

APPENDIX C: MODIFICATIONS to APPLICATION FORM and PROCEDURE

In order to have a more complete database, the application packet for purchase of plots at the Cemetery should be amended to include:

- Deed holder email address
- Information about the deed holder's designee/successor
 - name
 - relationship to deed holder
 - email address
 - telephone number
 - mailing address
- Statement of acknowledgment that the Poulsbo Municipal Cemetery is not a perpetual care facility. The deed holder and successor deed holders are responsible for plot maintenance and repair.
- Website addresses for the Poulsbo Public Works Department and the Friends of Poulsbo Cemetery organization.
- Information and donation form regarding charitable contributions to the Cemetery Reserve Fund.
- A pamphlet describing the Cemetery Memorial Bench Program.

In order to maintain an accurate database, City staff should update the deed holder roster on a 3-year cycle by contacting 1/3 of the deed holders each year. If ownership has changed hands, the new owner should:

- Provide the name and contact information for a new designee/successor
- Be informed of their responsibility for maintenance and repair of the plot
- Be given information and donation forms for the Cemetery Reserve Fund and the Memorial Bench Program.