



130 E. 1st Street
Post Office Box 229
Tifton, Georgia 31793

<http://www.tifton.net>

ELECTED OFFICIALS:

JULIE B. SMITH
MAYOR

JOSH REYNOLDS
DISTRICT 1

JACK FOLK
VICE MAYOR
DISTRICT 2

LESTER CROMER, JR.
DISTRICT 3

M. JAY HALL
DISTRICT 4



EMILY BEEMAN
CITY MANAGER



Oak Ridge Cemetery Plot Purchase Procedure

1. Persons desiring to purchase a cemetery plot are to contact the City of Tifton Public Works office to arrange cemetery plot selection at (229) 391-3982.
2. Once a plot is selected, cemetery staff will contact office staff. Cemetery staff will provide the following to office staff **ONLY**:
 - a. Name, address, and contact for the purchaser
 - b. Plot location and coordinates within the cemetery
3. No paperwork will be provided to the purchaser at the cemetery. All paperwork will be completed at 1000 Armour Road, Tifton, Ga 31794.
4. No funds will be accepted at the cemetery.
5. Payment for the plot must be made in full within seven (7) calendar days. If payment is not made within seven (7) calendar days, the plot will be made available for sale to others.
6. Once payment is made in full, the purchaser will be provided with a receipt and a copy of the deed application to verify that payment was received for the cemetery plot.
7. City staff will begin the deed preparation and recording process. Once the deed has been recorded at the Tift County Courthouse, the purchaser will receive all deed information in the mail.
8. Prior to any burial, the funeral director will contact cemetery staff to arrange for the grave site corners to be marked for excavation.
9. Prior to marking the gravesite for burial, cemetery staff will contact office staff to verify the plot has been purchased and paid in full.
10. Upon verbal verification from office staff of payment and correct location, the gravesite will be marked by cemetery staff and permission granted to proceed.
11. At no time can a burial take place without completion of the above listed steps, unless prior written approval from the City Manager is obtained.