

**Pine Hill Cemetery
Dover, New Hampshire**

Columbarium Rules

1. **Size of Niches.** Niches are sized to accept two urns. The niches have the following dimensions: 10” wide x 15” high x 20” deep. No modifications to the niches are permitted.
2. **Opening and Closing of Niches.** Only properly trained Cemetery personnel employed by the City of Dover may open and close the niches.
3. **Contents of Containers.** Only human cremated remains shall be contained in permanent, watertight vessels approved by Cemetery management.
4. **Lettering on granite niche shutters.** All lettering on the Niche shutters shall conform to the following guidelines:
 - a. All lettering shall be done by a vendor approved by the City of Dover Cemetery Board or designee. The Cemetery office shall maintain a list of approved vendors.
 - b. The Font shall be Condensed Roman.
 - c. Lettering shall be organized on the granite shutter so that the information is contained in the quadrant of the shutter covering the niche containing the remains identified.
 - (1) There shall be a 3/8 inch inside border encircling the whole quadrant – in which no engraving will be permitted.
 - (2) The top tier of the granite shutter shall be reserved for one religious or other approved symbol of importance to the family. (See attached list of approved available symbols). If no symbol is wanted the space shall be left blank.
 - (3) Symbol - 3” high centered on the appropriate quadrant.
 - (4) Family Name (or other identifier) – The top leading edge of these letters shall be placed 4” inches below the top of the quadrant and centered within the width of the quadrant. Letters shall be 1.5” high.
 - (5) Eight (8) lines of appropriate information using engraved 3/4” high letters/numbers can be centered within the inside border of the quadrant. The family information shall be engraved in whatever order the family wishes as long as the space requirements listed are met.
 - d. Non-English memorial lettering must be submitted with an English translation for prior approval by the Cemetery Board or designee.

- e. Engraving fees will be paid directly to the vendor (on the approved list) who is contracted to do the work.
 - f. A drawing of requested engraving must be submitted to and approved by the Cemetery Board, or designee, prior to engraving being done. The style, size and number of letters and message must conform to the guidelines established in this agreement.
 - g. Failure to have lettering approved by the City of Dover Cemetery Board, or designee, prior to work being done will be cause for replacement of the entire 4 quadrant granite shutter door, inclusive of established engraving, with all costs borne by the customer.
 - h. No litho paint or other enhancement of the lettering shall be allowed. An appropriate clear varnish or polyurethane coating specifically designed for cemetery lettering use may be applied.
- 5. Nothing shall be planted in the earth around the Columbarium. Appropriate remembrances, such as flowers, veteran's flags or other devices may be placed in the designated area for a short time period according to the City of Dover Cemetery Rules and Regulations.
 - 6. Modifications of Niches. No attachments to the columbarium are permitted.
 - 7. These rules supplement the City of Dover Cemetery Rules and Regulations.

Effective July 1, 2009

Appendix A
Lettering Template
(9 lines total plus symbol)

S

Y

M

B

O

L

Family name or other identifier (1.5 inch letters)

Name (3/4 inch letters)

Dates or other information (3/4 inch letters)

Dates or other information(3/4 inch letters)

Second identifier(3/4 inch letters)

Name(3/4 inch letters)

Dates or other information(3/4 inch letters)

Dates or other information(3/4 inch letters)

Dates or other information (3/4 inch letters)