



CEMETERY ACQUISITION APPLICATION CHECKLIST

Organization Legal Name	Authorized Contact Name
Click here to enter text.	Click here to enter text.
Organization Address	Phone/Contact
Click here to enter text.	Click here to enter text.

Please include the following with your application:

- A formal written request declaring the organization is abandoning the cemetery
- Confirmation that the organization is in compliance with any and all applicable federal, provincial and municipal regulations
- A list of the organization's rules, regulations and bylaw
- Audited financial statements including perpetual care funds for past seven (7) years
- Information respecting any pre-arranged funeral plans and any pre-need cemetery plans
- A cemetery survey prepared by a Nova Scotia Land Surveyor
- A copy of any subdivision plan for the cemetery prepared by a Nova Scotia Land Surveyor

- A cemetery plan including:
 - names, addresses, and type of plot purchased, such as cremation or casket
 - the names of the deceased, the location in the plot where the deceased is interred, the type of burial and the date of burial
 - the number and location of all plots available for burials; and
 - copies of any agreements the cemetery has with any third party organizations or companies

Please attach all relevant documentation to this checklist and forward to:

Office of the Municipal Clerk
City Hall
1841 Argyle Street, Main Floor
PO Box 1749
Halifax, NS B3J 3A5

Halifax Regional Municipality (HRM) protects your privacy and your personal information. Personal information on this form is collected under the authority of, and in accordance with, the *Municipal Government Act, Part XX, Freedom of Information and Protection of Privacy Act (FOI/POP)*. It is related directly to, and needed by, HRM for compliance with the corporate security program. The information will only be used for the purpose of issuing corporate identification badges which will identify you as an employee of HRM or non HRM person working on HRM property and will provide you with facility access. *If you have any questions about the collection and use of this information, please contact HRM's Access and Privacy Office at 490-4390 or accessandprivacy@halifax.ca*