

**Mailing Address:**  
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Robbins NC 27325  
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**Cost of Application \$50.00**

For Office Use Only	
Date Received:	
Date Paid:	
Date Approved:	

## Application for Purchase of a Cemetery Plot

The Town of Robbins prides itself on having a well-managed cemetery for citizens to lay their loved ones to rest. Town staff works diligently to keep it well groomed. There are a few stipulations to consider before purchasing a cemetery plot. Please review the following:

- Flowers and vases must be attached to headstones. (Worn out flyers will be picked up according to cemetery rules and procedures).
- Foot markers must be flush with the ground.
- Flat markers at ground level and headstones are allowed (depending on location).
- Vaults are required.
- No obstructions will be allowed that will prevent access of maintenance or upkeep of grounds (i.e. benches, etc).

<b>Date:</b>			
<b>Owner Name(s):</b> Name(s) to place on Deed			
<b>Mailing Address:</b>			
<b>Home Phone #:</b>		<b>Cell Phone #:</b>	
<b>E-Mail Address:</b>			
<b>Block and Lot Number(s):</b>			

### Location of Grave:

\_\_\_ Southwest quadrant – Only one raised monument is allowed and it must be located in the center of a ten plot family cluster of graves. Each individual grave is marked with one flat grave marker at the foot end of the grave.

\_\_\_ Northwest quadrant – Only one raised monument is allowed and it must be located in the center of four (4), six (6), or eight (8) plot family cluster of graves. Each individual grave is marked with one flat grave marker at the foot end of the grave.

\_\_\_ Southeast quadrant – Individual graves are marked with one flat grave marker. No raised monuments are allowed in this quadrant.

\_\_\_ Northeast quadrant – Single grave sites. Each individual grave may be marked with a raised monument at the head with one flat grave marker at the foot end of the grave. A raised double-marker may be used to mark two (2) grave sites (example husband and the separate grave of a wife)

\_\_\_ Cremation Section – Single grave sites for the purpose of cremation. Single flat headstone.

I, \_\_\_\_\_, have read the above rules, town ordinance, and operating procedures and will uphold the rules laid forth in this document and the deed. I understand that the Town will provide me with one original, signed deed for my records and the Town will keep one set for its records. I further understand that payment in full is expected at the time of application and that it is my responsibility to file the deeds with the Register of Deeds Office.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Declaration of Reservation

The undersigned, \_\_\_\_\_ designate the following Grave Plots in Pine Rest Cemetery, Lot No. \_\_\_\_\_ of Block No. \_\_\_\_\_ as follows:

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

Plot No. \_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Owner

North Carolina

\_\_\_\_\_ County

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

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## Checklist:

- ☐ Show a map of the cemetery
- ☐ Explain quadrants & regulation in each section
- ☐ Spreadsheets of Blocks
  - Red = Full
  - Yellow = Almost Full
  - Green = Lots of spaces
- ☐ Identify quantity & cost - (rates associated)
- ☐ Have citizen complete application - MUST have mailing orders (must have notice of rules & where to find)
- ☐ Sign designation
- ☐ Collect fee for application & cost of plot
- ☐ Complete documents, receipt forms, provide copy to citizen, scan to cemetery supervisor, and keep record in file.
- ☐ Update spreadsheet in shared drive & color code
- ☐ Type up deed (print two copies)
- ☐ Proofread - let a coworker review
- ☐ Have the mayor & clerk sign
- ☐ Notarize all copies
- ☐ Mail deed to individual with instructions for recording—Date: \_\_\_\_\_
- ☐ Place other duplicate deed to file