



10511 – 103 Street
High Level, AB
T0H 1Z0
Ph: 780-926-2201
Fax: 780-926-2899

Cemetery Plot Reservation

Application Form

Full Name of Applicant			
Contact Information of Applicant			
Phone: Email:	Address: City/Town:	Province: Postal Code:	
Number of Plots being Reserved		Plots must be Neighbouring	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Full Name(s) of Persons the Cemetery Plot(s) are being Reserved for			
Full Name		Permission obtained to reserve Plot on behalf of Person Named?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name		Permission obtained to reserve Plot on behalf of Person Named?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name		Permission obtained to reserve Plot on behalf of Person Named?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name		Permission obtained to reserve Plot on behalf of Person Named?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name		Permission obtained to reserve Plot on behalf of Person Named?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name		Permission obtained to reserve Plot on behalf of Person Named?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. You may cancel this contract at any time for any reason. You may cancel without charge or penalty at any time during the period from the day you enter into the contract until 30 days after you receive a copy of the contract. If you cancel after 30 days you may still have to pay for interment space and for any cemetery supplies and cemetery services that have already been supplied, performed, or delivered.
2. After the penalty-free 30 day cancellation period, the Town of High Level will charge an administration fee of \$25.00 before your payment is placed in trust. This administration fee is non-refundable if you cancel.
3. If you cancel this contract, the Town of High Level has 30 days to refund any money you are owed. To cancel, you must give a notice of cancellation to the Town of High Level at 10511 – 103 Street, High Level, Alberta T0H 1Z0 or by email to reception@highlevel.ca You should give notice of cancellation by a method that will allow you to prove that you gave notice e.g. via registered mail, email, fax, courier, or in person.
4. After the penalty-free 30 day cancellation period, the Town of High Level will not allow you to resell your interment space on the open market. The Town of High Level will buy back the unused interment space from you at 100% of the purchase price at the initial time of purchase upon receipt of an administration fee of \$25.00.

Signature of Applicant	Date



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Plot Reservation Requests / Family Notes

Requests could include:

- Block and Plot selection(s)
- Attach any additional information to this form

Office Use Only

Date Plot Reservation Form Received		Date Form Processed		
Service Request – Planning & Development?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Service Request No.	
Administrative Fee	Plot	Veteran's Plot	Other	
<input type="checkbox"/> \$25.00 x _____	<input type="checkbox"/> \$500.00 x _____	<input type="checkbox"/> \$0.00 x _____	<input type="checkbox"/> \$_____ x _____	
Total Fees	\$ _____	Date Paid	Receipt No.	
Cemetery Master Inventory Updated?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
Cemetery Master Map Updated?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.