



ASPEN HILL CEMETERY

LOT 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 Lot 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 lot.

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 from original grade or from the average of the slope.

Construction shall not impact other cemetery plots.

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

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

Lot 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 Lot owner either directly or by way of the contractor performing the improvements.

All Lot 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 Lot owner, at their expense, shall make any repairs to Lot 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 Lot improvements at the expense of the Lot owner if, at any time, in the Town's judgement, they become unsightly or unsafe.

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

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



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Questions regarding this application or Lot improvement projects may be directed to the Cemetery Sexton by email at mhalpin@jacksonwy.gov or by phone 307-732-3932 x 3233.

APPLICANT INFORMATION.

Lot Owner's Name:

Phone:

Email:

LOT INFORMATION.

Lot Location: Block _____ Row _____ Lot (number or letter) _____

Timeline for Improvements: (Town requests that construction activities take place Monday through Friday 7AM-7PM, with no construction activity on weekends, holidays.

Start Date: _____ End Date: _____

CONSTRUCTION INFORMATION.

Individual or Company Name Making Proposed Improvements:

Phone:

Description of Lot Improvements:

List of Materials to be Used:

Please provide a sketch of proposed Lot improvements in the space below. If more space is needed, feel free to attach additional pages or use the Burial Lot Map Form.

OWNER AFFIRMATION.

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

Signed: _____ Date: _____

SEXTON REVIEW.

- ☐ Approved
- ☐ Denied

Signed: _____ Date: _____



Aspen Hill Cemetery

Burial Lot Map

Date _____ Block _____ Row _____ Number or Letter _____

Lot Owner _____

Person submitting information _____

Interred or Inurned

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____

Mark the Lot map below with the number corresponding with the name above in the approximate location of Interment(s)



If you are uncertain downtown Jackson is North

Please return this form to Town Hall at 150 East Pearl Avenue, or email to one of the below address
or mail to Town of Jackson, PO Box 1687, Jackson WY 83001

Cemetery Sexton: Mike Halpin, 307-733-3932 x 3233 mhalpin@jacksonwy.gov

Internal Services Specialist: Lynsey Lenamond, 307-733-3932 x1116 lynseylenamond@jacksonwy.gov