



ASPEN HILL CEMETERY PLOT IMPROVEMENT APPLICATION PACKET

This application shall be submitted to the Cemetery Sexton for review, in accordance with the Aspen Hill Cemetery Standard Operating Procedures.

All cemetery plot improvements must be approved by the Town of Jackson prior to any work being done.

All improvements shall be confined within the boundaries of the plot.

Trees, shrubs or other vegetation that may impact adjoining plots, rights-of-way or access roads may not be planted.

Walls or mausoleums may not exceed four (4) feet in height.

Construction shall not impact other cemetery plots.

The plot owner shall be responsible, at their expense, for any damage to adjacent plots or cemetery grounds, for cleanup and removal of construction debris and for returning rights-of-way to their original condition if impacted.

Plot perimeter walls shall not be attached to adjoining plot walls unless granted permission by the adjacent plot owner. Proof of permission must be provided with the application.

Plot improvements such as wall construction that may require large amounts of water shall be drawn from sources other than the cemetery irrigation system. The Town's Hydrant General located at the Public Works shop is an available water source that is metered and the quantity used would be billed to the plot owner either directly or by way of the contractor performing the improvements.

All plot improvements, including materials used, shall blend in with the natural character and harmony of the cemetery grounds and surroundings and not detract from them.

The plot owner, at their expense, shall make any repairs to plot improvements that are deemed by the Town of Jackson to be unsafe.

The Town of Jackson shall have the right to order the removal, alteration or change of plot improvements at the expense of the plot owner if, at any time, in the Town's judgement, they become unsightly or unsafe.

When designing plot improvements the owner shall take into account future interments in the plot or adjacent plots, and the space that would be needed to open a grave. Repair of damage to plot improvements caused by opening a grave shall be at the plot owner's expense.

The plot owner shall cease all plot improvement work when a burial service is taking place in the cemetery. The Cemetery Sexton shall inform the plot owner of the burial service schedule.



**ASPEN HILL CEMETERY
PLOT IMPROVEMENT APPLICATION**

Questions regarding this application or plot improvement projects may be directed to the Cemetery Sexton by email at azuckerman@jacksonwy.gov or by phone (307) 699-1091.

APPLICANT INFORMATION.
Plot Owner's Name:
Phone:
Email:

PLOT INFORMATION.
Plot Coordinates:
Timeline for Improvements: (Town requests that construction activities take place Monday through Friday 7AM-7PM, with no construction activity on weekends, holidays, or 7PM-7AM.) Start Date: _____ End Date: _____

CONSTRUCTION INFORMATION.
Individual or Company Name Making Proposed Improvements:
Phone:
Description of Plot Improvements:
List of Materials to be Used:

Please provide a sketch of proposed plot improvements in the space below. If more space is needed, feel free to attach additional pages.

OWNER AFFIRMATION.

As owner of cemetery plot Block ____, Row ____, Plot(s) _____, I agree to abide by the conditions contained in this application.

Signed: _____ Date: _____

SEXTON REVIEW.

Approved

Denied

Signed: _____ Date: _____