

## **CEMETERY BURIAL REQUEST PROCESS**

To request a burial at the Sacramento Old City Cemetery, please follow the steps below. Plots are all sold and only members of families may be buried in Cemetery. No new burial plots are available.

1. Contact City staff at 916-808-1196 to set up an appointment to discuss burial request.
2. Complete all application forms.
3. Provide proof of relationship to family ownership of plot (ie: deed to plot, death certificate of family member already buried and show how related to deceased, etc).
4. Additional forms required at time of burial:
  - a. Application and Permit for Disposition of Human Remains
  - b. Death Certificate
5. Burial Fees to be paid at time of burial.

### **Burial**

Includes; identifying and coordination of grave site preparation\*, escorting funeral and family members, securing the burial plot upon completion of service, and filing of appropriate documents for official records.

#### **Payable to City of Sacramento:**

Weekday burials: \$450.00  
Saturday and Sunday burials: \$600.00  
Administrative fee: \$50.00

**\*Additional fees are required for contracted ground excavation payable to contractors.**

#### **Fee for excavation of burial site:**

Between \$2,000-\$3,000 depending on site preparation needed.

Rental of Lowering Device: \$600

### **Cremation Burial**

Includes; identifying and preparing grave site, escorting funeral and family members, digging cremation plot, securing the burial plot upon completion of service, and filing appropriate documents for official records.

#### **Payable to City of Sacramento:**

Weekday burials: \$350.00  
Saturday and Sunday burials: \$500.00  
Administrative fee: \$50.00

CITY OF SACRAMENTO  
OLD CITY CEMETERY  
BURIAL REQUEST FORM  
1000 BROADWAY, SACRAMENTO, CA 95818

Name of Deceased: _____		DOB: _____
Place of Birth: _____	Place of Death: _____	
Death Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cause of Death: _____	DOD: _____
Funeral Date: _____	Time: _____	Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
		Burial Fee: _____
Grave Depth: _____	Single <input type="checkbox"/> Double <input type="checkbox"/> Ashes <input type="checkbox"/>	Burial Permit Date: _____
Lot Number: _____	Space Number: _____	Family Name on Plot: _____
Burial Book: _____	Page Number: _____	

Special Instructions:

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Requested Items:                      Tent: \_\_\_\_\_      Chairs: \_\_\_\_\_      Greens: \_\_\_\_\_

Lowering Device: \_\_\_\_\_      Cement: \_\_\_\_\_      Wood: \_\_\_\_\_      Grass: \_\_\_\_\_

Pall Bearers Requested:       Yes       No

Requestor: \_\_\_\_\_                      Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_                      Date: \_\_\_\_\_

Name of Funeral Home: _____		
Address: _____	State: CA _____	Zip: _____
Name of Funeral Director: _____	Phone #: _____	

Sent to Center for Sacramento History: _____	
Employee Name: _____	Phone: _____

**HEADSTONE APPLICATION**

Date Submitted: \_\_\_\_\_

Family Name on Marker: \_\_\_\_\_

Marker Size: \_\_\_\_\_

Base Size: \_\_\_\_\_

Monument Size: \_\_\_\_\_

Vase Placement: \_\_\_\_\_

Marker Sold By: \_\_\_\_\_

Short description: (Attach photos, detailed plans, drawings, dimensions, etc.)

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

Phone: \_\_\_\_\_

**Required Approvals**

\_\_\_\_\_  
Carson Anderson, Preservation Director      Date

\_\_\_\_\_  
Marcia Eymann, City Historian      Date

\_\_\_\_\_  
Tony Ulep, Parks Supervisor      Date

LOCATION

Book: \_\_\_\_\_

Lot: \_\_\_\_\_

Grave: \_\_\_\_\_

Where in  
Plot: \_\_\_\_\_

\_\_\_\_\_