

PARKVIEW CEMETERY

RULES AND REGULATIONS

**UPDATED AND APPROVED
BY THE GRANT CITY COMMISSION
JANUARY 15, 2007**

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RULES AND REGULATIONS

Section 1. Conduct in Cemetery. No person shall:

- a. Deposit rubbish or debris on cemetery grounds, except in receptacles provided.
- b. Pick or mutilate any flowers, either wild or domestic or disturb any tree, shrub or other plant material.
- c. Write upon or injure any monument, fence or structure within the cemetery.
- d. Consume refreshments or alcoholic beverages in the cemetery or carry same upon the premises.
- e. Disturb the quiet or good order by noise or proper conduct, in any manor whatsoever.
- f. Permit any dog, horse or other domestic animal to enter or remain in the cemetery.
- g. Use any form of advertising on cemetery premises.
- h. Purchase any ground or lots within said cemetery for the purpose of speculation thereon.
- i. Discharge a firearm in or adjacent to the cemetery. This prohibition shall not apply to authorized volleys at burial or Memorial Day services.
- j. Protest or demonstrate within five hundred feet (500') of cemetery.

Section 2. Admittance of Children to Cemetery. No person or persons under eighteen (18) years of age shall enter the cemetery unless attended by an adult or adults responsible for their conduct or until permission to enter has been obtained at the City offices.

Section 3. Financial Responsibility of City for Property Damage. City of Grant shall not be financially responsible for any damage to lots and structures, markers or objects thereon, or for flowers or articles removed from any lot or grave.

Section 4. Supervision of Workers. Masons, stone cutters and other workers shall at all times be under the supervision of the Public Works Supervisor and must carry off all rubbish and restore avenues and paths injured by their operations as he shall direct. Any workers failing to conform to these regulations may forthwith be excluded from the grounds, and the person employing him shall be responsible for the injuries sustained through his neglect.

Section 5. Lot Boundaries. All landmarks or corner stones shall be set by the Public Works Supervisor and shall not be altered or removed. No landmarks or corner stones indicating boundaries of lots shall be set above the surface of the ground.

Section 6. Grades Established. The Public Works Supervisor or the cemetery shall establish the grade of all lots, lawns and avenues, and shall have general supervision of improvements within the cemetery upon all lots, before and after interments are made therein, and no lot shall be filled or raised above the established grade. He shall have charge of planting trees, shrubs, sodding, surveying and of improvements generally.

Section 7. Lot care Restriction. No lot shall be cared for by any person other than the owner, their heirs or the Department of Public Works.

Section 8. Traffic Regulations. The speed of cars and other vehicles driven in the cemetery shall not be in excess of ten (10) miles per hour. No person in charge of a vehicle shall pass or attempt to pass another vehicle going in the same direction, or turn around, or attempt to turn around on any of the roads, alleys, or avenues, or drive upon or across any lot, or ornamental ground, or through any alley within said cemetery. Nor shall any person in charge of a vehicle whatsoever, enter or leave said cemetery except by roads established for that purpose. No person shall ride a bicycle in said cemetery faster than ten (10) miles per hour or ride the same at all except upon the roads and avenues where ordinary vehicles are allowed to travel.

Section 9. Parking Restrictions. No vehicles shall be parked or permitted to stand as to infringe upon any lots or graves, nor to obstruct free passage along and roads or drives within the cemetery. No vehicle shall be parked in the cemetery, except on cemetery business.

Section 10. Office Hours of City Offices. Information for the cemetery may be found at the City offices each day from 9:00 AM to 5:00 PM except Saturdays, Sundays and Holidays.

Section 11. Cemetery Hours. Cemetery hours are from dawn to dusk.

PURCHASE OF LOTS

Section 12. Condition of Lot Purchases. A cemetery lot is defined as any plot of ground within any platted section of any City cemetery containing four or more full sized grave spaces. All lots shall be sold and subject to these Rules and Regulations or those hereafter adopted, and the deed shall so state. No lot shall be used for any purpose other than for the burial of human remains and the placing of appropriate memorials. No interment of any deceased human shall be made in any other place than within cemetery devoted to that purpose. Burial lots are exempt from ordinary taxes and cannot be seized of execution. The City of Grant may impose specific charges against lots. No mortgage or other encumbrance shall be given on any lot.

Section 13. Purchase Procedure. The purchase of a lot may be made by the payment of cash or the execution of a purchase contract, upon forms furnished by the City. Such purchase contracts are subject to approval of the City Clerk as to price and credit terms. Any amount in excess of twenty-five dollars (\$25.00) may be accepted as down payment. However, no burial will be allowed, nor any monument erected upon any lot, the full purchase price for which has not been paid; nor shall any burial be allowed on any lot against which there is any charge for care or improvement until such charges are paid. When a lot is paid for in full, a deed for cemetery purposes only shall be issued to the purchaser by the City Clerk. All purchase contracts must be paid in full within six months of the date of the contract or all rights to the lot and payments made will be forfeited.

Section 14. Limitations on Lot Purchases. Individuals and Families cannot own more than 10 unoccupied burial lots without approval from the Grant City Commission.

Section 15. Transfer of Lots. The transfer of lots or parts of lots to another party shall be recorded in the Office of the City Clerk. No person shall be recognized as owner or part owner unless so recorded in the Office of City Clerk.

ARRANGEMENTS FOR CARE AND DECORATIONS

Section 16. Arrangements for Lot Care. The various arrangements for care and maintenance shall be as follows:

- a. **General Maintenance.** General maintenance of the cemetery, which is designed to improve their over-all appearance and condition, shall be the responsibility of the City of Grant. It shall include such items as the upkeep of drives, buildings, water lines and fences.
- b. **Perpetual Care.** Shall include the following items of basic lot care; Annual spring clean-up, periodic cutting of grass, removal of leaves, trimming of trees and shrubs and re-leveling of sunken graves. Watering of flower urns, sodding and sowing grass are not included in perpetual care.

Section 17. Definition of Lot Decorations. Lot decorations shall be deemed to include all structures, ornaments, plantings, or other embellishments, with the exception of monuments and markers or mausoleums, which are placed on cemetery lots with the intention of improving their appearance. Because

certain types of individual lot decorations are not in harmony with the development of the cemetery as a whole or because they may intensify maintenance problems the City enforces certain rules regarding the decoration of cemetery lots.

Section 18. Decoration of Lots. The following rules shall be observed with regard to decoration of cemetery lots.

- a. Coping, fences, curbs, benches, steps, structures of wood or other equally perishable material are prohibited. These structures or enclosures established on any lot previous to the adoption of these Rules and Regulations which have, in the judgment of the cemetery management, become unsightly by reason of neglect or age shall be removed.
- b. No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the City.
- c. Receptacles for cut flowers will be permitted if installed flush with the surface of the lawn. The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited. Artificial flowers are permitted only in a suitable urn. Wreaths on wire stands will be allowed on graves only during the period ten (10) days before Memorial Day and for ten (10) days after Memorial Day. Wreaths left after this time may be removed and disposed of at the discretion of the Public Works Supervisor.
- d. Winter decorations may be maintained on graves until April 1st, if such decorations are not removed by April 1st, they shall be considered abandoned and be disposed of by cemetery management.
- e. Urns shall be permitted only if properly installed and maintained. Any urns not in use by June 10th will be removed
- f. Arches for hanging baskets and urns are permitted only when they are in use and they must be anchored. Any not in use by June 10th will be removed.
- g. Toys or other unsightly objects will not be permitted as grave decorations and when used, they will be removed without notice.
- h. Plantings shall be permitted only under supervision of the Public Works Supervisor. Plantings placed on a lot without a permit will be removed without notice. No flower bed shall be larger than twelve inches (12") wide or longer than headstone where applicable. On lots with headstones, the flower bed must be adjacent to the headstone.
- i. The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining lot or path.
- j. The City will remove all flowers, trees or shrubs which have become unsightly or dangerous.
- k. No deciduous tree or conifer shall be removed or pruned except under the direction and with the consent of the Public Works Supervisor.
- l. Cement covered graves or ledger monuments above ground will not be permitted.
- m. One flag holder will be permitted for the grave of each veteran whose last service was honorable and is interred in a City owned cemetery.
- n. Flags may be placed only between the Friday before Memorial Day and the Friday following Memorial Day. The City reserves the right to remove any flag that has become damaged or unsightly without making a replacement.

FUNERALS AND INTERMENTS

Section 19. Conditions to be Fulfilled before Interment. No interment shall take place without a Burial Permit, nor until the person making the arrangements for the interment has complies with all laws, ordinances and rules and regulations relative to burials. Funeral directors making arrangements for burials shall be responsible for all interment charges if not paid by the owner or their agent.

Section 20. Funerals. All funerals within the cemetery shall be under the direction of the Public Works Supervisor or one of his assistants. All applications for burial shall be made to the Supervisor in time to allow at least eight working hours to prepare the grave. An additional charge as provided herein shall be

made for a service on a Saturday, Sunday or Holiday. The cemetery management reserves the right to remove funeral designs and floral pieces as soon as they become unsightly.

Section 21. General Interment Restrictions. Only one interment in any one grave shall be permitted, except in the case of mother and infant, or two children buried at the same time, or except that cremated remains may be buried above another grave. The Public Works Supervisor shall not be held responsible for errors in location of graves on lots arising from improper instructions of lot owners or funeral directors. Orders from funeral directors shall be construed as orders from owners. Under no circumstances shall the City assume responsibility for errors in opening graves when orders are given by telephone. No graves shall be opened except by workers employed by the cemetery management. Funeral directors should arrange the time of funeral so that the cemetery workmen can complete interment by 4:30pm.

DISINTERMENTS

Section 22. General Restrictions. No disinterment will be allowed, except by authority of the person owning the lot in which the interment is made, except by order of court, when a proper receipt for the remains shall be given. Graves shall not be opened for inspection except for official investigations. Interment and disinterment may be made only by the regular employees of the City. The City of Grant shall exercise the utmost care in making the removal, but it shall assume no liability for any damage to any casket or burial case or urn in making the removal. Any markers or monuments designating the location of an interment shall be removed at the time of disinterment is made at the expense of lot owners or heirs.

MONUMENTS AND MARKERS

Section 23. Monuments. Monuments shall be placed on the center of a lot except where alignment with existing nearby monuments justifies another location. Approval of the location in any case must be obtained from the Department of Public Works Supervisor before a monument is set. No monument shall be placed upon a lot unless such lot has been paid for in full.

Section 24. Upright Markers. Where permitted, single upright markers shall not be less than sixteen inches (16") or more than thirty inches (30") in length, not less than eight inches (8") or more than sixteen inches (16") in height. These measurements do not apply to government-issued markers or to those cases where the marker is installed adjacent to old markers on the same lot that do not conform to this rule. Double-upright markers shall not be less than thirty inches (30") in length, or less than ten inches (10") or more than sixteen inches (16") in width, and not more than thirty inches (30") in height. Three-grave upright markers shall not be less than forty-eight inches (48") in length, or less than twelve inches (12") or more than sixteen inches (16") in width and not more than thirty inches (30") high. All baby markers must not be less than six inches (6") in width and not less than fourteen inches (14") in length except where the marker is installed adjacent to old markers on the same lot that do not conform to this rule.

Section 25. Flush Markers. Flush markers shall be set so that the top is flush or level with the ground. The exposed surface of all single flush markers shall be of standard size, twenty-four inches (24") in and twelve inches (12") in width. Double flush markers shall be twelve inches (12") in width and not less than thirty inches (30") in length. Three-grave flush markers shall not be less than forty-eight inches (48") in length. Flush markers of granite shall not be less than four inches (4") in depth. Flush markers for baby and child graves must not be less than eight inches (8") in width or more than twenty-one inches (21") in length.

Section 26. Location of Markers on a Lot. Markers shall be placed at the head of a grave as platted. No marker shall be placed nearer than four inches (4") to a lot line. Not more than one marker shall be placed at any one grave. No marker shall embrace two or more graves, except on a two, three or four grave lot. There

a double, three or four grave marker is permitted. No marker shall be set unless it is first approved by the Public Works Supervisor of the cemetery and the grave space is paid in full.

Section 27. Monument and Marker Materials. No material except granite or a good grade of white marble from recognized monument quarries shall be used for monuments of upright markers. Bronze may be used for monuments or upright markers if firmly attached to a granite base. No materials except granite or standard bronze shall be used for flush markers.

Section 28. Inscription on Markers. Markers shall be so placed on a grave that the inscription thereon may be read from the nearest abutting path or road. On lots or parts of lots not abutting a path or road, the inscription on markers placed thereon shall read from the nearest path or road. Inscriptions on all markers at the same end of a lot shall read from the same direction. All inscriptions and designs on flush markers shall either be sunk or raised at least three-sixteenths ($3/16^{\text{th}}$) of an inch from the surface. Flush markers with raised letters shall be protected with raised panel at least one (1) inch in width.

Section 29. Monument and Marker Foundation. All monuments and markers shall be placed on a foundation of a depth and size and of a material deemed adequate by the Public Works Supervisor. All foundations shall be installed by Cemetery personnel.

Section 30. Installation of Monuments and Markers. Those persons engaged in placing monuments and markers shall provide materials and planking adequate to protect turf and shall remove materials and equipment immediately upon completion of work. The site shall be left in a clean orderly condition. Markers and monuments will not be permitted to be delivered to lots until a proper order for a foundation installation has been placed with the Public Works Supervisor of the cemetery.

Section 31. Approval of Plans and Locations. Before work on any private or public mausoleum is begun, the City Manager and Department of Public Works Supervisor shall approve the location and complete set of plans and specifications. All materials used in construction of mausoleums must be of recognized durable granite, marble, standard bronze or other permanent material approved by the City Manager and the Public Works Supervisor. The use of sandstone, terra cotta slate, artificial stone, wood or iron in any form is not permitted when exposed to the elements.

Section 32. Endowment. Before construction of a mausoleum, a sum of money equal to not less than fifteen percent (15%) of the estimated cost of such mausoleum shall be deposited with the City. Income from investment of this sum shall be used for perpetual maintenance of the mausoleum.

Section 33. General Requirements. No tomb or vault shall be erected wholly or in part above the ground without permission of the Public Works Supervisor. All vaults or tombs must be furnished with shelves having divisions, allowing interment to be made separately, and permanently sealed. Interments in crypts shall be made in hermetically sealed caskets. Duplicate keys for a mausoleum shall be left in the possession and care of the public Works Supervisor.

Section 34. Charges for Cemetery Lots, Grave Openings, etc. All charges for lot purchase, grave opening, disinterment, reburial, and foundations will be set by the Grant City Commission as part of the City of Grant's Rate Schedule.