purchase form, interment direction form, and marker permit form are attached. All fields shall be captured with the new software and application.**

9. The RFP scope mentions data migration from current cemetery software data. Would it be possible to see copies of the data that we would be responsible for migrating?

**Answer: Yes. Refer to question #8.**

10. Is the City currently using a specific software system for cemetery management? If so, could you please specify?

**Answer: No. The City is using a self-created and developed application.**

11. Could you confirm the 20 hours of system setup, configuration, training, and project management section is referring to the configuration on the CRM and setup of the system? If so, could you expand on the expectations for this section.

**Answer: Yes. The intent is for the selected firm to provide system startup, configuration, training, and project management in two (2), 20-hour blocks of time for a total of forty (40) hours.**

12. For the advanced contract reporting section, is this intended to reference the ability to create contracts within the system, along with two (2) associated reports? If not, could you provide more detail on what functionality is being requested?

**Answer: This references two (2) users having the ability to create advanced reporting.**

13. Is the vendor expected to migrate all existing data from the current system to the new platform?

**Answer: Yes.**

14. Are there existing digital documents (e.g. PDFs, photos, scanned files) that will need to be imported into the new system?

**Answer: Yes.**

15. Are there existing images or digital documents that need to be migrated into the new system? If so, how many images/documents are there?

**Answer: Yes. Over 4,400 documents. These will be provided to the selected firm.**

16. Are there any existing software systems that the new cemetery solution will have to integrate with? If so, please specify.

**Answer: Yes. ESRI per the RFP.**

17. Are there any forms (deeds/right of interment) the City is currently using that they would like customized to work in the new system? If so, can the City provide examples of those forms?

**Answer: Yes. Sample deed and interment direction form are attached.**

18. Is there a requirement to digitize existing physical documents or artifacts (e.g. deeds, ledgers, index cards)?

**Answer: No. However, this is desirable as budget allows.**

19. Approximately how many physical documents require digitization (single-sided count)?

**Answer: None. Over 11,600 records exist. This will be discussed with the selected firm.**

20. What is the approximate breakdown between handwritten and machine-typed documents?

**Answer: This information is unknown.**

21. Will the vendor be responsible for on-site digitization, or will the City digitize the documents and provide digital copies to the vendor?

**Answer: Digitization is not required per the RFP.**

22. Is there a need or desire to photograph headstones and associate those images with individual records?

**Answer: Yes. As budget allows.**

23. Is there a requirement or expectation for the vendor to perform a data or document audit for quality assurance before and/or after migration?

**Answer: Yes.**

24. If possible, could you share samples of your current cemetery maps? We're particularly interested in understanding how the plots are currently laid out and whether any data is included on the maps such as plot ID numbers.

**Answer: Yes. Maps are attached.**

25. What type of cemetery maps is the City currently using (paper, GIS, CAD)? Can the City provide examples of the existing cemetery maps?

**Answer: Paper and CAD. Maps are attached.**

26. For the PDF overlays and interactivity section, is this referring to cemetery map overlays and the interactive features of an online map?

**Answer: Yes**

27. Could you confirm the number of columbariums across your cemeteries?

**Answer: We do not have free standing columbariums. We have niches/crypts in both mausoleums.**

28. Regarding the 384 niches mentioned in the proposal: Is the number from a single columbarium wall, or is it the total across all cemeteries and the columbarium structures?

**Answer: 384 are the combined total niches/crypts in both mausoleums at Homestead Memorial Gardens.**

29. Are there any above ground burials in mausoleums or columbaria in the cemeteries? If so, how many total niches/crypts are there:

**Answer: Yes. 384 is the total for both mausoleums. Homestead Memorial Gardens Main Mausoleum contains 240 single crypts, 24 double crypts, and 96 niches. Hillside West Mausoleum at Homestead Memorial Gardens contains 24 single crypts.**

30. Are all four cemeteries currently active and accepting new interments?

**Answer: Yes.**

31. Are there any known local or municipal restrictions regarding drone flights over the cemeteries?

**Answer: No. However, firms will be required to receive permission for takeoff and landing from private property if not flying from City-owned property. FAA airspace authorization is required across most of Greenville, and permissible altitudes will vary. Greenville's airspace is considered "enhanced risk" due to a high volume of aircraft and helicopter traffic, so airspace authorization is not guaranteed. Both Pitt County and the State have unmanned aircraft ordinances/laws that should be followed.**

**<https://www.pittcountync.gov/DocumentCenter/View/8789/Unmanned-Aircraft-System-Ordinance>**

**<https://www.ncdot.gov/divisions/aviation/uas/Pages/laws-regulations.aspx>**

**Map of UAS airspace is attached.**

32. Do you have a budgeted amount for this project?

**Answer: Yes.**

33. If possible, could you kindly provide information of the budget allotted for this project?

**Answer: The City of Greenville does not share the budgeted amount for its projects during the solicitation process to support the required competitive nature of the procurement process.**

34. The current pricing format is quite different from how we typically present our software modules. Would it be acceptable for us to reformat this section to better reflect the way our solution is structured, while still addressing all required components?

**Answer: No. Proposed solutions shall be provided on the forms in the RFP to maintain fairness for all prospective firms.**

35. Will there be an addendum issued for this RFP that I should keep an eye out for?

**Answer: Yes, an addendum will be posted to the City of Greenville website under current bid opportunities by Thursday, May 8 at 5PM. Link: [Cemetery Software and Mapping Project | Current Bid Opportunities | Greenville, NC](#).**



**Attachments:**

1. Sample Cemetery Data layout
2. Sample Cemetery Service Request (CSR) form
3. Sample plot purchase form
4. Sample interment direction form
5. Sample marker permit form
6. Sample deed
7. Map of Brown Hill and Cooper Field Cemetery
8. Map of Cherry Hill Cemetery
9. Map of Greenwood Cemetery
10. Map of Homestead Memorial Gardens Cemetery
11. UAS Airspace map

**Sealed proposals will be received by the City of Greenville via the DropBox link:**

**<https://www.dropbox.com/request/03ZAIBsLr7UGRxz5edeU> until Tuesday, May 13, 2025, at 2:00 pm with Company Name, Attention: Devin Thompson, and the words City of Greenville Public Works Department Cemetery Software and Mapping Project Proposal written in the file field for submission.**

**All proposals will be marked with the date and time they are received by reception staff. Proposals will be opened and read aloud at this time; however, all proposals will be reviewed, scored, and contracts will be awarded at a later date.**

**End of Addendum No. 1**

| DECEASED                   |           |
|----------------------------|-----------|
| COLUMN_NAME                | DATA_TYPE |
| DeceasedId                 | int       |
| PlotId                     | int       |
| PrefixId                   | int       |
| FirstName                  | varchar   |
| MiddleName                 | varchar   |
| LastName                   | varchar   |
| SuffixId                   | int       |
| FullName                   | varchar   |
| DeathDate                  | datetime  |
| ContainerTypeId            | int       |
| ContainerSubTypeLocationId | int       |
| CreatedBy                  | decimal   |
| CreatedDate                | datetime  |

| PLOT           |          |
|----------------|----------|
| PlotId         | int      |
| PlotNumber     | varchar  |
| LotId          | int      |
| PlotStatusId   | int      |
| PurchaseNumber | varchar  |
| PurchaseDate   | datetime |
| PurchasePrice  | money    |
| NumberOfGraves | int      |
| DeedGenerated  | bit      |
| CreatedBy      | decimal  |
| CreatedDate    | datetime |

| LOT         |          |
|-------------|----------|
| LotId       | int      |
| LotName     | varchar  |
| SectionId   | int      |
| CreatedBy   | decimal  |
| CreatedDate | datetime |

| SECTION     |         |
|-------------|---------|
| SectionId   | int     |
| SectionName | varchar |
| CemeteryId  | int     |
| CreatedBy   | decimal |

## ALL TABLES:

|                                |
|--------------------------------|
| TABLE_NAME                     |
| ApplicationConfiguration       |
| Attester                       |
| AttesterRole                   |
| Cemetery                       |
| CemeteryType                   |
| Comment                        |
| ContainerSubTypeLocation       |
| ContainerType                  |
| Contractor                     |
| Deceased                       |
| Documents                      |
| ErrorLog                       |
| FuneralHome                    |
| FuneralServiceRate             |
| Issue                          |
| IssueComment                   |
| IssueDocuments                 |
| IssueStatus                    |
| Lot                            |
| Monument                       |
| Monument_old                   |
| OtherKnownNames                |
| Plot                           |
| PlotFees                       |
| PlotOwner                      |
| PlotOwner_Plot                 |
| PlotReserve                    |
| PlotService                    |
| PlotServiceFeesApplied         |
| PlotServiceFeesAppliedArchived |
| PlotStatus                     |
| Prefix                         |
| ProbeComment                   |
| Probed                         |
| ProbedStatus                   |
| Reports                        |
| Role                           |
| Section                        |
| States                         |

|                 |
|-----------------|
| Suffix          |
| Transactions    |
| TransactionType |
| User            |

# 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 July 1, 2024, wait time will be billed at a rate of \$150 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.)                           | \$900   | Late fee (after 4 p.m.)   | \$150 |
| Grave/crypt open/close (weekend/holiday, 8 a.m.-4 p.m.)               | \$1,150 | Wait time per hour  | \$150 |
| Cremation/Niche/Undersize Open/Close (M-F, 8 a.m.-4 p.m.)             | \$425   | Vault disinterment \$1,600; Urn disinterment \$800<br>(M-F, 8 a.m. - 3 p.m. ONLY) |       |
| Cremation/Niche/Undersize Open/Close (weekend/holiday, 8 a.m.-4 p.m.) | \$550   |   |       |

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 GRAVE <input type="checkbox"/> PROBED CLOSED      |      |      |      |
| S/R REC'D FROM FH BY   |      |      |      |
| <input type="checkbox"/> S/R EMAILED TO STAFF <input type="checkbox"/> CC: DT/SC |      |      |      |
| GRAVE LAID OFF   |      |      |      |
| <input type="checkbox"/> PIC <input type="checkbox"/> 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

*Effective 7/1/24*

**PLOT PURCHASE NUMBER:** \_\_\_\_\_

**LOT OWNER:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CEMETERY:** \_\_\_\_\_

**GARDEN/SECTION:** \_\_\_\_\_

**LOT/TIER:** \_\_\_\_\_ **SPACE/CRYPT:** \_\_\_\_\_

**TYPE OF PLOT (CHECK ONE):** SINGLE ☐ 4 GRAVES ☐ 8 GRAVES ☐

**SIGNATURE OF REQUESTOR:** \_\_\_\_\_

|                                      |           |                          |                                  |            |                          |
|--------------------------------------|-----------|--------------------------|----------------------------------|------------|--------------------------|
| Grave Lot – Resident                 | \$975.00  | <input type="checkbox"/> | Outside Mausoleum - Resident     | \$2500.00  | <input type="checkbox"/> |
| Grave Lot – Non-Resident             | \$1200.00 | <input type="checkbox"/> | Outside Mausoleum - Non-Resident | \$2700.00  | <input type="checkbox"/> |
| Inside Mausoleum – Resident          | \$5000.00 | <input type="checkbox"/> | Outside Niche Space - Resident   | \$1750.00  | <input type="checkbox"/> |
| Inside Mausoleum – Non Resident      | \$5200.00 | <input type="checkbox"/> | Niche Space – Non –Resident      | \$1,950.00 | <input type="checkbox"/> |
| Hillside West Mausoleum – Resident   | \$2000.00 | <input type="checkbox"/> |                                  |            |                          |
| Hillside West Mausoleum-Non Resident | \$2200.00 | <input type="checkbox"/> |                                  |            |                          |

Per Greenville City Code, a resident of the City of Greenville is one who has an established permanent residence in the corporate limits of the City of Greenville. Grave lots are no longer available in Brownhill & Cooperfield, Cherry Hill, and Greenwood.

**Date:** \_\_\_\_\_ **Amount Received:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**(For Staff Use Only)**

|                          |  |
|--------------------------|--|
| <b>Probed</b>            |  |
| <b>System Entered</b>    |  |
| <b>Blue Book Entered</b> |  |
| <b>Docs Scanned</b>      |  |
| <b>Deed Printed</b>      |  |

\* All plots at Homestead Memorial Gardens are 108" x 42". The only exception is Garden of Gethsemane which has 120" x 42" plots. All Garden of Grace and Garden of Trinity plots are 120" x 60".

STATE OF NORTH CAROLINA  
COUNTY OF PITT

INTERMENT DIRECTIONS - \_\_\_\_\_ CEMETERY

SECTION \_\_\_\_\_, LOT \_\_\_\_\_, SPACE \_\_\_\_\_

The undersigned, \_\_\_\_\_, does hereby  
authorize the above designated burial plot to be used for the interment and burial of

\_\_\_\_\_.

The undersigned declares that the undersigned's relationship to the grantee in the deed for the burial plot  
is \_\_\_\_\_.

The undersigned declares that the undersigned's relationship to the deceased is  
\_\_\_\_\_.

The undersigned further declares that the undersigned has the authority to authorize interment of the  
above named person in the above designated burial plot.

The undersigned will be responsible for all costs associated with interment and burial.

The undersigned for and on behalf of the undersigned and the undersigned's personal representatives,  
agents, successors, heirs, and assigns agrees to release, hold harmless and indemnify the City of Greenville, its  
officers, employees, agents and contractors from any and all claims, damages or liability of any kind including  
but not limited to attorneys fees and costs that may exist or might ever exist in the future as a result of the  
directions provided herein for the interment of the above named person in the above designated burial plot.

The undersigned certifies and declares that the undersigned has not sold, promised to convey or  
otherwise agreed to dispose of the above described burial plot.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of person authorizing use of burial plot

\_\_\_\_\_  
Printed name of person authorizing use of burial plot

NORTH CAROLINA  
PITT COUNTY

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

PERMIT NO:  
WORK ORDER:

CEMETERY PERMIT - PUBLIC WORKS OFFICE  
CITY OF GREENVILLE, NC

DATE:

Permission is hereby granted to the party below to erect Monument and/or Marker as specified below and said work is to be done in accordance with the ordinances of the City of Greenville under the supervision of the Cemetery Superintendent.

LOT OWNER:

CEMETERY: ☐ BROWNHILL ☐ CHERRYHILL ☐ GREENWOOD ☐ HOMESTEAD ☐ HOMESTEAD MAUSOLEUM

GRAVE

LOCATION:

GARDEN/SECTION: LOT/TIER: SPACE/CRYPT/NICHE:

NUMBER OF GRAVES ON THIS LOT: ☐ (1) ☐ (2) ☐ (4) ☐ (8) ☐ \_\_\_\_\_ \*\* (BHC, CH, GW ONLY)\*\*

CREMATION: ☐ YES ☐ NO IF YES, INDICATE PLACEMENT OF URN: ☐ UPPER ☐ MIDDLE ☐ LOWER

NAME OF DECEASED:

BURIAL DATE:

MARKER/MONUMENT: ☐ MARKER ☐ TABLET ☐ Single ☐ Double ☐ Upright  
☐ MONUMENT ☐ Single ☐ Double ☐ Family  
☐ FOOTSTONE  
☐ VETERANS ☐ Flat Bronze ☐ Flat Granite ☐ Upright Marble ☐ Flat Marble  
☐ Bronze Niche ☐ Upright Granite ☐ Small Flat Granite  
☐ MAUSOLEUM PLATE ☐ NICHE PLATE

\*Marker/Tablet/Footstone/Crypt/Mausoleum Permit Fee - \$150 \*Monument Permit Fee - \$150

\*\*VA Form 40-1330 is required for a government issued Veterans marker; fees are waived\*\*

DIMENSIONS & WEIGHT OF EACH ITEM:

FOUNDATION: ☐ GRANITE ☐ CONCRETE DIMENSIONS: \_\_\_\_\_ (Installers provide own supplies)

INSTALLED BY:

INSTALLATION DATE:

☐ Tuesday ☐ Wednesday ☐ Thursday Time:

DATE:

AMOUNT REC'D: \$ \_\_\_\_\_

☐ CASH

☐ CHECK NO. \_\_\_\_\_

☒ CREDIT/DEBIT

PUBLIC WORKS REPRESENTATIVE \_\_\_\_\_

SYSTEM ENTERED \_\_\_\_\_ W/O ENTERED \_\_\_\_\_ SPREADSHEET \_\_\_\_\_ SYSTEM SCANNED \_\_\_\_\_ WO SCANNED \_\_\_\_\_

EMAIL STAFF \_\_\_\_\_ CC: DT/SC \_\_\_\_\_ INSTALLED PIC \_\_\_\_\_

**\*\*VOID AFTER 10 DAYS\*\***



**HOMESTEAD MEMORIAL GARDENS CEMETERY DEED**

STATE OF NORTH CAROLINA  
COUNTY OF PITT

THIS DEED, made this the March 26, 2025 by the City of Greenville, NC, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, party of the first part, to:

**SOME PERSON  
ANOTHER PERSON**

**5555 #123 AN ADDRESS ST WINTERVILLE NC 28590**

party of the second part.

WITNESSETH, that for and in consideration of the sum of \$975.00 in hand paid to the party of the first part by the party of the second part, the receipt of which is hereby acknowledged, the party of the first part has bargained, sold, granted and conveyed, and by these presents does grant, bargain, sell and convey unto the party of the second part and his/her heirs and assigns, subject to the conditions and restrictions hereinafter set forth, the exclusive right of burial of the remains of human beings in Lot: 31D Space: 1 Garden: TRINITY or in Mausoleum Section:    Tier:    Crypt:    of Homestead Memorial Gardens Cemetery, as shown by map on file in the office of the City Clerk of the City of Greenville, North Carolina, together with the right to use the ways and avenues of ingress and egress and the rights, liberties, and privileges of said party of the first part for the purposes herein set forth.

TO HAVE AND TO HOLD the same unto the party of the second part, his/her heirs and assigns, forever, for the use of the burial of human remains only and for no other purpose whatsoever, subject to the following conditions and restrictions, to be exercised in the sole discretion of the party of the first part, to-wit: (1) the right of the party of the first part at all times to enter upon the said lot with its workmen and/or any implements for the purpose of grading and improving said lot, placing, replacing or removing any trees, shrubbery or structures of any kind, (2) the right of the said party of the first part to change in any way the grade or boundaries of the said lot as may be deemed desirable by the party of the first part for the general upkeep and improvement of the said cemetery as a whole, (3) no tombstone, vault, marker, fence, coping, mound or other structure of any kind whatsoever, shall be erected or placed, nor any plants or shrubberies be placed on the said lot except in accordance with the rules and regulations of the said party of the first part or as expressly authorized in writing by the party of the first part, (4) the said party of the second part shall hold the said lot for the uses and purposes herein designated subject to all the rules and regulations which may be deemed desirable by the party of the first part for the conduct and betterment of the said cemetery as a whole, (5) no transfer of this deed or the rights covered hereunder shall be valid unless registered with and approved by said party of the first part and until the transfer fee as required by the party of the first part has been received, and (6) no lot shall be sold for an amount greater than that paid for the same lot by the party of the second part. This conveyance is made subject to an ordinance adopting rules and regulations for the control of city cemeteries and providing penalties in relation thereto. The party of the second part herein, his/her heirs and assigns, agree that upon the breach of any of its provisions, the title to said property shall revert to the City of Greenville, North Carolina.

IN TESTIMONY WHEREOF, the party of the first part has caused these presents to be signed in its name by its Mayor and its corporate seal to be affixed and attested by its Clerk, all by authority of its City Council duly given. This the day and year first above written.

ATTEST: CITY OF GREENVILLE, N.C.  
  
\_\_\_\_\_, City Clerk \_\_\_\_\_, Mayor

North Carolina  
Pitt County

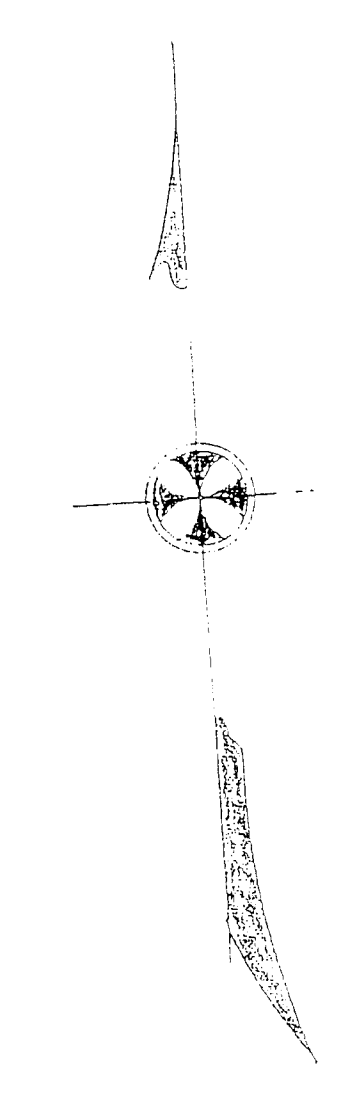
I, \_\_\_\_\_, a duly qualified and acting Notary Public for said county and state, hereby certify that Valerie Shiuwegar this day personally appeared before me, and being duly sworn, says that she knows the common seal of the City of Greenville, NC, and is acquainted with PJ Connelly, who is the Mayor of the said City of Greenville, NC, and that the said Valerie Shiuwegar is the City Clerk of the said City of Greenville, NC, and that she saw the said Mayor sign the foregoing instrument, and that she, the said City Clerk, signed her name in attestation of the said instrument in the presence of the said Mayor of the said City.

Witness my hand and notarial seal, March, 26, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_





SKINNER STREET

NORFOLK ST

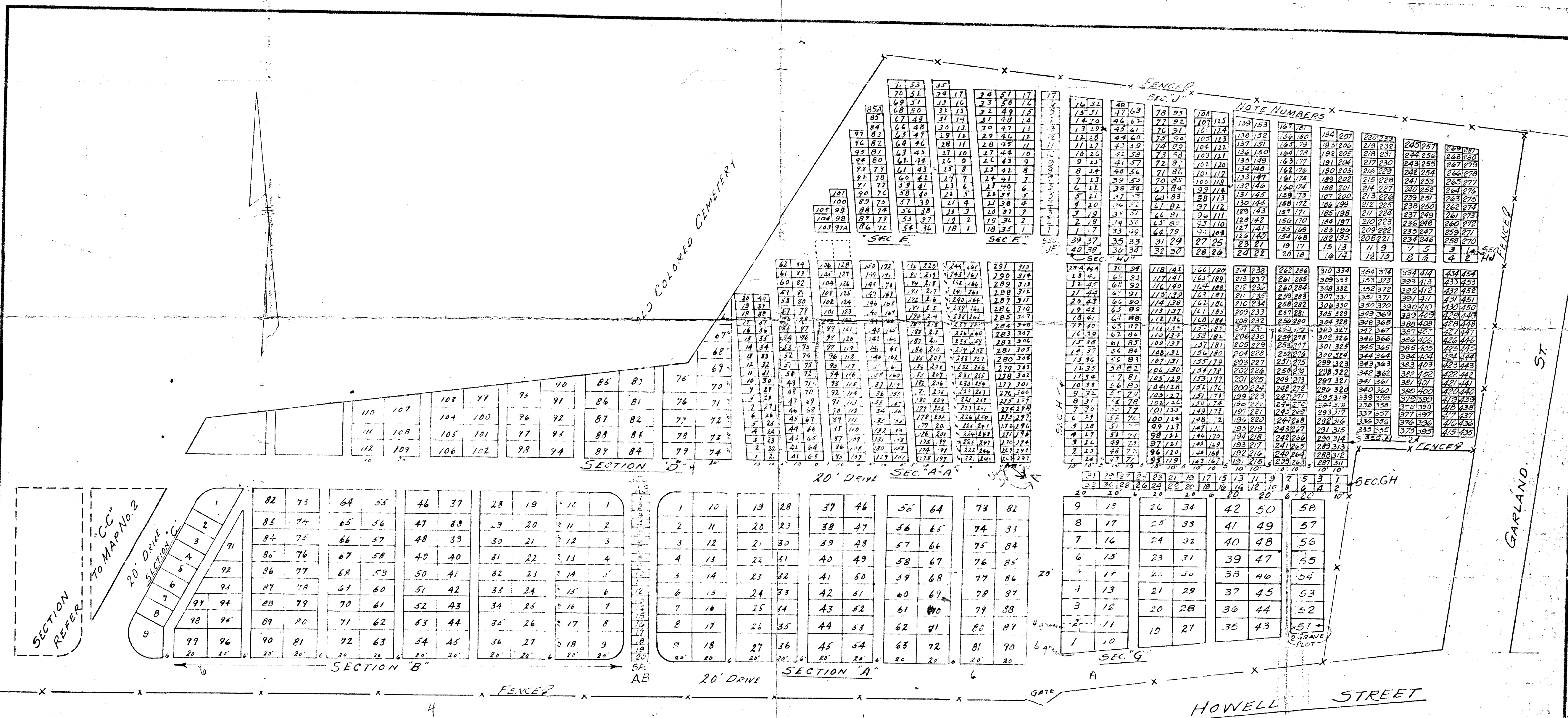
BLOUNT'S



REVISED AUG 5 1987 BY W.W.S.  
REVISED JAN 22 1981 BY W.W.S.  
REVISED JAN 2 1981 BY J.A.B.  
REVISED JULY 31 1980 BY J.A.B.  
REVISED MARCH 1978 BY W.W.S.  
REVISED APRIL 19 1977 BY W.W.S.  
REVISED JAN 30 1976 BY W.W.S.  
REVISED JULY 2 1974 BY W.W.S.  
REVISED OCT 15 1971 BY W.W.S.  
REVISED MARCH 26 1971 BY W.W.S.  
REVISED DEC 12 1967 BY W.W.S. & R.L.S.  
AUT. ENGINEER

PROPOSED ADDITION TO  
BROWN HILL CEMETERY  
GREENVILLE, NC.  
CITY ENGINEERING DEPT.  
SCALE: 1" = 40' - JUNE 30, 1967  
BY C.A. HOLLIHAN, P.E.  
CITY ENGINEER





~ BROWNHILL CEMETERY ~  
CITY OF  
GREENVILLE, N. C.  
COLORED CEMETERY

MAP 2 OF 2

DRAWN BY HENRY L. RIVERS 1941

REVISED BY: CITY ENGINEERING DEPT.

" " " " " 1961 - C.A.H.

1963 - C.A.H.  
1965 - W.W.S.

|   |   |   |   |        |        |
|---|---|---|---|--------|--------|
| " | " | " | " | 1966 - | W.W.S. |
| " | " | " | " | 1968 - | W.W.S. |

[illegible]

|    |    |  |    |      |   |        |
|----|----|--|----|------|---|--------|
| I. | 11 |  | II | 1982 | - | W.W.S. |
| "  | 21 |  | "  | 1983 | - | W.W.S. |
|    |    |  |    | 1984 | - | W.W.S. |

1983 - W.W.S.

100



## CHERRY HILL CEMETERY

|   |   |  |  |   |   |   |  |
|---|---|--|--|---|---|---|--|
| <div>HARDEE<br/>26<br/>BOWLING</div> <div>MRS. R. G. NEWSOME</div>  | <div>R.R. ACKISS<br/>J.W. TURNAGE</div> <div>W.L. DIXON<br/>J.E. DIXON</div>                  | <div>LESTER JAMES<br/>32<br/>STROUD</div> <div>W.A. HINES</div>  | <div>S.A. SMITH<br/>A.D. MATHEWS</div> <div>MRS. P.M. JOHNSON<br/>G.A. CLARK</div>   | <div>J.T. PILLEY<br/>39<br/>H. COREY</div>  | <div>C.A. MUSSELWHITE<br/>R.E. SELLERS</div> <div>W.B. BUTLER<br/>WARREN MORGAN</div>         | <div>45<br/>SINGLE ERNICC</div>   | <div>48<br/>PARKER</div>   |
| <div>E.P.T. SPENCER<br/>25<br/>MRS. W.H. RIVES KEARNEY</div> <div>SPENCER THOMAS<br/>MRS. A.J. GRIFFIN</div>      | <div>D.C. &amp; E.R. DUDLEY<br/>28</div> <div>FAYE Z. HATUM<br/>JOS. HATUM</div>              | <div>31<br/>B.W. MOSLEY</div>  | <div>RILEY<br/>34<br/>SMITH</div>  | <div>WOOTEN<br/>38</div>  | <div>JOHNSON<br/>41<br/>J.S. &amp; C.D. TUNSTALL</div>  | <div>NELL BROWN<br/>44<br/>FORREST</div> <div>MRS. J.H. BARNHILL</div>                            | <div>J.E. WARREN<br/>47<br/>W.C. THOMAS</div> <div>LILLIAN HYDE &amp; ELIZ. BAKER</div>    |
| <div>WALTERS<br/>24A<br/>LONA &amp; LUCY MAY ROUNTREE</div> <div>C. BRADLEY<br/>MCGOWAN</div>                     | <div>J.W. MURPHY<br/>27</div> <div>J.H. BOYD, SR.</div>                                       | <div>VINES<br/>30<br/>W.M. PUGH</div>  | <div>33</div> <div><div><div>A<br/>5</div><div>B<br/>5</div><div>C<br/>5</div><div>D<br/>5</div><div>E<br/>5</div><div>F<br/>5</div></div><div>W.C. TAYLOR, JR.<br/>36</div></div> <div>T.J. JARVIS<br/>37</div> | <div>MRS. E.<br/>40<br/>J.C. BROWN</div> <div>SOLD</div>                                | <div>MRS. IDA M.<br/>43<br/>MRS. J.W. BROWN</div> <div>T.W. BARNES</div>                      | <div>JOHNSON<br/>46<br/>MRS. CARLOS HARRIS</div> <div>M.A. PERKINS</div>                          |  |
| <div>J.J. BAKER<br/>24<br/>W.A. HEARNE</div> <div>J.S. DUNN</div>   | <div>F. JOHNSON<br/>21<br/>J.G. YATICS</div> <div>H.C. EDWARDS</div>                          | <div>MRS. C.W. WILSON<br/>18<br/>MRS. JAMES BROWN</div> <div>SPIVEY &amp; HASKETT<br/>J.W. BROWN</div> | <div>T.R. MOORE<br/>15<br/>J.J. HARRIS</div> <div>R.G. DENNIS<br/>JENNY CLARK</div>  | <div>3<br/>W.W. PERKINS</div>   | <div>6<br/>FORBES</div>   | <div>BAKER SHEPPARD<br/>9<br/>Lt. Col. Edward C. Yellowley</div>                                  | <div>12<br/>Wm H. PYLER</div>  |
| <div>M.M. HEARNE<br/>23<br/>H.W. RENFREW</div> <div>ROWLETT<br/>M.A. SUGG</div> <div>ROSS<br/>C.S. WHICHARD</div> | <div>MRS. D. FORBES<br/>20<br/>A.T.R.</div>   | <div>M.F. HAMMOND<br/>17<br/>J.A. DANIEL</div> <div>J.R. ANDREWS<br/>C. KINSAUL</div>                  | <div>WHITE<br/>14<br/>JAMES</div>  | <div>J.J. PERKINS<br/>2<br/>JOHN FLANAGAN</div> <div>R.A. TYSON<br/>J.T. WILLIAMS</div> | <div>HANNAH<br/>5<br/>HOOKER</div>  | <div>SKINNER<br/>8<br/>BROWN</div> <div>CHERRY</div>  | <div>11<br/>RAWLS</div>  |
| <div>HAMILTON<br/>22<br/>MRS. J.S. SMITH HOOKER</div> <div>MOORE</div>  | <div>STARKEY<br/>19<br/>MRS. B.H. HEARNE</div> <div>FORBES<br/>B.B. BARNHILL</div>            | <div>HOLDEN<br/>16<br/>FOREST</div> <div>SUGG<br/>R.P. SUGG</div>                                      | <div>SHELBURN WARREN<br/>13<br/>ERNUL</div> <div>BROWN</div>   | <div>T.R. CHERRY<br/>1<br/>C.W. HARVEY</div> <div>W.H. DAIL</div>                       | <div>ELISHA MCKEEL<br/>4<br/>J.N. HART</div> <div>A. ROUSE BARRETT</div>                      | <div>W.B. JARVIS<br/>7<br/>E.T. CHRISTIAN JARVIS</div>  | <div>J.B. HIGGS<br/>10<br/>UNKNOWN SOLDIER C.S.A.</div>                                    |
| <div>E.C. WILLIAMS<br/>49</div>   | <div>J.J. LAUGHINGHOUSE<br/>50<br/>O'HAGAN</div>  | <div>G.B. KING<br/>51<br/>WILEY BROWN</div> <div>J.A. DUPREE<br/>WYATT BROWN</div>                     | <div>H.B. CLARK<br/>52<br/>MCBRIDE &amp; HEARNE</div> <div>J.E. LANGLEY<br/>J.C. TYSON</div>   | <div>CHAS COBB<br/>53<br/>W.R. PARKER</div> <div>ROBT MAY<br/>CHAS S. FORBES</div>      | <div>W.H. RICKS<br/>64<br/>K.H. FLEMING</div>   | <div>JAMES MC MOORE<br/>65<br/>R.M. MOYE</div> <div>J.L. LITTLE</div>                             | <div>J.L. SUGG<br/>66<br/>T.I. MOORE GODWIN</div> <div>SAM NORTHROP<br/>J.S. MOORING</div> |
| <div>HINTON<br/>54<br/>G.A. CLAPP</div>   | <div>ROBT GREEN<br/>55<br/>MRS. T.B. CHERRY</div> <div>REV. G.F. SMITH<br/>E.E. GRIFFIN</div> | <div>L.H. PENDER<br/>56<br/>W.E. MORE</div>  | <div>J.R. &amp; J.G.<br/>57<br/>MOYE</div>   | <div>DR. R.L. CARR<br/>58<br/>HENRY SHEPPARD</div>                                      | <div>E.G. FLANGAN<br/>68</div>  | <div>C.A. WHITE<br/>69</div>  | <div>T.E. HOOKER<br/>70</div>  |
| <div>L.W. LAWRENCE<br/>59<br/>W.A. SAVAGE</div>   | <div>RAGSDALE<br/>60<br/>WHICHARD</div>   | <div>61<br/>MRS. WILSON</div>  | <div>R.W. KING<br/>62<br/>R.W. KING JR.</div> <div>W.C. HINES<br/>H.J. KING</div>  | <div>W. MOYE<br/>63<br/>A.F. KENNEDY</div> <div>A.H. TAFT<br/>W.E. JOLLY</div>          | <div>GEV. O. BRITT<br/>72<br/>W.A. HYMAN</div> <div>ASHLEY WHICBAND<br/>W.A. HARRINGTON</div> | <div>W.D. FRUITT<br/>73<br/>FRANCIS M. SMITH</div> <div>BAYLEY Elizabeth Overton<br/>HIGSON</div> | <div>BAGWELL<br/>74<br/>E.M. MCGOWAN</div> <div>J.L. FLEMING</div>                         |
|   |   |  |  |   |   |   | <div>MRS. J.B. LITTLE<br/>75<br/>B.F. PATRICK</div> <div>RAWLS</div>                       |

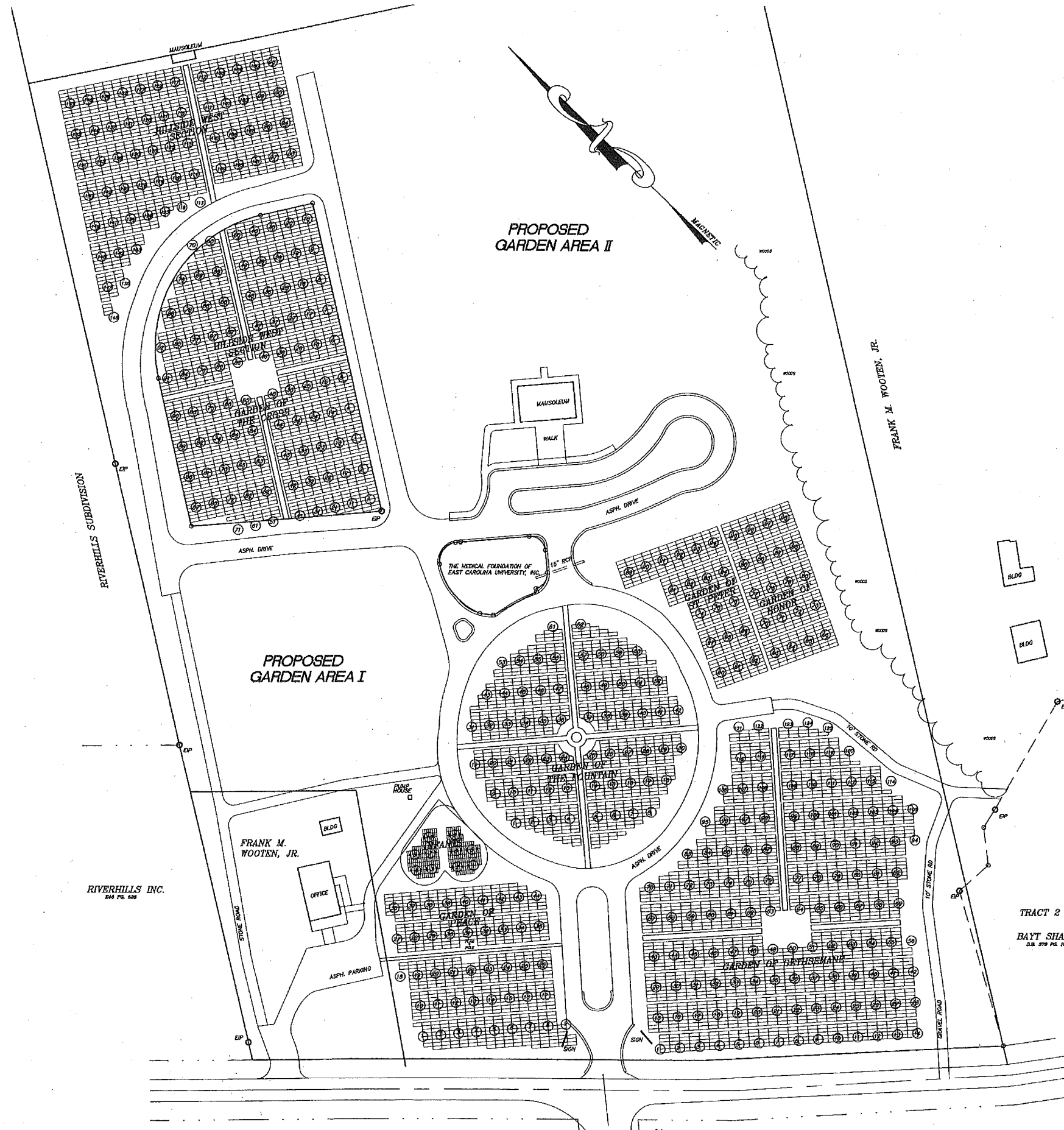




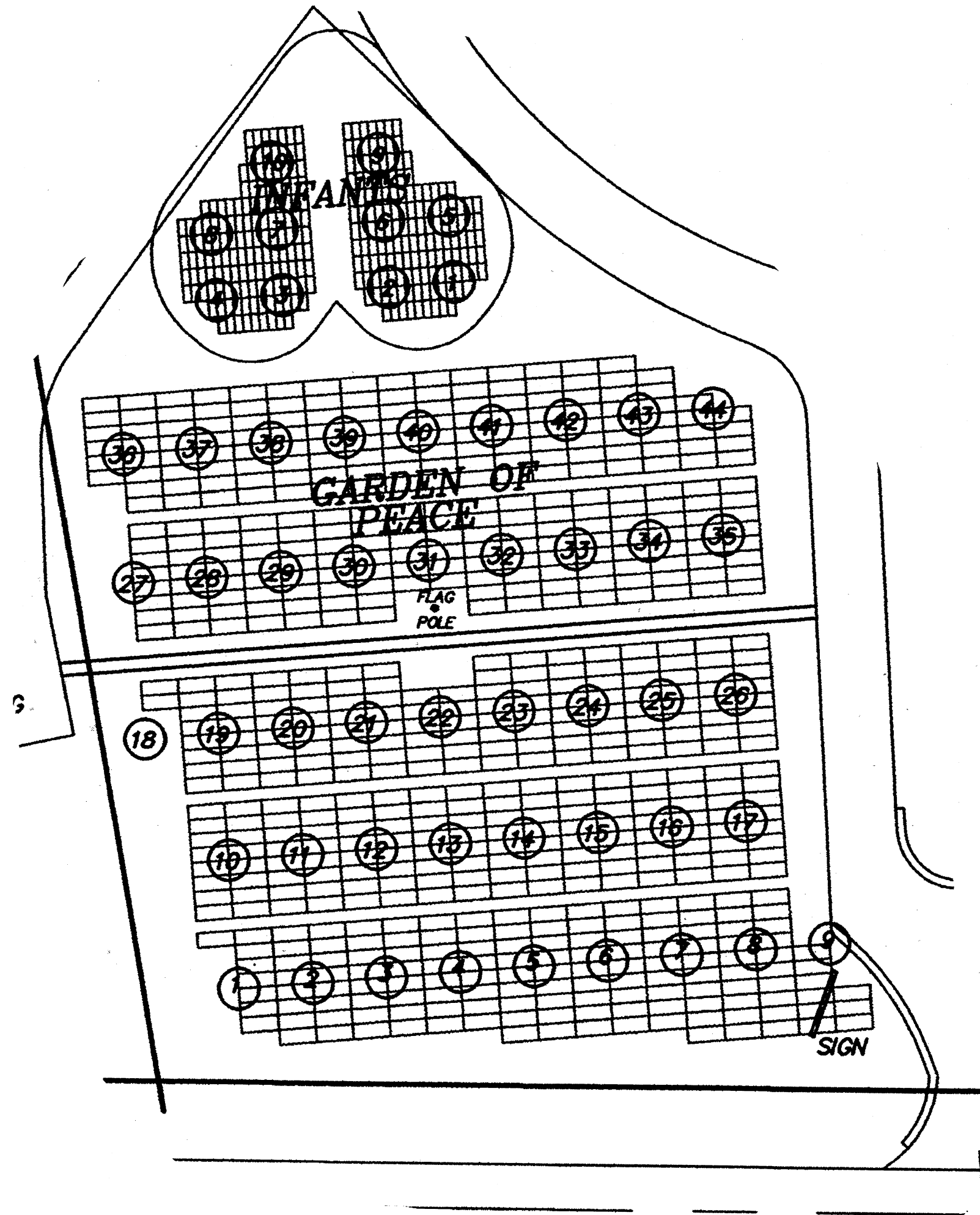


# **HOMESTEAD MEMORIAL GARDENS**

# HOMESTEAD MEMORIAL GARDENS



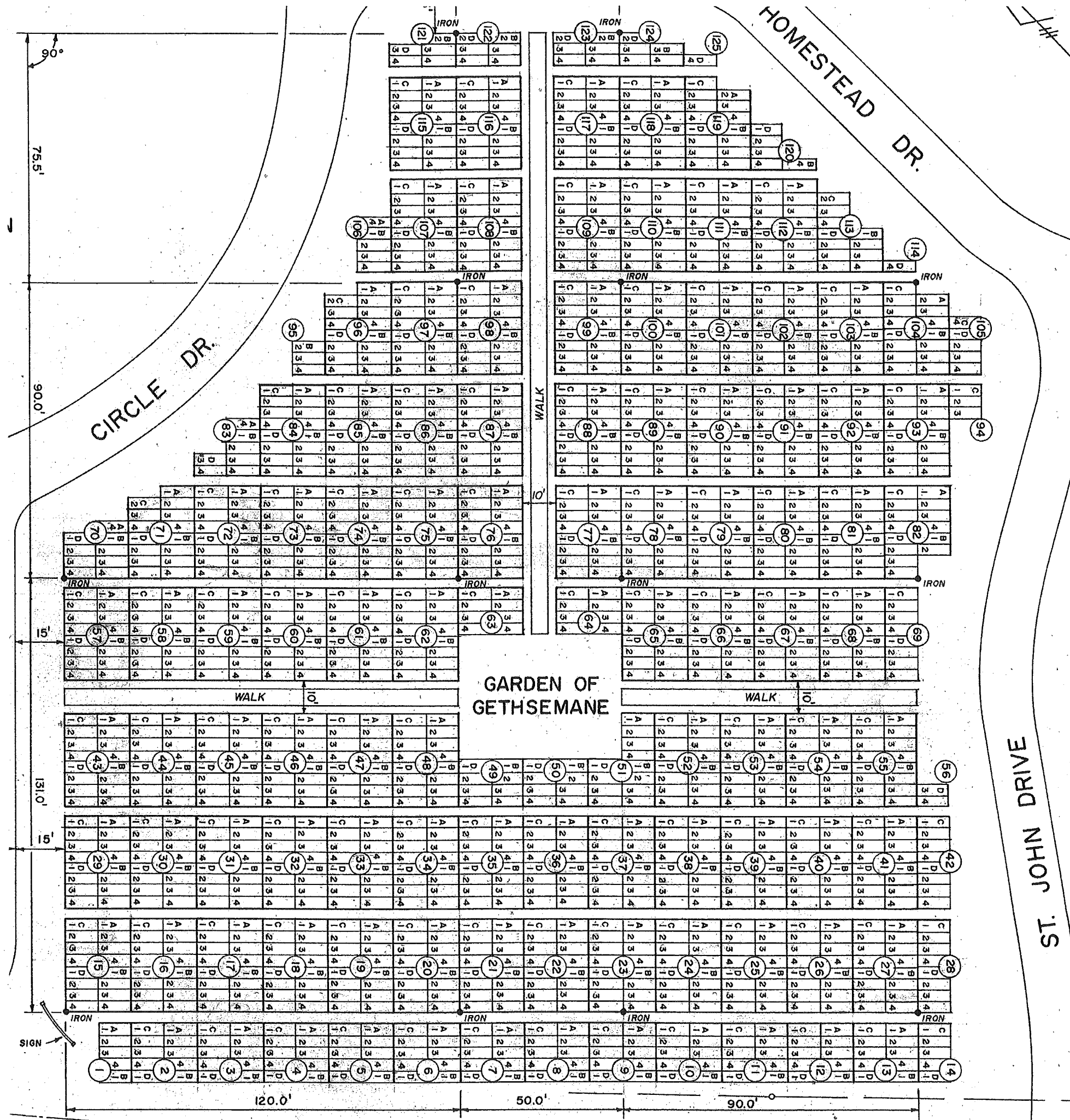




|     |    |   |   |
|-----|----|---|---|
| 18' |    |   |   |
| 1   | C  | A | 1 |
| 2   |    |   | 2 |
| 3   |    |   | 3 |
| 4   |    |   | 4 |
| 1   | 38 |   | 1 |
| 2   |    |   | 2 |
| 3   |    |   | 3 |
| 4   | D  | B | 4 |

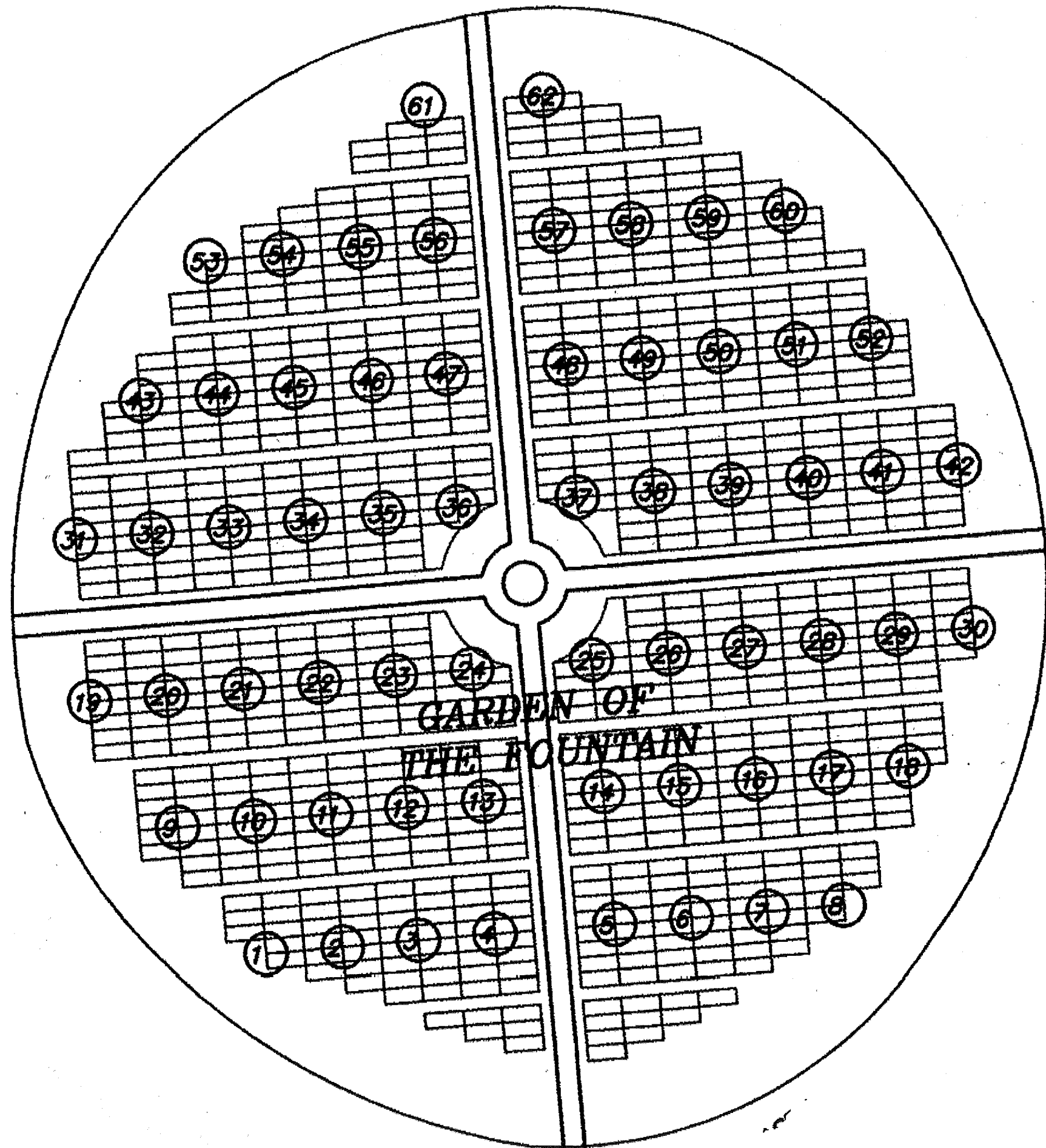
28'

Typical Plot Block

[illegible]

**TYPICAL 16 PLOT BLOCK**  
SCALE: 1"=10'

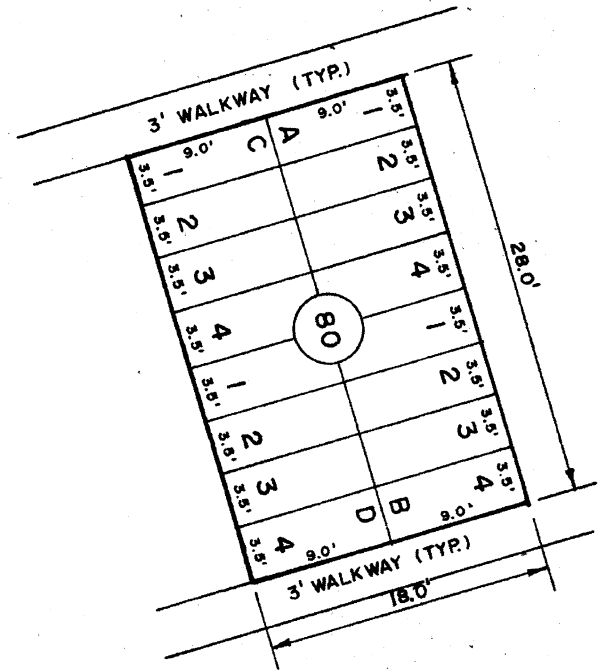
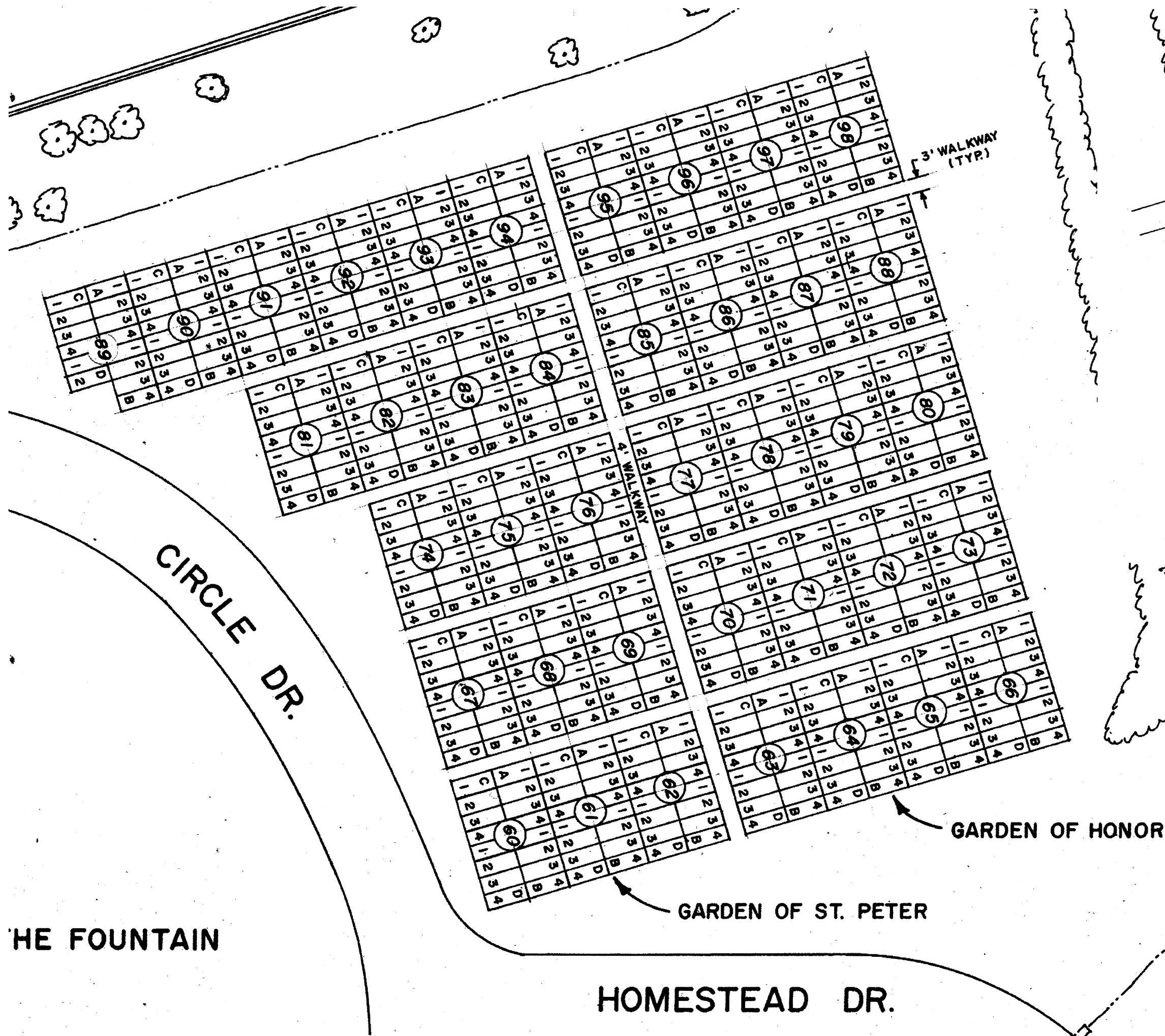




|     |    |   |   |
|-----|----|---|---|
| 18' |    |   |   |
| 1   | C  | A | 1 |
| 2   |    |   | 2 |
| 3   |    |   | 3 |
| 4   |    |   | 4 |
| 1   | 38 |   | 1 |
| 2   |    |   | 2 |
| 3   |    |   | 3 |
| 4   | D  | B | 4 |

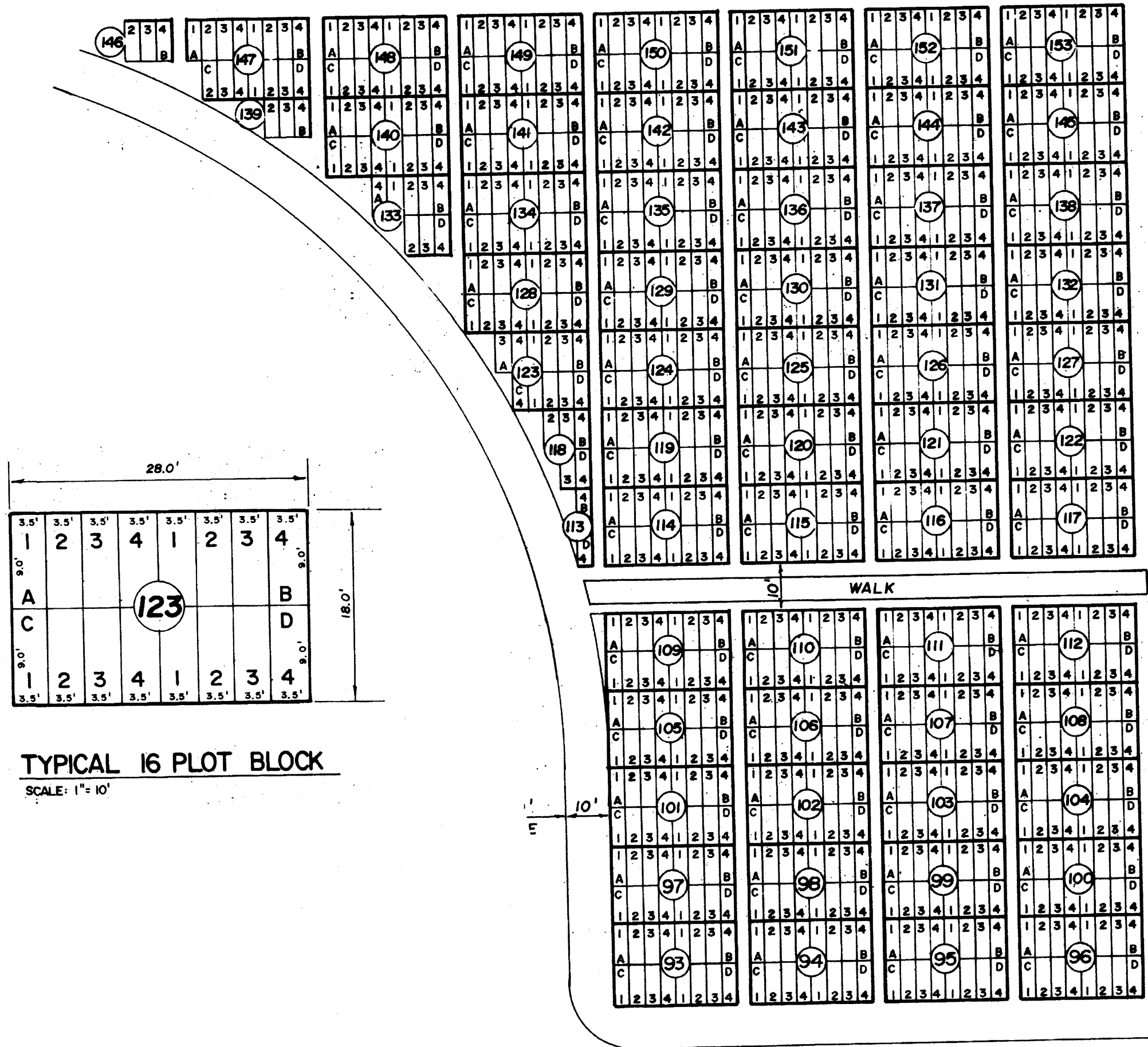
28'

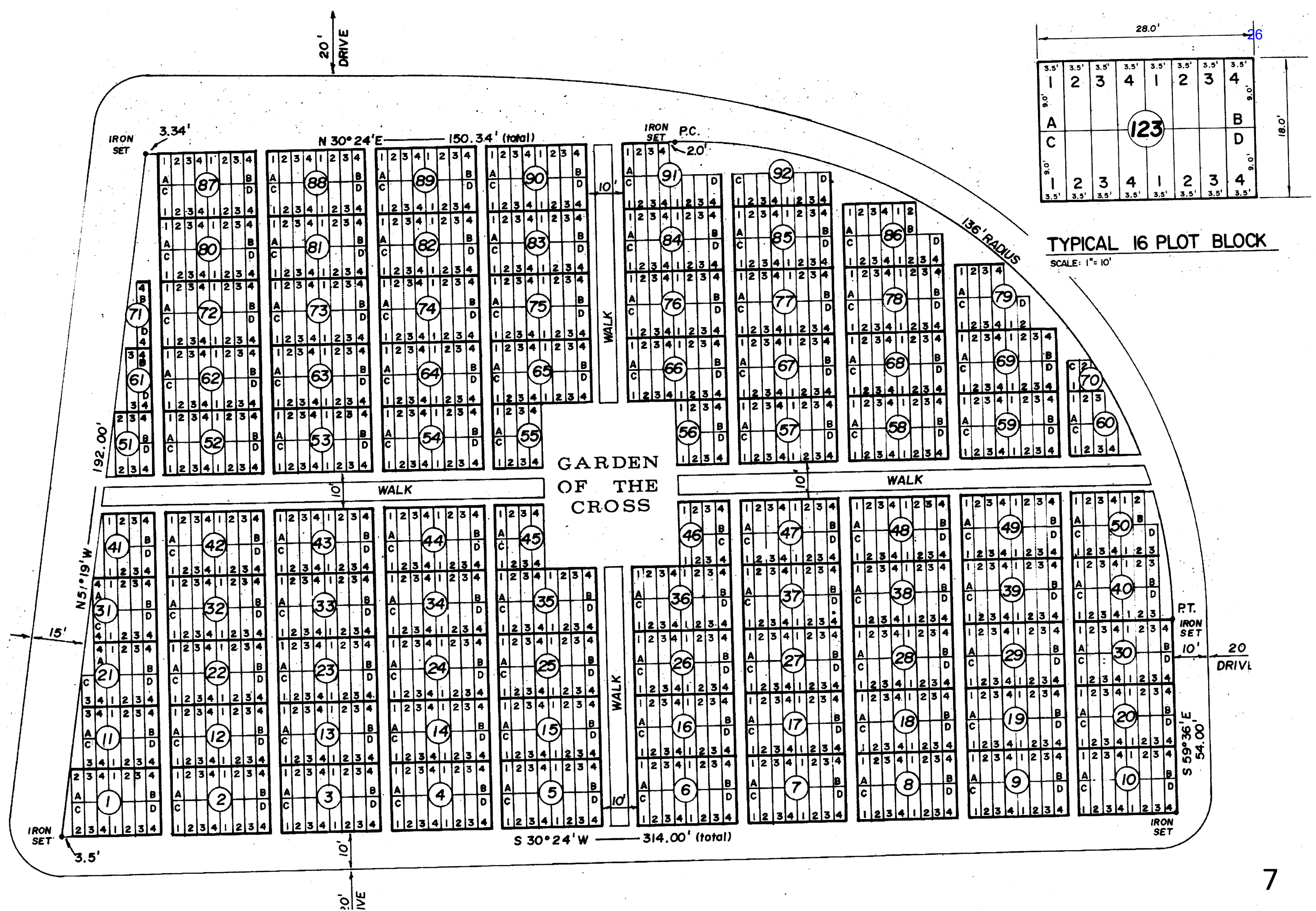
Typical Plot Block



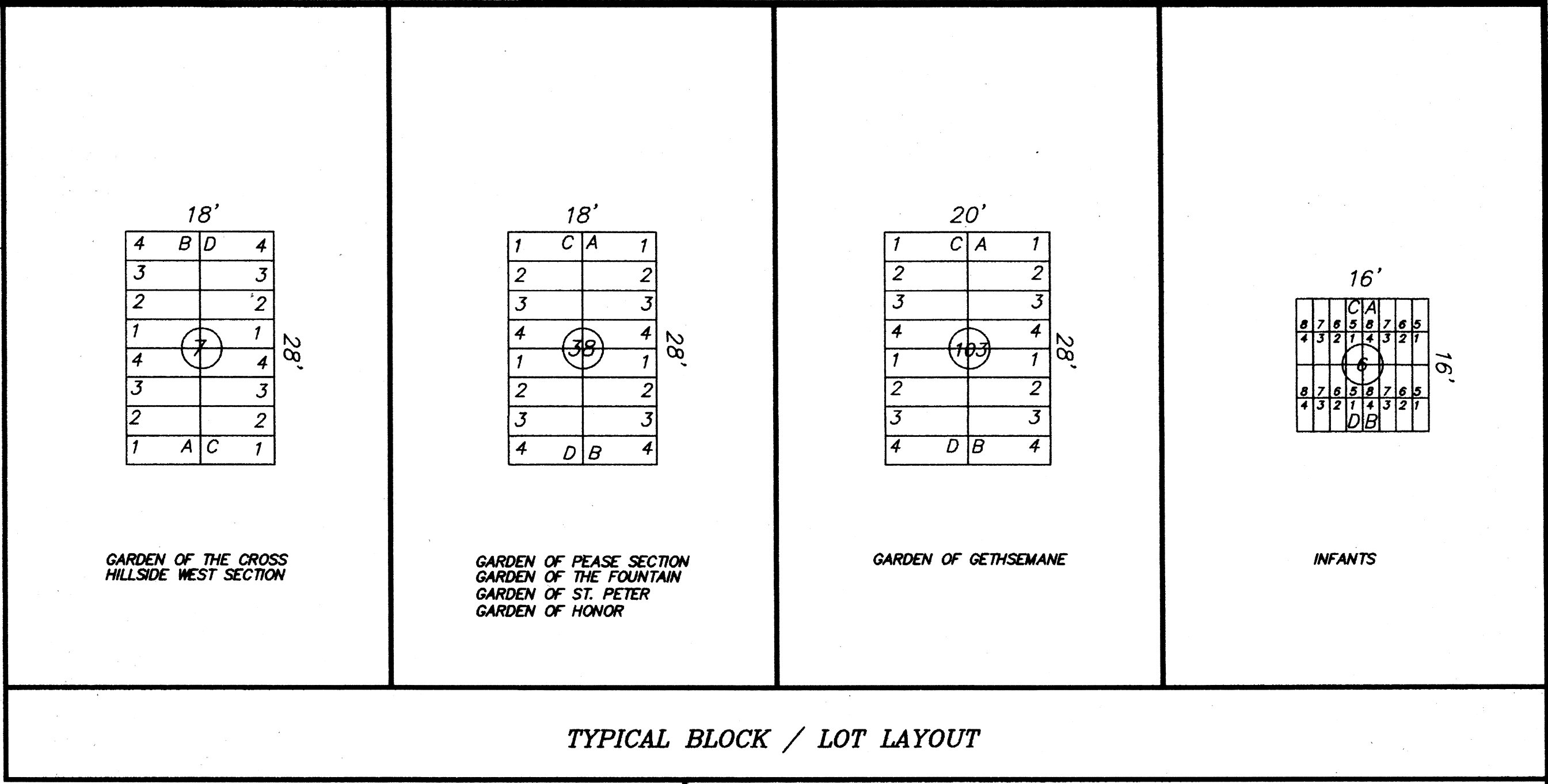
TYPICAL 16 PLOT BLOCK  
SCALE: 1" = 10'









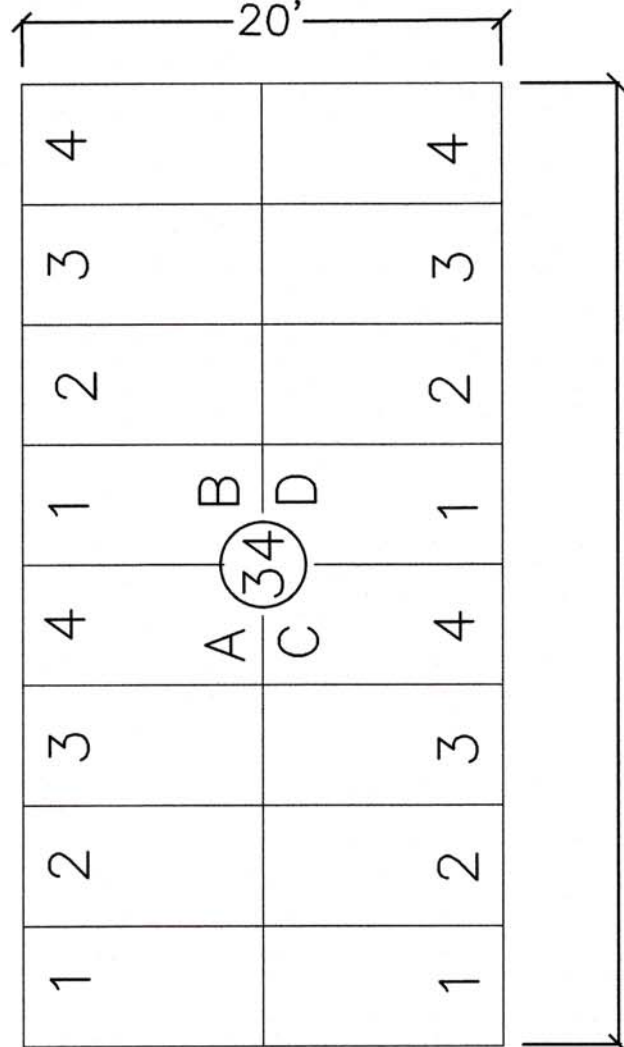




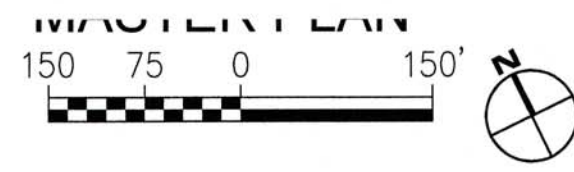
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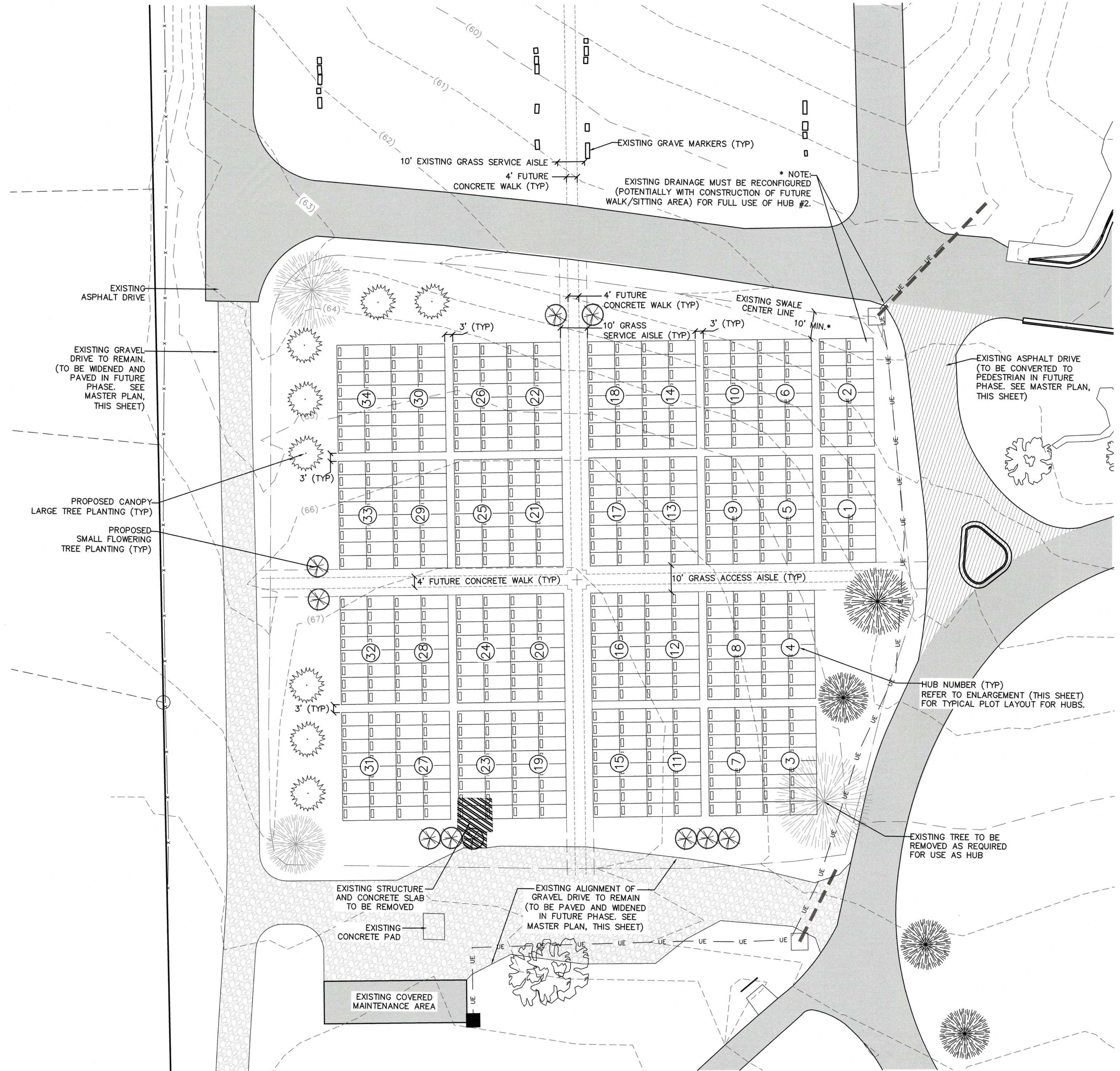
NORTH  
(GARDEN OF THE CROSS/TAR RIVER SIDE)



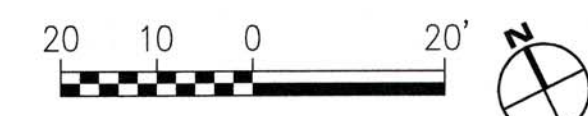
SOUTH  
(EAST 10th STREET SIDE)



TYPICAL HUB LAYOUT



SITE LAYOUT PLAN - GARDEN OF GRACE



↑ PROVIDED ADDITIONAL 3' (TYP) DIMENSIONS BETWEEN HUBS FOR CLARITY.



| REV | DATE       | DESCRIPTION                               | BY  | CHK |
|-----|------------|---|-----|-----|
| 0   | 07/28/2020 | ISSUE FOR CONSTRUCTION                    | SVR | MMS |
| 1   | 10/30/2020 | ADDED DIMENSIONS BETWEEN HUBS FOR CLARITY | MMS | MMS |

TEG PROJECT NO. 20200097

DOC PROJECT NO.

PROJECT TITLE  
HOMESTEAD MEMORIAL GARDENS  
PHASE I LAYOUT  
City of Greenville, NC

DRAWING TITLE  
GARDEN OF GRACE  
LAYOUT PLAN

DRAWING NO.

L1.0



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Engineering Architecture  
Surveying Technology

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NC Architectural License No. 50213  
NC Landscape Architectural License No. C-427

| REV | DATE       | DESCRIPTION                                    | BY  | CHK |
|-----|------------|--|-----|-----|
| 0   | 07/28/2020 | ISSUE FOR CONSTRUCTION                         | SKR | MWS |
| 1   | 10/30/2020 | ADDED SHEET L1.1: GARDEN OF GRACE HUB KEY PLAN | MWS | MWS |

| REV | DATE       | DESCRIPTION                                    | BY  | CHK |
|-----|------------|--|-----|-----|
| 0   | 07/28/2020 | ISSUE FOR CONSTRUCTION                         | SKR | MWS |
| 1   | 10/30/2020 | ADDED SHEET L1.1: GARDEN OF GRACE HUB KEY PLAN | MWS | MWS |

PROJECT NO. 20200097

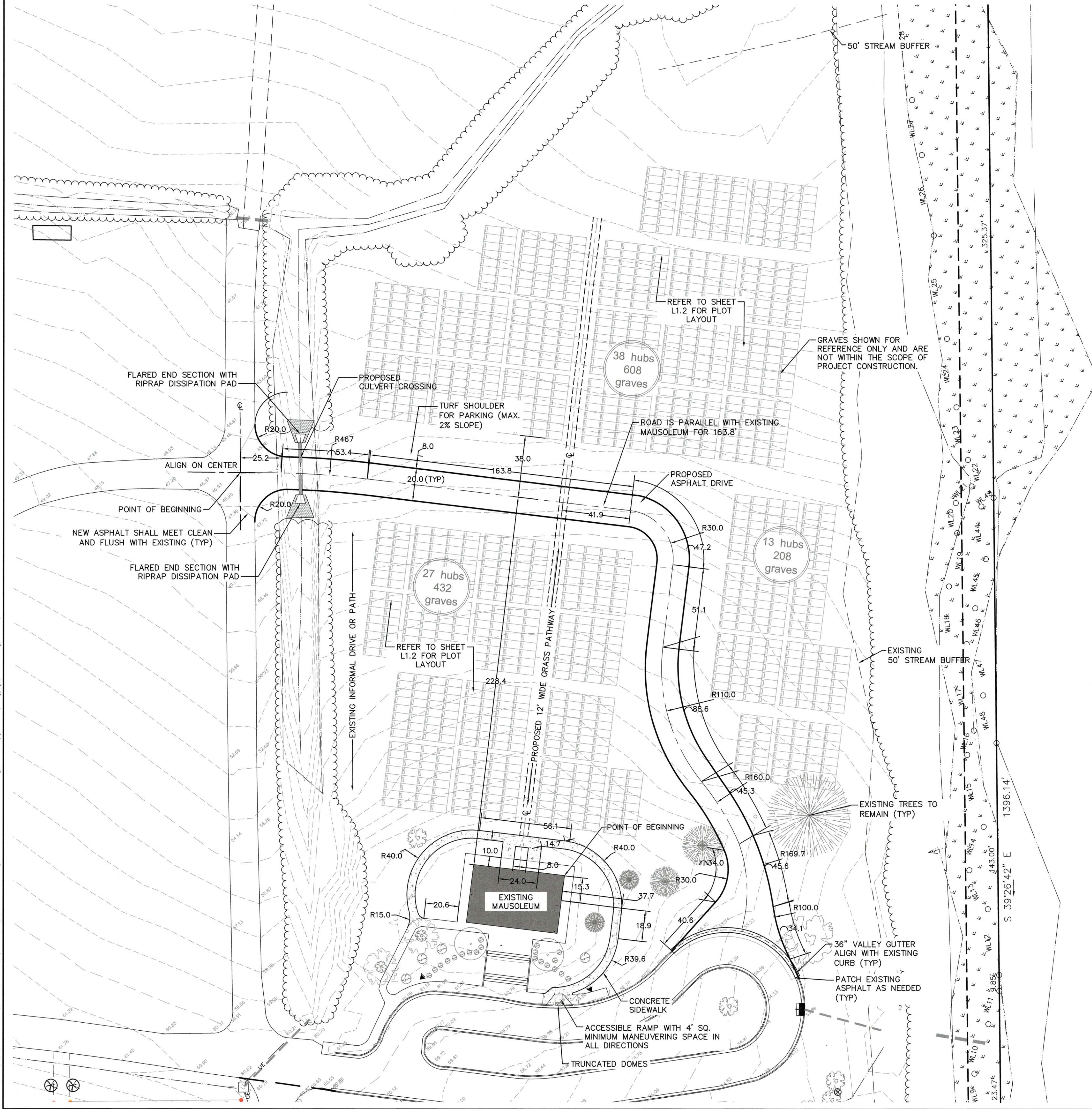
PROJECT TITLE  
HOMESTEAD  
MEMORIAL GARDENS  
PHASE I LAYOUT

CITY OF GREENVILLE, NC

DRAWING TITLE  
GARDEN OF GRACE  
HUB KEY PLAN

DRAWING NO.  
L1.1





#### CONSTRUCTION SEQUENCE:

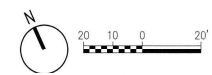
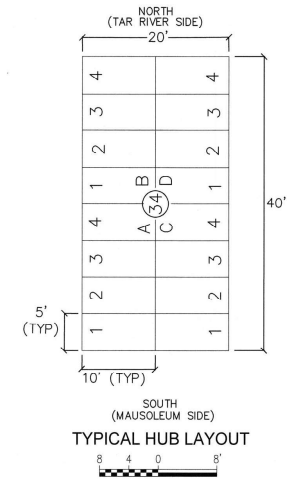
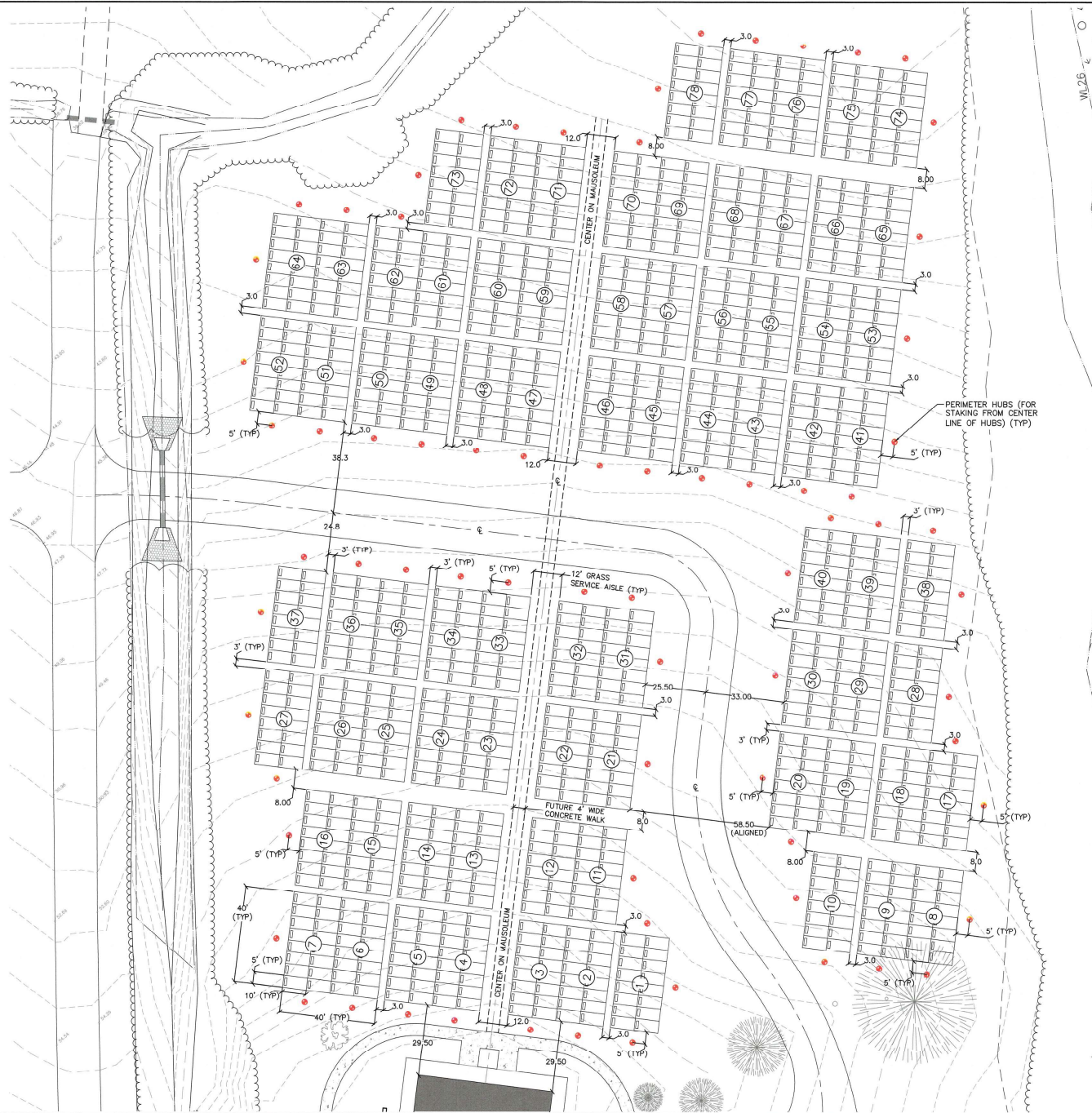
1. CONSTRUCT TEMPORARY CONSTRUCTION ENTRANCE/EXIT.
2. DISTURB LAND ONLY AS NECESSARY TO INSTALL TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES. INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL DEVICES AS NEEDED OR AS DIRECTED BY THE ENGINEER.
3. PERFORM SITE CLEARING AND DEMOLITION, IN ACCORDANCE WITH PLANS, INCLUDING REMOVAL OF EXISTING PAVEMENT, CURB & GUTTER, SIDEWALK, AGGREGATE BASE COURSE, TREES, SHRUBS, ETC. FROM THE SITE AND DISPOSE OF DEBRIS AT AN APPROVED SITE. PRIOR TO AND DURING DEMOLITION PHASE INSTALL APPROPRIATE EROSION AND SEDIMENTATION CONTROL MEASURES.
4. BEGIN GRADING THE SITE.
5. BEGIN EXCAVATION FOR UNDERGROUND CONSTRUCTION. CONSTRUCT UNDERGROUND IMPROVEMENTS.
6. INSTALL DRAINAGE INLETS AND STORM DRAINAGE PIPING WITH TEMPORARY INLET PROTECTION.
7. CONSTRUCT SITE IMPROVEMENTS.
8. MAINTAIN EROSION AND SEDIMENTATION MEASURES DURING CONSTRUCTION. CHECK THE MEASURES FOR FAILURE AND AVAILABLE SEDIMENT STORAGE AFTER EACH SIGNIFICANT RAINFALL EVENT.
9. MULCH AND SEED ALL DISTURBED AREAS. ANY SLOPES LEFT EXPOSED WILL WITHIN 14 CALENDAR DAYS OF COMPLETION OF ANY PHASE OF GRADING, BE PLANTED OR OTHERWISE PROVIDED WITH TEMPORARY OR PERMANENT GROUND COVER, DEVICES, OR STRUCTURES SUFFICIENT TO RESTRAIN EROSION.
10. COMPLETE CONSTRUCTION OF ALL PROPOSED IMPROVEMENTS.
11. REMOVE ALL TEMPORARY EROSION CONTROL MEASURES ONCE PERMANENT VEGETATION IS ESTABLISHED.
12. TIME OF EXPOSURE IS APPROXIMATELY 3 MONTHS OR UNTIL COMPLETION AND STABILIZATION OF THE SITE. CONTRACTOR SHALL PREPARE FOR MAINTENANCE OF THE SITE EROSION AND SEDIMENTATION MEASURES APPROPRIATE FOR THE EXPECTED DURATION.

#### SITE PLAN NOTES:

1. CONTRACTOR MUST NOTIFY NC ONE-CALL CENTER, INC. @ 811 AT LEAST 72 HOURS PRIOR TO THE START OF EXCAVATION OR TRENCHING TO HAVE ALL UNDERGROUND UTILITIES LOCATED.
2. ALL REQUIRED IMPROVEMENTS SHALL CONFORM TO THE CITY OF GREENVILLE MANUAL OF STANDARD DESIGNS AND DETAILS (MSDD).
4. SITE SHALL MEET ALL RELATED ACCESSIBILITY REQUIREMENTS.
5. CONTRACTOR SHALL NOTIFY ENGINEERING, LAND DEVELOPMENT DIVISION 48 HOURS PRIOR TO MAKING CONNECTIONS TO EXISTING STORM DRAINS LOCATED WITHIN PUBIC STORM DRAINAGE EASEMENTS OR RIGHT-OF-WAY.
6. NO WATERBODIES SUBJECT TO TAR PAMLICO BUFFER RULES EXIST WITHIN THE DISTURBED LIMITS OF THE PROJECT AREA.
7. THIS PROJECT DOES NOT DISTURB WETLANDS.
8. NO NEW WATER, SEWER, GAS AND ELECTRIC SERVICES REQUIRED.
9. NO REFUSE COLLECTION REQUIRED.
10. CITY OF GREENVILLE DRIVEWAY PERMIT IS NOT REQUIRED.
11. CITY OF GREENVILLE EROSION AND SEDIMENTATION CONTROL PERMIT IS NOT REQUIRED.
12. THIS PROJECT DOES NOT INCREASE THE RATE OF RUNOFF MORE THAN 10%. A CITY OF GREENVILLE STORMWATER PERMIT IS NOT INCLUDED OR ANTICIPATED TO BE NEEDED.
13. LAND DISTURBING PERMIT IS REQUIRED.
14. NO LARGE TREES TO BE PLANTED WITHIN UTILITY EASEMENTS. (NOT APPLICABLE)
15. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL UTILITY SERVICES, DRAINAGE, ETC., TO THIS AREA OR ADJACENT AREAS DURING DEMOLITION AND CONSTRUCTION.
16. NEW BUILDINGS MUST COMPLY WITH NC FIRE CODE SECTION 510 - EMERGENCY RESPONDER RADIO COVERAGE. (NO NEW BUILDING PROPOSED)
17. ALL SITE LIGHTING SHALL COMPLY WITH THE LIGHTING STANDARDS FOR THE CITY OF GREENVILLE.
18. CONTACT CITY OF GREENVILLE ENGINEERING DEPARTMENT AT 252-329-488 FOR PRE-POUR INSPECTION PRIOR TO POURING CONCRETE IN RIGHT OF WAY.
19. ALL UNUSED DRIVEWAYS MUST BE CLOSED IN ACCORDANCE WITH THE CITY OF GREENVILLE'S DRIVEWAY ORDINANCE.
20. LANE CLOSURES ON THOROUGHFARE ROADS ARE ONLY PERMITTED BETWEEN THE HOURS OF 9:00AM AND 4:00PM, MONDAY THROUGH FRIDAY, UNLESS OTHERWISE PERMITTED BY THE CITY ENGINEER. IN ADDITION, THERE WILL BE NO LANE CLOSURES ON HOLIDAYS INCLUDING THE DAY BEFORE AND AFTER SAID HOLIDAY. A TRAFFIC CONTROL PLAN PREPARED IN ACCORDANCE WITH THE NCDOT MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES IS REQUIRED FOR ALL LANE CLOSURES AND MUST BE APPROVED BY THE CITY ENGINEER.
21. THIS PROPERTY IS LOCATED IN ZONE X, AND IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS TAKEN FROM N.F.I.P. RATE MAP DATED JULY 7, 2014 COMMUNITY PANEL NUMBER 3720468600K.
22. CONTACT CITY OF GREENVILLE ENGINEERING DET. AT (252)-329-4522 FOR PRE-POUR INSPECTION PRIOR TO POURING VALLEY GUTTER AND CURB IN R/W.



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 • Surveying • Technology  
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 Raleigh, NC 27607  
 Tel 919 784 8330 Fax 919 784 8331  
 • NC Engineering License No. C-6226  
 • NC Architecture License No. 80213  
 • NC Landscape Architecture License No. C-427

|                |   |
|----------------|---|
| NO PROJECT NO. | 20220001  |
| NO PROJECT NO. |   |
| PROJECT TITLE  | HOMESTEAD MEMORIAL GARDENS PHASE 2 GARDEN OF TRINITY City of Greenville, NC |
| DRAWING TITLE  | PLOT LAYOUT PLAN  |
| DRAWING NO.    | L1.2  |