



Town of Damariscotta

*Administrative Offices
21 School Street
Damariscotta, ME 04543
Telephone – 207-563-5168
Fax – 207-563-6862*

*Office Hours
Mon., Tues., Thurs.
7:30 am – 5:00 pm
Wed. 1 pm – 5:00 pm
Friday Closed*

DAMARISCOTTA CEMETERY TRUSTEES

BURIALS PERMITTED IN A TOWN-OWNED CEMETERY

Burials permitted:

- original owner(s)
- person(s) designated in writing by original owner(s)
- heir(s)
 - If the original owner is deceased, the first generation is allowed to operate under the original deed with proof of inheritance.
 - If there are more heirs than spaces available, all heirs must sign off on a notarized document or documents naming the permitted burial(s).

For an heir to use a cemetery lot, the following must be submitted to the Town Office:

- proof of inheritance
 - Possibilities include, but are not limited to, a copy of the portion of the will specifying the cemetery lot, a court document stating the individual is the sole heir, a letter from the deceased's attorney or executor stating who is the heir, other documentation that the person owns the lot.
- photocopy of death certificate or probate file
 - Town staff must see a certified copy of a death certificate, though only a photocopy will be kept in Town files.
- notarized document(s) naming permitted burial(s), if applicable
- payment of the administrative fee

After receipt and review of required documents, notification will be provided to the person requesting lot usage of approval, denial, or request for additional documentation.