

Rules and Regulations for City Cemeteries

The City of Lake Alfred would like to provide you with some information regarding the rules and regulations of our cemeteries.

Conduct in our cemeteries are as follows:

- No person shall brake or injure any tree or shrub, or mar any land mark, marker or memorial, or in any way deface the grounds of a cemetery.
- The hours of admission to a cemetery shall be from sunrise to sunset. Any person found on the grounds after sunset will be considered a trespasser.
- Persons within cemetery grounds shall use only the established walkways and roads.
- No person may consume refreshments or alcoholic beverages within a cemetery, or carry refreshments or alcoholic beverages into the premises.
- No person may discharge a firearm within the grounds of a cemetery except at military funerals.
- No person may use any form of advertisement on cemetery grounds.
- No person shall throw rubbish or debris on walks, drives or any part of a cemetery.
- Unauthorized persons shall not loaf, lounge or otherwise use any of the grounds, graves or monuments in a cemetery, or in any of the buildings in a cemetery.
- No loud talking shall be permitted on cemetery grounds.
- No person except the owner or caretaker shall pluck or remove any plant or flower, either wild or cultivated, from any part of a cemetery or injure anything upon any part of the grounds.
- Children are not to play within cemetery grounds.
- No boxes, shells, toys, discarded glassware, sprinkling cans, or similar articles will be permitted on any grave, lot or tree.

- Dogs and other domestic animals are prohibited from running at large in a cemetery.
- Rubbish shall be deposited in the proper receptacles.

Motor Vehicles rules and regulations:

- Motor vehicles shall be driven and parked only on the right side of the opened roads and driveways in a cemetery.
- Motor vehicles shall not be driven through the grounds at a greater speed than 15 mph.
- No U-turns are permitted.
- Motor vehicles shall not be parked in front of an open grave unless the occupants of the vehicles are in attendance at a funeral.
- The traffic laws of the city shall be applicable to the operation of motor vehicles in a cemetery.
- Heavy trucks or commercial vehicles, unless on cemetery business, are prohibited from entering the grounds.

Administration and Maintenance:

- The control and management of the cemeteries shall be under the direct supervision of the City Manager, who shall administer this chapter. He/She shall assign a city employee as supervisor to take charge of burials and ensure the day-by-day upkeep of each cemetery.
- All grading, landscaping work, care of trees and shrubs shall be done only under the supervision of the assigned city employee.
- The supervisor shall direct generally all improvements within the grounds and upon all lots and graves, before as well as after interments have been made.
- If any improvement or alteration of individual property in a cemetery shall be made without prior approval of the supervisor, the supervisor shall have the right to remove such improvements or alterations at the expense of the owner.
- Vases shall be permitted only if properly installed and maintained. Failure to properly install or maintain fixtures will be cause for their removal. The supervisor shall be the sole judge as to the proper installation and maintenance of such vases.

- Coping enclosures, fences, structures of wood and hedges are prohibited. Those structures or enclosures established on any lot previous to the adoption of this chapter which have, in the judgment of the city, become unsightly by reason of neglect or age shall, after 30 days' written notice to the owner, be removed by the city at its expense.
- No elevated mounds shall be built over graves, and no lot shall be filled above the grade established by the supervisor.
- Potted plants, wreaths and baskets, and all other decorations shall be removed from lots and graves as soon as such flowers or decorations become wilted or unsightly.
- If any memorial, structure, or any inscription placed on a memorial or structure, shall be determined by the supervisor to be offensive, he/she shall have the right and it shall be his/her duty to enter upon any lot and move, change or correct the offensive or improper object or objects.
- No tree, shrub or flower shall be planted upon any lot, or in any other part of a cemetery which does not conform to the general accepted landscaping plan of the city. The city reserves the right to remove, without notice, trees, shrubs or flowers planted in violation of this subsection.
- It shall be the duty of the funeral director, when preparing a grave space for burial purposes, to remove all surplus soil and replace the sod with an approved type of sod or seed the ground; and such sod shall be replaced on a level with the lawn of the cemetery.

Funeral Regulations and Burials:

- The burial of two bodies in one burial space is prohibited, except in the case of a mother and infant buried at the same time, or in the case of twin children buried on the same day.
- The supervisor shall be given 48 hours advance notice before any interment shall be made.
- All earth interment preparations will be the responsibility of the

funeral home to make sure the space is secure, such as placing plywood over open space, placing some type of barricade or visual deterrent, to prevent injury or harm to anyone entering the cemetery. The burial space may be prepared no more than 24 hours prior to the funeral service.

- All earth interments shall be completed within an underground receptacle, structurally capable of supporting no less than six tons, when interred. Such receptacles may be constructed of reinforced concrete, steel, bronze, copper, polystyrene fiberglass, marble or granite. Wooden receptacles shall not be used or permitted to be used. All underground receptacles shall be classified as vaults, liners, and casket/vault combination. The installation of these underground enclosures shall be the direct responsibility of the funeral director, who must first have the approval of the City Manager, or the City Manager's designated representative prior to interment.
- No interment shall be permitted on or memorial placed in or on any lot or plot in the cemetery where the purchase price has not been paid in full, or unless special arrangements and prior approval have been given by the city.
- No interment shall be made until a burial permit has been obtained as required by law. A copy of the burial permit must be submitted to the City Clerk's office prior to burial.
- No interment shall be made until the person arranging for such burial has shown sufficient proof that the deceased person has the right to be placed in such lot.
- No deceased person shall be interred until a proper record is made of the name and age of the deceased person, and of the exact location of the grave.
- No grave shall be placed in an irregular appearance with graves on the same or adjoining lots.
- All grave-digging equipment, including trucks, shall be removed from sight during funerals.

Installations, Foundations, Vaults, Memorials and Mausoleums.

- No material except granite, marble or bronze shall be used for a marker, memorial or mausoleum. Before the placing of a memorial or the erection of a mausoleum can be started, it shall be determined by the supervisor if such memorial or mausoleum will fit into the harmonious landscaping of the grounds.
- Figures of dogs, cattle or grotesque images will not be used.
- The name on the memorial must correspond with the records of the City Clerk.
- Vaults or tombs wholly or partly aboveground will not be permitted. An appropriate permanent slab of marble, granite, bronze or other similar metal or stone material may be installed or placed flush with the ground, over any underground vault or tomb located within cemeteries owned and operated by the City. The installation of such memorial shall be subject to the supervision of the City Manager or his/her designated deputy.
- Foundations for all monuments and markers shall be built by the City and will be charged in accordance with the fee schedule below.

Single Monument	\$75.00
Double Monument	\$150.00
- Only one family monument will be permitted on an owner's lot, and such monument shall be placed at the head of the graves and centered as nearly as possible.
- Contractors and workmen engaged within the cemetery on any class of work whatsoever will be held responsible for damage done by them to any cemetery property.
- Materials for any class of work will not be permitted on the grounds unless accompanied by workmen to erect the materials, except by special arrangement.
- Sizes and dimensions of markers are as follows:

- Family Memorial – Width should be no less than 13 inches and not more than 24 inches. Length should be no less than 42 inches and not more than 60 inches.
- Individual markers - Width should be no less than 12 inches and not more than 18 inches. Length should be 24 inches.

- All memorials shall be set on uniform lines, as prescribed by the cemetery, to conform to the general plan of the cemetery.
- Lot corner posts shall not extend above the level of the ground. These markers shall not be more than 5 inches in diameter at their top, or exposed surface, and they shall extend at least 12 inches into the ground. The use of raised letters or numbers is not permitted on lot corner posts.
- At least 18 inches of topsoil shall be firmly placed and packed over any interred underground receptacle in any cemetery owned or operated by the City.

Lot Sales:

- The sale of all burial spaces within cemeteries owned or operated by the City shall be the function of the City Manager. The City Manager may refuse to sell any such burial space to any person if such sale would be detrimental to the cemetery or if such sale would violate any state law prohibiting speculation in cemetery property.
- The deed of ownership for any cemetery burial space will not be delivered to any purchaser until the purchase price of such space has been paid to the City Treasure in full.
- No cemetery burial space shall be sold, transferred or conveyed by any owner without consent to transfer being first had from the City Manager; and no such transfer or conveyance shall be made unless all assessments and charges against such space have been paid in full. All transfers must be recorded in the permanent cemetery records of the City.

Pricing of Burial Spaces:

The pricing of burial spaces within cemeteries owned or operated by the City shall be as follows:

Oak Grove Cemetery

- Adult burial plots for City Residents - **\$525.00**
- Adult burial plots for Non-City Residents - **\$750.00**
- Infant burial plots for City Residents - **\$300.00**
- Infant burial plots for Non-City Residents - **\$525.00**
- Cremains for City Residents - **\$300.00**
- Cremains for Non-City Residents - **\$525.00**

Lake Lowery Cemetery

- Adult burial plots for City Residents - **\$525.00**
- Adult burial plots for Non-City Residents - **\$750.00**
- Infants burial plots for City Residents - **\$300.00**
- Infants burial plots for Non-City Residents - **\$525.00**

Cremain Burials

There will be no burial of cremains during the weekend or holidays. A City staff member will be appointed to do the opening and closing of the burial of cremains only Monday through Friday no later than 4:30 p.m. Cost for opening and closing for a cremain burial will be \$125.00.

Resale of Spaces

Any person purchasing a burial space shall be required, as a condition of the purchase of the space from the City, to offer such property to such burial space for resale to the City if the property is to be used by any person other than the purchaser, or a member of his immediate family, such resale to be at the same price that the purchaser originally paid without any interest or other charge whatsoever.

Records of Ownership:

The City Clerk shall keep full and complete records of the following:

- Ownership of all lots in the cemeteries;
- Burial capacity of each lot sold and unsold;
- Location of each grave;
- Names of the persons buried in each grave;
- Date of burial of each

Violations of chapter; penalty

- Any person who shall violate any of the provisions of this chapter or who shall fail to comply with this chapter; or who shall violate or fail to comply with any order or regulations made under this chapter, shall for each such violation and noncompliance respectively, be subject to the penalties provided by Section 1-14. The imposition of one on penalty for any violation of this chapter shall not excuse the violation, or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each ten days that prohibited conditions are maintained shall constitute a separate offense.
- The application of the penalty provided in this section shall not be held to prevent the enforced removal of prohibited conditions.