



# Laie Cemetery Improvement and Renovation Permit

## Terms and Conditions

1. Hawaii Reserves, Inc. (HRI), as representative of the owner, its assigns, agents, or successors, assumes no responsibility or liability for any improvements made to the gravesite, including, but not limited to, headstones.
2. Before any improvements to the gravesite are made (headstone, cement work, etc.) you must submit a plan for and receive approval for those improvements. Improvements are limited in size to 4 feet wide by 8 feet long, and 18 inches high for adult plots, and 4 feet wide by 5 feet long, and 19 inches high for child plots. The headstone may be a maximum of 3 feet wide, 1 foot thick, and 4 feet high from the ground.
3. You are to ensure that any cement work, including the headstone, is to be kept within the designated plot area. You must meet with the Lead Maintenance Worker prior to any work being started to mark out your plot area. If any part of the improvement encroaches into an adjacent plot, or is done contrary to these conditions, it may be moved or removed by HRI at its discretion, and without any notice to you. You will be billed for the cost of removal or adjustment. If any adjacent plot is unusable as a result of your improvements, you will be required to pay for the unusable plot(s).
4. No work is authorized without prior written approval from HRI.
5. It is HRI's policy to prohibit the planting of trees or shrubs on gravesites as this creates maintenance issues, and may damage adjacent grave structures. HRI maintenance personnel may, at their sole discretion, trim and/or remove existing trees or shrubs if it is determined that such trees and/or shrubs are negatively affecting the structure or integrity of grave sites or the maintenance personnel's ability to effectively maintain the cemetery.
6. Vehicle access for grave repair or restoration work may be granted by permit only after approval by the Lead Maintenance Worker. Permitted work and vehicle access may be available from 7 am to 3 pm Monday through Friday. No Saturday or Sunday work will be authorized.
7. This permit must be available at the grave site when work is being done.

## Requestor Information

Name of Requestor:

Address:

Telephone:

Email:

## Plot Information

Name of Deceased:

Cemetery: New  Old   
PLOT NUMBER(s):

Work Proposed:  Headstone  Grave Marker  Repairs  Borders  Other \_\_\_\_\_

Date and Time of Work:

**REQUESTOR SIGNATURE:**

**CEMETERY MAINTENANCE APPROVAL:**

Date:

Date:

Please download this form, fill in your information, and email completed form to: [cemetery@hawaiireserves.com](mailto:cemetery@hawaiireserves.com)