

# GRAVE MEMORIAL PLAN

Fill out in two copies and send to:

Cemetery Services, PO Box 200, Kirkkokatu 1, 02771 Espoo

**KIRKKO ESPOOSSA**  
**CHURCH IN ESPOO**

The supplier of the memorial must have a copy of the approved plan.

Based on the Espoo Parishes memorial guidelines, I hereby propose the following plan for your approval:

<b>Location of the memorial*:</b>		<b>Division</b> _____
<input type="checkbox"/> Kirkko Cemetery	<input type="checkbox"/> Kellonummi Cemetery	<b>Row</b> _____
<input type="checkbox"/> Kappeli Cemetery	<input type="checkbox"/> Gräsa Urn Cemetery	<b>Plot</b> _____
<b>Details of grave*:</b>		Grave specs: _____ m _____ m Width Length
<input type="checkbox"/> Grass cover	<input type="checkbox"/> Wood rim	
<input type="checkbox"/> Sand cover	<input type="checkbox"/> Foundation beam on site	<input type="checkbox"/> Permission sought to remove old memorial*
<input type="checkbox"/> Perennials	<input type="checkbox"/> There is an old memorial	
<input type="checkbox"/> Stone edging	<input type="checkbox"/> Memorial to be added to old one	
<input type="checkbox"/> Concrete rim	<input type="checkbox"/> There is no memorial at the grave	

\* Tick the box

## Text on the memorial:

Material & style: \_\_\_\_\_

Text: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Other memorial details:

Memorial material: \_\_\_\_\_ Colour: \_\_\_\_\_

Surface finish: Front: \_\_\_\_\_ Back: \_\_\_\_\_ Sides: \_\_\_\_\_

## Memorial supplier:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel./fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Holder of grave right:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Date and signature of holder of grave right:

(or holder of power of attorney)

name in block letters

*The memorial plan must be signed by the holder of the grave right or his/her authorised representative. The representative's power of attorney must be appended to the plan. Plans sent without the signature of the holder of the grave right or a power of attorney will be rejected. The holder of the grave right selected by the family must be registered in the grave register of Espoo Parishes. Registration is at Cemetery Services, where the identity of the holder of the grave right may also be verified. The office is open weekdays 09.00 to 15.00, tel. 09 8050 2200, street address: Kirkkokatu 1, 02770 Espoo.*

**Drawing of the grave memorial, front and side view (also back and top view if necessary)**

Ground

**Drawing of the foundation stone, front and side view**

If the new memorial is to be added to an old one, the drawing must show how they relate to each other.

<b>Memorial dimensions:</b>  _____ cm    _____ cm    _____ cm width            height            depth	<b>Foundation dimensions (if any):</b>  _____ cm    _____ cm    _____ cm width            height            depth
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**Other regulations and instructions:**

- Memorials higher than 70 cm must be secured with stainless steel pins 24 cm long,  $\varnothing$  20mm
- The foundation stone must be sunk flush with the ground, and it must be 10 cm wider and deeper than the memorial
- Grave lantern fixtures are not allowed unless they are an integral part of the memorial
- The memorial supplier must remove the temporary wooden cross from the grave
- Permanent removal of a memorial requires permission: we aim to cherish memorials' cultural and historical value
- The holder of the grave right is responsible for the memorial; Espoo Parishes is responsible for the foundation beams
- The memorial plan will be processed once all funeral fees have been paid to Espoo Parishes
- The memorial may be installed when the plan has been approved
- At new coffin-burial graves, the memorial may be installed no earlier than three months after the burial
- The cemetery supervisor must be notified in advance of the installing of the memorial

**Processing of the plan by Espoo Parishes (to be filled in by a parish official):**

- The old memorial may be permanently removed
- The memorial must not be permanently removed
- The memorial plan cannot be approved
- The memorial plan is hereby approved with the following changes: \_\_\_\_\_

The memorial plan is hereby approved

The memorial may be installed  1.6.- 31.10.     1.6. - 30.11.     between \_\_\_\_\_ —

Further information: \_\_\_\_\_

Cemetery supervisor contact details:

Date and signature: