

## Cemetery Affidavit Instructions

### Please Read Carefully

- If You Have a Copy of Your Cemetery Deed, **You Do Not Need to Complete a Cemetery Affidavit.**
- **If You Do Not Have Your Cemetery Deed, But Feel the Deed Was Recorded in the Past, You May Attempt to Obtain a Copy from Whitfield County Courthouse.**
- *A Deed or Copy of the Deed Is Proof Positive That You Are Entitled to Burials at West Hill Cemetery.*
- If You **Do Not** Hold or Possess Your Cemetery Deed or a Copy of the Deed, **You May Complete the Affidavit and Pay a \$35.00 Fee to the Clerk's Office to Have a Replacement Deed Mailed to You.**

*The Clerk's Office Is Located at City Hall 300 West Waugh Street , Dalton GA. 30720 1<sup>st</sup> Floor.*

- To Complete the Affidavit, You Will Need the Following:
  - Date Original Deed Was Purchased
  - Number of Lots
  - Block/section the Plot Is Located
  - Size of the Lot: *Example 8x10 or 12x14*
- Acknowledgement of Cemetery Policies & Procedures Must be Signed prior to Issuing a New Deed.
- If We Are Able to Locate the Original Purchase of the Deed in Our Records, We Can Provide this Information to You.
- However, If We Can Not Locate the Original Purchase of the Deed in Our Records, **You must Contact the Cemetery Sexton Terrell Stallings at 706-537-9438 or the Public Works Department at 706-278-7077.**

**Unfortunately, this Office Only Has Original Deed Records.**

**We Do Not Have Any Burial Records.**

This Process May Take up to 30 Days to Complete. After Reviewing the Information, and Issuing the Duplicate Deed, the Deed must Be Recorded at the Courthouse. If You Have Not Received Your Deed AFTER 30 Days of Submitting the Affidavit, Please Contact this Office at 706-529-2490.

City of Dalton, Georgia  
Cemetery Rules

- No Burials Shall Take Place Without First Completing The Burial Consent Affidavit. Please Contact Cemetery Sexton.
- The City of Dalton Will Now Issue Easements for All Cemetery Plots/spaces.
- The City of Dalton Grants an Interment Easement on the Cemetery Lot.
- The City Does Not Convey the Title of the Lot to the Easement Holder. The Ownership of the Cemetery Lot Remains the City's.
- An Heir or Devisee of an Easement Holder Claiming Rights Will Provide the City Clerk with Sufficient Evidence of Inheritance by Completing a Sworn Affidavit.
- No Sale or Transfer of Cemetery Lot of the Right of Interment Shall at Any Time Be Valid Without Prior Recordation of Such Sale or Transfer with the City Clerk Prior to the Death of the Easement Holder.
- *If Lots Are Sold or Transferred a New Easement Will Need to Be Issued by the Clerk's Office.*
- No Call-outs for Marking of Graves Shall Take Place on the Following Days:
  - New Year's Day
  - Memorial Day
  - July 4
  - Thanksgiving Day
  - Christmas Day
- Multiple Grave Lots Shall Be Used in Sequence by the Easement Holder, If Possible.
- Call Outs for the Marking of Graves Will Be (5) days a week from 8:00 A.M. to 4:00 P.M.
- Cemetery Lot Fees are as follows:

\$400.00 per Space for City Residents (Plus \$35.00 Recording Fee)

\$1200.00 per Space for Non-City Residents or Corporate Entities. (Plus \$35.00 Recording Fee)