

*Benton Township Board of Trustees*  
*Ottawa County*

*P.O. Box 7, 1670 Walker Street, Graytown, Ohio 43432*

*TRUSTEES*

*James R. Buhro 419-862-2340*

*David Millinger 419-340-2584*

*Joe Dusseau II 419-350-5803*

*FISCAL OFFICER*

*Gayle S. Millinger*

*Phone 419-862-3774*

*Fax No. 419-862-1738*

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*Elliston and Limestone Cemeteries*

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**FOUNDATION POLICY ORDER FORM**

Cemetery: \_\_\_\_\_ Date: \_\_\_\_\_

\*SECTION NUMBER: \_\_\_\_\_

\*SQUARE NUMBER: \_\_\_\_\_

\*LOT NUMBER: \_\_\_\_\_

\*GRAVE NUMBER: \_\_\_\_\_ OR CENTERED ON GRAVE NUMBERS: \_\_\_\_\_

Monument Base Length (or Longest Point) in Inches: \_\_\_\_\_

FOUNDATION LENGTH IN INCHES: \_\_\_\_\_  
(30" Minimum Length, 40" Maximum Length for a Single Grave and MUST be at Least 6" Longer than Longest Point of Monument)

Name/s on Monument: \_\_\_\_\_

**SIGNATURE OF LOT OWNER:** \_\_\_\_\_

Signature of Monument Salesperson: \_\_\_\_\_

Monument Company: \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Special Instruction: (removal of an old foundation) \_\_\_\_\_

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See Cemetery Foundation Information for complete information and current fees, subject to change without notice each January 1.

Any irregular monuments or decorations **must be pre-approved** by the Board of Trustees.

Orders must be received, **with payment, before May 1<sup>st</sup> and October 1<sup>st</sup>** for completion each spring and fall, respectively, after 1 full yr from burial. (revised Jan 2019)

Veteran plaque foundations are installed a no charge, although a Foundation Policy Order Form must be completed.

\*The Benton Township Trustees and/or employees are NOT in authority to determine the location of a foundation.

**PAYMENT MUST ACCOMPANY FOUNDATION ORDER** \$ \_\_\_\_\_  
(Check payable to the Benton Township Trustees)