



2571 Railroad St.
PO Box 1459
Winterville, NC 28590

Phone: (252) 756-2221
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www.wintervillenc.com

REQUEST FOR GRAVE OPENING/CLOSING FORM

FUNERAL DIRECTOR: _____

NAME OF DECEASED: _____

LOT OWNER (PURCHASER): _____

ADDRESS DEED SHOULD BE MAILED: _____

GRAVE LOCATION - CEMETERY: _____

SECTION: _____ BLOCK(S): _____ LOT(S): _____

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

TO BE OPENED-DATE: _____ DAY: _____ TIME: _____

TO BE CLOSED-DATE: _____ DAY: _____ TIME: _____

SIGNATURE OF REQUESTOR: _____

FUNERAL REPRESENTATIVE/FAMILY MEMBER TO MEET PUBLIC WORKS OFFICIAL

DATE: _____ DAY: _____ TIME: _____

CONTACT NUMBER(S): _____

Grave Opening/Closing (Mon.-Thurs. 8:30am-5pm) (Fri.. before 2:00p.m)	\$500.00	Lot Sales -Resident(Single)	\$800.00
Grave Opening/Closing (*After Hours, Weekends and Holidays)	\$650.00	Lot Sales – ETJ (Single)	\$1,200.00
Grave Opening/Closing (Cremation Remains)	\$200.00		

FINANCE DEPARTMENT

PAYMENT RECEIVED IN THE AMOUNT OF: \$ _____ DATE: _____

APPROVED: _____

*If payment for services are received after 2:00p.m. on Friday thru Sunday, Holidays and Weekends, they are considered after hours and will be charged the after hour rate. Payments received Monday thru Thursday and Friday before 2:00p.m. are charged the regular rate.

ALL GRAVES SHALL BE AT LEAST FOUR FEET IN DEPTH, HAVE A SEALED CONCRETE, STEEL OR FIBERGLASS VAULT, AND ALL GRAVES SHALL BE DUG UNDER THE SUPERVISION OF THE SUPERINTENDENT. TOWN OF WINTERVILLE ORDINANCE NUMBER 050181

PHONE NUMBERS FOR WEEKEND SERVICES - PLEASE CALL FINANCE DEPT. IN THIS ORDER:

FINANCE DEPARTMENT		PUBLIC WORKS DEPARTMENT	
- JESSICA MANNING	(252) 561-5166	- TODD BESS	(252) 341-3127
- RHONDA BARNES	(252) 916-7665	- ED HOWARD	(252) 565-2752