



MANCHESTER-BY-THE-SEA

CEMETERY DEPARTMENT

Questions: Fitzgeraldr@manchester.ma.us

- 1) All payments should be made by check to: The Town of Manchester by the Sea, Town Hall/DPW Office Rm 6, Manchester MA 01944 - please see fee schedule on the website.
- 2) An Interment Order should be completed online, the Interment Order link can be found on the Town website.
- 3) Every order for interment must be signed by the Lot owner or his/her legal representative; and after the death of the Lot owner, by an authorized person appointed by their heirs. The order fully completed and signed, must be presented to the DPW office FORTY-EIGHT (48) hours prior to any funeral Wednesday through Friday, and BY THURSDAY AT NOON prior to any funeral Saturday, Monday and Tuesday. No interments allowed on Sunday or Town Holidays. The DPW office closes at 4:30 pm Thursday and does not re-open until 8:00 am Monday; therefore, it is imperative that all fully signed documentation arrives at the DPW office as per the instructions above. No interment will be made until all documents have been received at the DPW office and all fees have been paid directly to the Town as per the instructions in 1) above.
- 4) In the rare event of winter burials, settlement may occur and will be addressed the following spring.
- 5) As copies of all documents (and payment) must be received at the DPW office prior to the burial, original documents/payments must NOT be presented at the cemetery on the day of the burial. Scanned documents must be word docs/excel or pdf's, not photographs. Please upload these to the online form if possible.
- 6) Veteran's Markers – The Town of Manchester DPW office will continue to sign off on the lower portion of the Veteran's Marker Application but will then return the application to the originator (Funeral Home or family member (if a private burial service)) for mailing. Once the marker is delivered to the Funeral Home or family member's home, it should be treated the same as a regular monument/marker/headstone and the family or Funeral Home is responsible for contacting a monument company and paying for it to be installed as per the guidelines for monument installation in the Town of Manchester, Ma.