

**CITY OF NEW ORLEANS  
DEPARTMENT OF PROPERTY MANAGEMENT  
DIVISION OF CEMETERIES**

**APPLICATION FOR IMPROVEMENT PERMIT**

DATE: \_\_\_\_\_

Application is hereby made for permission to enter

- |   |  |
|---|--|
| <input type="checkbox"/> Lafayette Cemetery No. 1 | <input type="checkbox"/> Holt Cemetery   |
| <input type="checkbox"/> Lafayette Cemetery No. 2 | <input type="checkbox"/> Carrollton Cemetery No. 1 (aka "Green Street")        |
| <input type="checkbox"/> Valence Cemetery         | <input type="checkbox"/> St. Mary's Cemetery (aka "Carrollton Cemetery No. 2") |

for the purpose of

- Repair/Renovation     Monument Installation     Construction of new tomb/box/coping
- Preservation (in line with Secretary of the Interior's Standards for Treatment of Historic Properties)

ASSIGNEE/OWNER NAME: \_\_\_\_\_

LOT \_\_\_\_\_ SQUARE \_\_\_\_\_ SECTION \_\_\_\_\_ AISLE \_\_\_\_\_ ROW \_\_\_\_\_ GRAVE \_\_\_\_\_

Last Date Property Cleaned or Repaired \_\_\_\_\_

Type of Property (check all that apply)

- Tomb     Coping     Below-Ground (No box or Coping)     Monument (No box or coping)

- (a) I certify that I have been authorized by all of the legal owner(s) with the right of ownership in the above described memorial and location to perform memorial/repair/preservation/other work as outlined above and as contained in the specifications and on detailed sketch or plan of this memorial.
- (b) I certify that the work to be completed uses entirely first-grade material, or comparable and that this work is guaranteed by me to be free from any defects or tool marks and that the workmanship on said project will be first class or comparable of the highest standard. Should a defect in material or workmanship become apparent before the lapse of five (5) years from date of completion, the cemetery management, through its superintendent, shall make such declaration in writing to the contractor and said memorial will be corrected or replaced without cost to the cemetery.

- (c) I hereby agree to abide by the rules and regulations of the cemetery governing memorial work, which indicate (among other rules) that music must not be played while working, and that work must be suspended during funeral services.
- (d) The undersigned further agrees to “hold harmless and indemnify” and defend the City of New Orleans, its agents and employees from all suits, claims, demands, or judgements arising out of, or in connection with any damages that may result from work applied for here before, during, or after work is executed.
- (e) I hereby agree to pay for any and all damage, including, but not limited to lawns, roads, shoulders, drains, trees, walks, lots, graves, and monuments, etc. during or relating to activities associated with the work applied for here.
- (f) I hereby agree to store neatly at plot all equipment such as wheelbarrows, trucks, trailers, tool carts, mobile derricks, compressors, setting materials, etc. When directed by the superintendent of the cemeteries, such equipment shall be moved from the plot over the weekends. All debris, materials, equipment, trash, etc., shall be removed promptly from the cemetery.
- (g) Upon completion of work, I will notify the cemetery superintendent. All debris, trash, and equipment shall be removed when work is completed.
- (h) I certify that I and/or my business hold commercial liability insurance amounting to at least \$2,000,000 aggregate and \$2,000,000 general liability. *Attach current insurance certificate to this application.*

NAME OF CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ INSURED BY \_\_\_\_\_

DATE(S) OF PROJECT: \_\_\_\_\_ TO \_\_\_\_\_

*Access to Lafayette Cemetery No. 1 must be scheduled to provide gate code or other admittance.*

\_\_\_\_\_  
CONTRACTOR SIGNATURE

**Complete specifications on next page**

**SPECIFICATIONS:**

Type of work to be completed. Describe work to be done including items to erect or furnish (monuments, etc.), indicate quantity and sizes, thickness, type of material, etc.

Renovations and Preservation projects include materials, methods, areas of property to be repaired.

Additions, renovations, and new construction include materials, methods, and dimensions.

Attach diagram or sketch if necessary.

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**OFFICE USE ONLY**

Permit number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Received by \_\_\_\_\_ Approved by \_\_\_\_\_

Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

Inspected by \_\_\_\_\_

Notes \_\_\_\_\_

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**IMPROVEMENT PERMIT FEE STRUCTURE**

<b>Work to be performed:</b>	<b>Permit Fee:</b>
Inscriptions & Work Less than \$100	\$25
Work \$100 - \$500	\$50
Work \$500 - \$1,000	\$75
Work \$1,000 - \$5,000	\$100
Work \$5,000 - \$10,000	\$300
Work over \$10,000	Request Quote

All work in cemeteries require certificates of insurance, workers compensation, liability, and automotive.

A detailed description of work to be performed and contract price must be submitted with request.