



MARK R. JOHNSON  
Mayor

## **Burial Permits and Procedures**

*There are two municipal cemeteries in the City: historic Covington Cemetery No. 1, 608 N. Columbia St.; and Covington Cemetery No. 2, which is located at 1400 N. Columbia St. and has been subdivided into Wilson Cemetery and Garden of the Pines Cemetery/Mausoleum. Due to their age, extensive use and local burial customs practiced over the years (such as burials without permits or permanent grave markers) Covington City Hall regrettably does not have a written record of every burial that has occurred at these two sites. Additionally, cemetery plots are no longer for sale.*

*Following are the burial procedures for the City of Covington. They were established in order to reduce conflict among extended family members who may claim the right to bury in the same plot, and to reduce liability on the part of the City:*

### **1. Proof of Ownership:**

*The family of the deceased must provide proof of ownership of the cemetery plot where they intend to inter the remains of their loved one. Preferable documents are an original sales receipt or deed. A funeral home representative may deliver these documents to City Hall on behalf of the family. **However, in the absence of a sales receipt or deed, a family member must come to City Hall to verify ownership of the plot.** After careful review of the existing cemetery records at Covington City Hall, if no proof of ownership is discovered, then a family member must sign a **hold-harmless affidavit** and have it notarized. The family member must also be prepared to show a representative of City Hall where the gravesite is located, and provide a photograph of the prospective burial site to attach to the affidavit.*

*Please note: If there is no deed, receipt, or written record at City Hall to indicate ownership of the plot, the City requires that interments be above-ground in a vault or urn.*

### **2. Burial Permit:**

*A representative of the funeral home handling arrangements must contact Covington City Hall to obtain a permit prior to the funeral. Permits are \$50 each, in the form of a check or money order made payable to the City of Covington. **Burial permits cannot be issued to family members.***

*Thank you for your patience and cooperation. We will do our utmost to make sure this necessary paperwork is handled as promptly and efficiently as possible.*