



HRPA Case No: _____
 (to be assigned by IDNR)

**APPLICATION FOR PERMIT TO CONDUCT
 PRESERVATION WORK IN A HISTORIC ILLINOIS CEMETERY**

This application applies only to historic cemetery preservation projects to probe the ground to locate and recover buried grave markers and/or bases and to clean, repair, or reset grave markers in an unregistered cemetery. This application is not for scientific research relating to any other federal, state, or private undertaking. If human remains are found during any stage of the probing or restoration, all work must cease. You must notify the county coroner and our office within 48 hours of the discovery by authority of the Illinois Human Remains Protection Act, as amended (HRPA) (20 ILCS 3440).

Permit applicants are strongly encouraged to refer to the “Illinois Historic Cemetery Preservation Handbook: A Guide to Basic Preservation” (available for free at <https://dnrhistoric.illinois.gov/preserve/cemetery/handbook.html>) to help guide you through your preservation project.

Applicant:

Name:		
Affiliation (if applicable):		
Address:		
City:	State:	ZIP Code:
Telephone Number:	E-mail address:	

Cemetery Information:

Cemetery Name (only one cemetery per application):		
Address or GPS Coordinates:		
City:	County:	
Section:	Township:	Range:
Cemetery Type:		
Type of Ownership:		
Landowner permission granted:	If yes, attach completed Landowner Permission form	

Project Information:

Approximate number of known graves in cemetery:
Approximate number of grave markers to be preserved:
Purpose of this cemetery preservation project: Cleaning Repairs Resetting Other (check all that apply)
If Other, please describe:

What type of marker damage is present?	Standing	Leaning	Fallen	Collapsed	Stained
Sunken	Biological growth	<i>(check all that apply)</i>			
Describe the work to be done. Be sure to explain how markers will be located, cleaned, repaired, and/or reset.					

Checklist for Application:

- Written permission to clean and preserve a cemetery is required from the landowner (sample letter attached).
- If land owned by a person other than the cemetery owner will be crossed to access the cemetery, a letter granting permission to cross the land must be included.
- All requests must include a map (e.g., topographic, township, or street) with the location of the cemetery clearly marked.
- Applicant must attend a cemetery preservation workshop or work with someone who has received training in these techniques. If you have attended a cemetery preservation workshop, you may not need additional training, but you still need to apply for a permit.
- Within thirty (30) days of the completion of the work, the applicant must submit a report summarizing work performed. Contact Dawn Cobb, HRPA Coordinator, at 217/785-4992 or dawn.cobb@illinois.gov for a copy of the report format.
- Submit the application and report to the Dawn Cobb, dawn.cobb@illinois.gov, or by mail to Office of Realty and Capital Planning, Illinois Department of Natural Resources, One Natural Resources Way, Springfield, Illinois, 62702.
- Questions? Please contact the Illinois Department of Natural Resources at 217/785-4992 or by E-mail: dawn.cobb@illinois.gov.