



**TOWN OF GILMANTON  
PRIVATE BURIAL GROUND SITE ACCEPTANCE  
GENERAL POLICY CONSIDERATION OUTLINE**

Cemetery Trustees, P.O. Box 119 Gilmanton, New Hampshire 03237-0119  
(603)267-8274 (Phone) (603)387-1109 (Cell)  
[cemeteries@gilmantonnh.org](mailto:cemeteries@gilmantonnh.org) – [www.gilmantonnh.org](http://www.gilmantonnh.org)

When a petition is made to the Town to accept the ownership/responsibility of an existing private burial site/ground, there are several issues to be considered/resolved. Primarily those issues fall into three main categories:

- A. Legal considerations dealing with current ownership, method of transfer/acceptance and future (non)use. Burial grounds may be offered to the Town under RSA 289:13 or RSA 289:19 (as applicable).
- B. Physical considerations dealing with current site condition and immediate/future upgrades.
- C. Financial considerations regarding costs of transfer, upgrades and maintenance as well as current/proposed perpetual/general care funds.

The following general outline contains specific issues to be considered. No all issues may be relevant to each site, although other considerations may also be possible based on specific site characteristics.

**Contents of Petition to the Town. Responsibility of Petitioner(s):**

Petition to include all information known/available applicable to the site.

- 1. Legal:
  - A. Submission of written petition to accept to Board of Selectmen, copied to Cemetery Trustees. Petition application available from Town.
  - B. Petitioner's standing (authority to transfer, e.g. property owner, descendant, etc.)
  - C. List of future allowed burials
  - D. Existing property deed
  - E. List all known descendants of people buried in cemetery
  - F. Legal access from public highway
  - G. Records for existing Burials
  - H. Inventory of available lots
- 2. Physical:
  - A. Site plan
  - B. Site photos
  - C. Site conditions
  - D. Walls
  - E. Gates
  - F. Number/condition of existing stones
  - G. Site size
  - H. Condition/number of trees within/immediately adjacent to site
  - I. Needed repairs
  - J. Signage
  - K. Site Name
  - L. Location of existing/available lots
- 3. Financial:
  - A. Existing Perpetual/General Care fund records
  - B. Proposed General Care fund deposit

**Review of Petition to the Town. Responsibility of Trustees:**

Review/confirm all data submitted in petition.

- 4. Legal:
  - A. Identify applicable statute
  - B. Negotiate/Settle:

1. Access
    2. Site Buffer
  - C. Draft Warrant article
  - D. Town Meeting presentation
  - E. Draft Deed/Mortgage Subordination
  - F. Transfer
  - G. Site care transferred to Cemetery Trustees
    1. Administration of use/sale of lots
    2. Define site rules
5. Physical:
  - A. Confirm physical condition/information
  - B. List necessary immediate/future repairs/upgrades
6. Financial:
  - A. Calculate costs:
    1. Legal – deed/title search, other
    2. Immediate/Future repairs/upgrades
  - B. Estimate annual maintenance costs
  - C. Evaluate existing/proposed Care Funds to meet repair/maintenance needs.
  - D. Negotiate/Settle/Collect:
    1. Costs for legal, other
    2. Additional General Care Funds



**TOWN OF GILMANTON**  
**PRIVATE BURIAL GROUND SITE ACCEPTANCE APPLICATION**  
 Cemetery Trustees, P.O. Box 119 Gilmanton, New Hampshire 03237-0119  
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*Petition package to include all information applicable to the site known/available*

Site Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Primary Petitioner: \_\_\_\_\_

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

Tele #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Petitioner's Standing: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Tele #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Agent: \_\_\_\_\_

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

Tele #: \_\_\_\_\_ e-mail: \_\_\_\_\_

I (We), the undersigned petitioner(s), ask the Town of Gilmanton to accept the above named burial site/ground as a municipal cemetery. It is understood that no land damages are required by the Town's acceptance of this site. Members of the Board of Selectmen and Cemetery Trustees and staff are authorized to enter onto the site for the purposes of review of this petition.

PRINTED NAME	SIGNATURE	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Petition Application w/all supporting documents to be submitted to:*  
 Cemetery Trustees  
 Town of Gilmanton  
 P.O. Box 119  
 Gilmanton, NH 03237-0119