

## **CITY OF ROCHESTER HILLS**

**Land Donated by:**

**Dr. Sarah Van Hoosen Jones in 1956**

**Mayor: Bryan K. Barnett**

**City Clerk: Leanne Scott (248) 656-4630**

**Cemetery Sexton: Calvin Leach (248) 652-4713**

**Dated: August 14, 2023**

*Donations to the Cemetery for beautification  
may be made through  
The Community Foundation of Greater Rochester*

# VAN HOUSE JONES STONEY CREEK CEMETERY CITY OF ROCHESTER HILLS

## RULES AND REGULATIONS

### ARTICLE I

#### General Rules and Regulations

1. The Cemetery gates will be opened daily as follows: 8 a.m. to Dusk. There shall be no admittance to the Cemetery other than through the gates at posted hours.
2. No artificial decorations allowed. (Also, see Article IV, Lot Improvements and General Care of the Cemetery)
3. No open flames, candles of any type, either covered or uncovered will be permitted.
4. No person shall ~~injure~~ damage or destroy anything within the Cemetery.
5. Taking of photographs is prohibited within the Cemetery unless the Sexton grants written permission.
6. To respect those that are buried in the cemetery and their respective gravesites, food and beverages, including intoxicants, will not be permitted on the cemetery grounds.
7. Proper decorum and respect for other gravesites is expected at all times. Visitors are expected to act in a manner that will honor those entombed.
8. Children are not permitted in the Cemetery unless accompanied by an adult who shall be responsible for their conduct.
9. No standing, climbing, sitting or leaning on monuments.
10. Advertisements in any form are not allowed.
11. Vehicles shall observe the following rules:
  - Speed limit is 10 miles per hour
  - Sounding of horns is prohibited
  - No U turns are permitted
  - Passing of a funeral procession is prohibited.
12. Pets, except Service Dogs, are not permitted on the Cemetery grounds.

13. Schedules of Rates and Service Charges are set by the City Council and can be found in Chapter 54, Fees of the Rochester Hills Code of Ordinances (available online – [www.municode.com](http://www.municode.com)).
14. These Rules and Regulations may be amended, from time to time, at any regular meeting of the Rochester Hills City Council by a majority vote.
15. The Cemetery Sexton reserves the right to remove anything objectionable and in violation of the cemetery's Rules and Regulations.

## **ARTICLE II**

### **Purchase and Transfer of Lots**

1. Persons wishing to purchase Cemetery lots should contact the Cemetery Sexton during the hours of 8 a.m. to 3 p.m., Monday through Friday. If the Sexton is unavailable, they should contact the Clerk's Office.
2. The City of Rochester Hills guarantees that the title to interment rights lies in said City in fee simple. Interment rights on lots in the purchaser's name(s) and their heirs will be granted subject to the Cemetery rules and regulations. Such lots and rights shall be exempt from taxation and liability for debt.
3. The City Clerk shall issue a Cemetery Permit-Deed for the purchase of lot(s) which shall constitute an interment right.
4. Lots shall be paid for in full at the time of purchase and prior to burial.
5. The City Clerk's records are the official records of the Cemetery. Sales or transfers of interment rights by owners or their heirs shall not be recognized by the City unless the appropriate transfer fee and paperwork have been forwarded to and completed by the City Clerk.
6. It is intended that the owner or owner's immediate family or their heirs shall have exclusive use of the interment right. If the owner(s) wish someone other than a family member to be interred in one of their spaces, they must contact the Sexton and sign the appropriate paperwork.
7. Owners of lot(s) may transfer their lot(s) upon paying the transfer fee as set forth in the Fee Schedule. Upon payment of the transfer fee, a new permit will be issued to the new owner.
8. Interment rights may not be sold to any other person. Upon request, the City Clerk shall repurchase the unused gravesites according to the buy-back progression as outlined in the City's fee schedule.

9. The City does not buy back any individual lot(s) in Section II, Family Plots or does not allow a transfer of any individual lot(s) in Section II.
10. When the owner(s) or part owner of a lot(s) is deceased, their heirs must file satisfactory evidence of their heirship with the City Clerk who will reflect the changes in the official City Cemetery records. Without such proof and record, the right of such persons shall not be recognized.

### **ARTICLE III**

#### **Perpetual Care Fund**

1. A Perpetual Care Fund and Trust has been created by the City of Rochester Hills, which shall be used only for cemetery operational purposes.
2. A percentage of all monies received shall be placed in the Perpetual Care Fund for upkeep of the Cemetery.

### **ARTICLE IV**

#### **Lot Improvements and General Care of the Cemetery**

1. The Cemetery is subdivided into sections based on types of markers.
  - Section I: Flush markers
  - Section II: Family Plots – Monuments. Purchases of Family Plots may be made in ~~blocks of eight, twelve, sixteen, etc.~~ blocks of no fewer than four grave spaces. Two spaces are reserved for a single, family monument. Flush markers may be placed on individual grave spaces to commemorate the individuals buried.
  - Sections III – VI: Monuments only
  - Section VII: Garden of Angels - Monuments only
  - Section VIII: Cremations – Flush markers
2. The City assumes responsibility for the general care of the Cemetery grounds, including grass cutting and leveling of sod as needed. General care does not provide for the care of monuments, grave markers, urns or flowerbeds that may be placed on lots.
3. Lot improvements other than those permitted, under the Rules and Regulations of the cemetery are not allowed.
4. Trees, shrubs and rose bushes are not permitted in the memorial areas. In addition, permanent vases, of any type, are not permitted.

5. Potted plants and cut flowers/or winter decorations will be permitted to be placed on a grave or lot in accordance with the individual Cemetery Section rules. Potted plants and cut flowers must be removed within seven (7) days.

The Sexton reserves the right to remove such plants or flowers when necessary especially if they are not in conformance to the cemetery's Rules and Regulations.

6. Flags will be supplied and placed on Veterans' graves by Cemetery personnel on Memorial Day.
7. A winter wreath or pillow of up to three (3) feet may be placed on any occupied grave during the winter season from November 21 to March 1. **Grave blankets are not allowed.**
8. All refuse, rubbish, and trash must be placed in the trash receptacles provided.
9. Cemetery personnel will remove trees and bushes previously planted in older sections of the Cemetery when they are deemed overgrown, dead or need to be removed for a burial. These trees or bushes will not be replaced.
10. Donations for memorial trees and bushes are welcome. These plantings will be placed to beautify the common areas of the Cemetery in accordance with the Cemetery's Landscape Plan. Please contact the Sexton for space availability.
11. The City of Rochester Hills, the Sexton, and cemetery staff shall not be responsible for any damage to lots, graves, or markers/objects thereon, or for flowers or articles removed from any lot or grave when done so in conformance to the cemetery's Rules and Regulations.
12. The Sexton or Sexton's Assistant may remove anything that interferes with mowing or cemetery operations.
13. Artificial decorations, flowers, wreaths and pillows will be removed as will objects other than those permitted under the Rules and Regulations of the cemetery.
14. No mulching, edging material, rocks, stones, lighting, or balloons are allowed.
15. The Cemetery has no desire to interfere with the reasonable desires of the patrons in regard to the styles of their improvements, but in the interest of all, they reserve the right given them by law, to prohibit or remove any structure or object which shall be deemed injurious to the adjoining lots and the general good appearance of the Cemetery.

## ARTICLE V

### Interments and Removals

1. A member of the immediate family of the deceased or the funeral director acting on their behalf will make the selection of the gravesite with the Cemetery Sexton. The Sexton does not accept responsibility for errors resulting from the lack of precise instructions from the purchaser of the Cemetery lot(s). A form will be provided to the family or funeral director for burial assignments.
2. The number of interments that can be made in any lot shall be determined at the time of purchase with the Sexton. A cemetery lot contains two (2) burial spaces. Alternate burial arrangements will be completed on an approved cemetery form by the owner(s).
3. A burial permit, as provided for in State Law, must accompany all interments. Orders for interments will be accepted only by the Sexton or the Sexton's Assistant. The Sexton or the Sexton's Assistant will be in attendance and have full charge of all interments within the Cemetery.
4. Funeral directors must give two (2) business days notice to allow for the opening of a gravesite. All graves will be opened by employees of the Cemetery at a reasonable charge as set forth in the City's Fee Schedule as adopted by the Rochester Hills City Council. The Sexton shall determine what constitutes an emergency situation.
5. Burial services shall be conducted and concluded at the chapel.
6. The removal of remains from a lot will not be permitted without the written approval of the lot owner. If the owner is deceased, the heirs must produce a court order allowing this disinterment.
7. Disinterments will be performed only from April 15 to October 1 unless a court order requesting otherwise is produced.
8. Vaults shall not be opened for inspection except upon orders of a court of proper jurisdiction.
9. All interments must be enclosed in a burial vault made of concrete, which conforms to the below ground burial vault standards as set by the Rochester Hills City Council.
10. Grave openings:
  - Two (2) feet to four (4) feet in length shall be considered infant interments.
  - Four (4) feet to six (6) feet in length shall be considered adolescent.

- Six (6) feet and over in length shall be considered adult interments.
  - Two (2) infants or four (4) cremations (cremains) may be interred in an adult size gravesite.
11. The scattering of cremations (cremains) is prohibited in the Cemetery. All cremated remains must be buried in the cremation section or other purchased grave site, or placed in a cremation niche.
  12. Only human remains may be buried in the cemetery in conformance to established cemetery Rules and Regulations.

## **ARTICLE VI**

### **Memorial Monuments and Grave Markers**

1. Monuments shall be allowed only in the sections of the Cemetery as designated on the City Cemetery Map.
2. Monument/marker drawings must be submitted and approved by the Sexton prior to purchase. For our families' convenience, monuments and markers may be purchased through the City by contacting the Cemetery Sexton or the City Clerk's Office.
3. Only the following materials may be used for monuments or markers: first quality granite from recognized quarries or standard bronze, both of which are guaranteed by the producer to be in accordance with both quality and finish.
4. All double or single monuments erected on a base shall be erected in the monument space only.
5. General specifications for monuments and markers are as follows:
  - Not more than one (1) monument/marker shall be allowed on one (1) grave space.
  - All monuments shall be made to conform to the contour of the ground, and in no case shall the ground be changed to conform to the memorial.
  - In all areas not designated for monuments, only flush markers no higher than ground level shall be allowed.
6. All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
7. Pictures and bronze plates may not be affixed to markers or monuments; however, etchings and sand carvings on the stone (not inserts) are allowed.

8. Names to be placed on memorials must conform exactly to the Cemetery Records. Any change must be recorded with the Board of Health and filed with the Cemetery Sexton or with the City Clerk.
9. All foundations shall be built by the Sexton or the Sexton's Assistant. The cost of foundations will be determined by City Council and listed in the City's Fee Schedule. Foundations shall be the same size as the base of the marker or monument.
10. No foundations will be set from November 1 to April 15. The Cemetery will only receive markers and monuments from April 15 to November 1.
11. Granite benches may be allowed in the monument section in place of a monument.
12. A Granite memorial bench may be donated to the Cemetery to be placed in a common area and must fit in with the Cemetery Landscape Plan.

## **ARTICLE VII**

### **Cemetery Sections - Specifications**

#### **SECTION I, Flush Markers only**

Purchase of graves may be made by a single grave space or a lot containing two (2) grave spaces. Flush markers may be placed on individual grave spaces or lot.

1. Specifications for Markers:
  - Only flush markers no higher than ground level shall be allowed.
  - Not more than one (1) marker shall be allowed on one (1) grave space.
  - All flush markers in a single space can be no larger than 12" in width and 24" in length. Flush markers on a double space can be no larger than 12" in width and 42" in length.
  - All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
  - Pictures and bronze plates may not be affixed to markers; however, etchings and sand carvings on the stone (not inserts) are allowed.
  - All flush markers must have flat bottoms, sawed sides and pencil round edges.
  - Names to be placed on memorials must conform exactly to the Cemetery Records. Any change must be recorded with the Board of Health and filed with the Cemetery Sexton or with the City Clerk.
  - Only the following materials may be used for markers: first quality granite from recognized quarries or standard bronze, both of which are



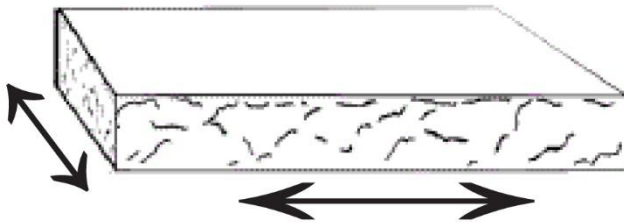
guaranteed by the producer to be in accordance with both quality and finish.

- Marker drawings must be submitted and approved by the Sexton prior to purchase.

### Flush Markers, SECTION I

	<u>Maximum length</u>	<u>Maximum height</u>	<u>Maximum width</u>
Single Space	24"	Ground level	12"
Double Space	42"	Ground level	12"

***Flush 4"***



2. Flowers/Plantings shall be permitted as follows:

- No flowerbeds are permitted.
- Flowers are limited to one (1) fresh cut flower bouquet, in an approved metal container, placed directly in back of the grave marker.
- One (1) potted plant may be placed directly on the marker.
- No urns (for planting) are allowed.
- No artificial decorations are allowed and will be removed and disposed of by cemetery personnel.

## **SECTION II, Family Plots**

Purchases of Family Plots may be made in ~~blocks of eight, twelve, sixteen, etc.~~ blocks of no fewer than four grave spaces. The City will not buy back any individual lot(s) in Section II, Family Plots, nor will the City allow a transfer of any individual lot(s) in Section II. Two spaces are reserved for a single, family monument. Flush markers may be placed on individual grave spaces to commemorate the individuals buried.

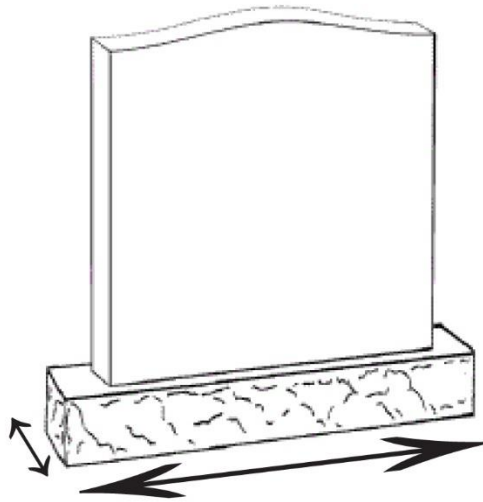
### 1. Specifications for Monuments and Markers:

- The single family monument erected in Section II, Family Plots shall not exceed 72" in length. The width at the base shall determine the height of the monument.
- Only flush markers no higher than ground level shall be allowed for individual grave spaces.
- Not more than one (1) marker shall be allowed on one (1) grave space.
- All flush markers in a single space can be no larger than 12" in width and 24" in length.
- All flush markers must have flat bottoms, sawed sides and pencil round edges.
- Material used for the family monument and any individual flush markers (VA markers included) must be first quality granite from recognized quarries that is guaranteed by the producer to be in accordance with both quality and finish.
- All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
- Pictures and bronze plates may not be affixed to monument/markers; however, etchings and sand carvings on the stone (not inserts) are allowed.
- Names to be placed on memorials must conform exactly to the Cemetery Records. Any change must be recorded with the Board of Health and filed with the Cemetery Sexton or with the City Clerk.
- The Cemetery Sexton shall determine when a monument can be erected due to ground settling that occurs at times of burials.
- The Cemetery Sexton shall determine if sufficient space is available for burials in back of family monuments (accommodations will be made for infants, children or cremations).
- No monument shall be placed on top of an occupied grave.
- Monument/marker drawings must be submitted and approved by the Sexton prior to purchase.

**Monuments in Section II, Family Plots**

	<u>Maximum length</u>	<u>Maximum Height</u>	<u>Maximum width</u>
<b>Centered on 2 spaces</b>	<b>72"</b>		<b>to be determined by length and height</b>

***Monument***



2. Flowers/Plantings shall be permitted as follows:
  - Flowerbeds are allowed in front of the monument only. No flowerbeds are allowed to the side or back of the monument.
  - Flowerbeds shall be no more than twelve (12") inches in depth from the monument and shall not extend past the length of the monument.
  - A limit of two (2) fresh cut flower bouquets, in approved metal containers, may be placed directly in front of the monument.
  - Individual grave decorations are limited to one (1) fresh cut flower bouquet, in an approved metal container, placed directly in back of the grave marker.
  - Urns (for plantings) may be placed at either end of the monument.
  - No artificial decorations are allowed and will be removed and disposed of by cemetery personnel.

### **SECTIONS III, IV, V & VI, Monuments only**

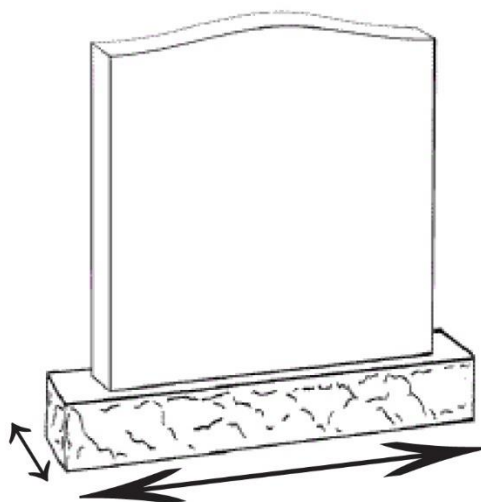
Purchase of graves may be made by a single grave space or a lot containing two (2) grave spaces. Monuments may be placed on individual grave spaces or lot.

1. Specifications for Monuments:
  - Monuments in Section III, IV, V and VI involving one (1) space shall not exceed 36" in height, 32" in length, 12" in width at the base or be less than 6" in thickness.
  - A monument erected on a two (2) grave lot shall not exceed 36" in height, 54" in length, 12" in width, nor be less than 6" in thickness.
  - Material used for monuments must be first quality granite from recognized quarries that is guaranteed by the producer to be in accordance with both quality and finish,
  - All monuments shall be made to conform to the contour of the ground, and in no case shall the ground be changed to conform to the memorial.
  - All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
  - Pictures and bronze plates may not be affixed to monuments; however, etchings and sand carvings on the stone (not inserts) are allowed.
  - Names to be placed on memorials must conform exactly to the Cemetery Records. Any change must be recorded with the Board of Health and filed with the Cemetery Sexton or with the City Clerk.
  - Monument drawings must be submitted and approved by the Sexton prior to purchase.

### Monuments in Sections III, IV, V, and VI

	<u>Maximum length</u>	<u>Maximum Height</u>	<u>Maximum width</u>
Single Space	32"	36"	12"
Double Space	54"	36"	12"

#### *Monument*



2. Flowers/Plantings shall be permitted as follows:
  - Flowerbeds are allowed in front of the monument only.
  - No flowerbeds are allowed to the side or back of the monument.
  - Flowerbeds shall be no more than twelve (12") inches in depth from the monument and shall not extend past the length of the monument.
  - Grave decorations are limited to one (1) fresh cut flower bouquet, in an approved metal container, placed directly in front of the monument.
  - One (1) potted plant may be placed directly in front of the monument.
  - One (1) urn (for plantings) may be placed on a lot/space within Sections III – VI in front of the monument. Urns must be of bronze, aluminum or concrete. Neglected or unsightly urns will be removed by cemetery personnel.
  - No artificial decorations are allowed and will be removed and disposed of by cemetery personnel.

## SECTION VII, Garden of Angels

Purchase of graves may be made by a single grave space. Monuments may be placed on an individual grave space.

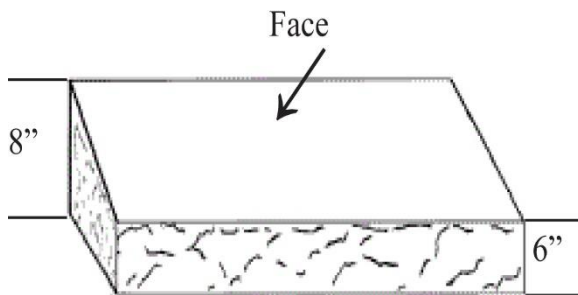
1. Specifications for Monuments:

- All markers placed in Section VII (Garden of Angels) must not exceed 16" in length, and 8" in width at the base or more than 26" in height.
- Material used for monuments must be first quality granite from recognized quarries that is guaranteed by the producer to be in accordance with both quality and finish,
- All monuments shall be made to conform to the contour of the ground, and in no case shall the ground be changed to conform to the memorial.
- All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
- Pictures and bronze plates may not be affixed to monuments; however, etchings and sand carvings on the stone (not inserts) are allowed.
- Names to be placed on memorials must conform exactly to the Cemetery Records. Any change must be recorded with the Board of Health and filed with the Cemetery Sexton or with the City Clerk.
- Monument drawings must be submitted and approved by the Sexton prior to purchase.

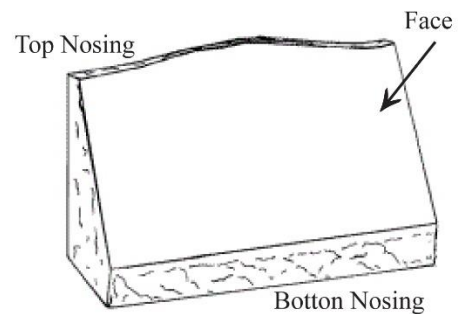
### Monuments in Section VII – Garden of Angels

	<u>Maximum length</u>	<u>Maximum Height</u>	<u>Maximum width</u>
	16"	26"	8"

***Bevel***



***Slant***



2. Flowers/Plantings shall be permitted as follows:
  - Flowerbeds are allowed in front of the monument only.
  - No flowerbeds are allowed to the side or back of the monument.
  - Flowerbeds no larger than eight (8) inches in depth-are allowed in front of the monument and shall not extend past the length of the monument.
  - Individual grave decorations are limited to one (1) fresh cut flower bouquet, in an approved metal container, placed directly in front of the monument.
  - One (1) potted plant may be placed directly in front of the monument.
  - No urns (for plantings) are allowed.
  - No artificial decorations are allowed and will be removed and disposed of by cemetery personnel.

### **SECTION VIII, Cremation**

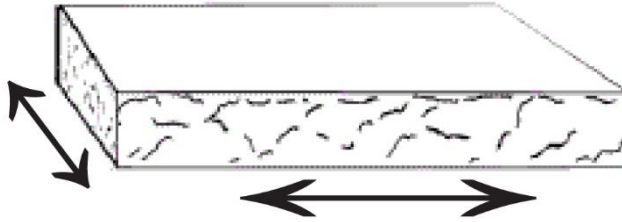
Purchase of graves may be made by a single grave space or a lot containing two (2) grave spaces. This section is reserved for the burial of cremations (cremains) only. The grave size in the cremation section will be 1'6" x 3' (single space) or 3' x 3' (double space). Remains for burial must be in a stainless steel container or a high impact plastic container. Burial must be at a depth of at least three (3) feet. Flush markers may be placed on individual grave spaces or lot.

1. Marker Specifications:
  - Only flush markers no higher than ground level shall be allowed in the cremation section.
  - Not more than one (1) marker shall be allowed on one (1) grave space.
  - Single plot markers may be no larger than 8" x 14"
  - Double plot markers may be no larger than 12" x 24".
  - All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
  - Pictures and bronze plates may not be affixed to markers; however, etchings and sand carvings on the stone (not inserts) are allowed.
  - All flush markers must have flat bottoms, sawed sides and pencil round edges.
  - Names to be placed on memorials must conform exactly to the Cemetery Records. Any change must be recorded with the Board of Health and filed with the Cemetery Sexton or with the City Clerk.
  - Only the following materials may be used for markers: first quality granite from recognized quarries or standard bronze, both of which are guaranteed by the producer to be in accordance with both quality and finish.
  - Marker drawings must be submitted and approved by the Sexton prior to purchase.

**Flush Markers – Section VIII – Cremation**

	<u>Maximum length</u>	<u>Maximum height</u>	<u>Maximum width</u>
Single Space	14"	Ground level	8"
Double Space	24"	Ground level	12"

***Flush***



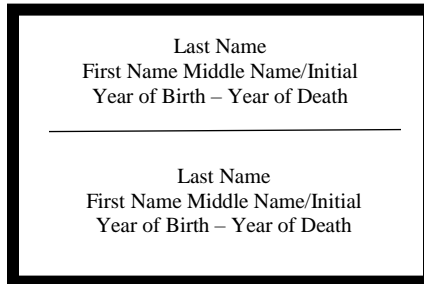
2. Flowers/Plantings shall be permitted as follows:
  - No flowerbeds are permitted.
  - Flowers are limited one (1) fresh cut flower bouquet, in an approved metal container, placed directly in back of the grave marker.
  - No potted plants are allowed.
  - No urns (for plantings) are allowed.
  - No artificial decorations are allowed and will be removed and disposed of by cemetery personnel.



## SECTION IX and X, COLUMBARIUM / CREMATION NICHES

Purchase of a single Cremation Niche can accommodate one, but no more than two (2) urns, depending on the size of the urn. This section is reserved for cremains only. Cremains must be in a stainless steel container or a high impact plastic container. The urn size should not exceed 11 ¾ inches wide, 11 ¾ inches height, and 12 inches deep (11 ¾" W X 11 ¾" H X 12" D).

- Name(s) and dates may be etched on the granite face of the niche.



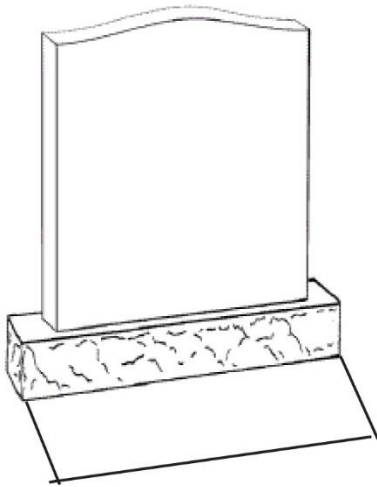
- Names to be placed on the niche must conform exactly to the Cemetery records. Any change must be recorded with the Board of Health and filed with the Cemetery.
- All inscriptions shall be at least three-sixteenths (3/16) of an inch in depth from the surface.
- Font style must be Times New Roman and the size of lettering must be:
  - Last names = 1 ¼ inches
  - First names = 1 inch
  - Dates = ¾ of an inch
- If desired, when there is only one name inscribed on the niche, the etching of one symbol in the dimension of up to 1 inch centered at the bottom may be allowed.
- Pictures and bronze embellishments may not be affixed to the niche.
- No flowers, plants, urns, or artificial decorations are permitted.
- A granite memorial bench may be donated to the Cemetery to be placed in a common area near the Columbarium and must fit in with the Cemetery Landscape Plan.

# Van Hoosen Jones Stoney Creek Cemetery

## Do's and Don'ts for Cemetery Planting

### MONUMENT SECTIONS

#### Do:



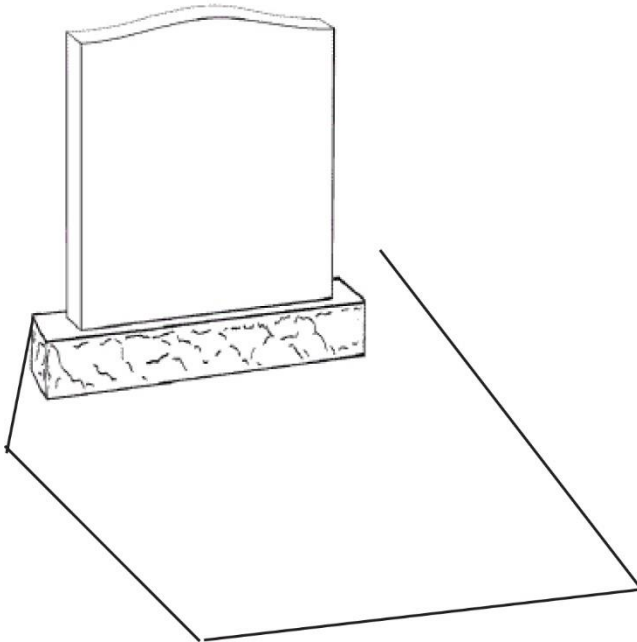
Flowerbeds are not to exceed 12" from the front of regular monument; 8" from the front of an infant monument.

Flowerbeds are not to exceed the length of the monument. Permitted are the plantings of Annuals and Perennials.

- **Do** keep flowerbeds watered.
- **Do** keep flowerbeds weeded.
- **Do** respect other lot owner's rights.

## MONUMENT SECTIONS

### Don't:



- **Don't** exceed 12" from the front of the regular monument, 8" from the front of infant monument.
- **Don't** exceed the length of the monument.
- **Don't** - Edging of any kind is prohibited.
- **Don't** - Expressly prohibited are the plantings of trees, bushes and roses. (Article IV, Section 4).
- **Don't** – Artificial decorations/objects are prohibited. Refer to Article III.

Please Note: the Cemetery Sexton reserves the right to remove any oversized or neglected flowerbeds.

Approved, at the March 14, 2001 Regular City Council Meeting, as Presented.  
Approved Amended Article V at the May 15, 2002 Regular City Council Meeting, as Presented. Amendments are effective immediately following City Council Approval.  
Approved at the March 19, 2012 Regular City Council Meeting as Presented.  
Approved at the February 7, 2022 Regular City Council Meeting as Presented.  
[Presented/Approved at the August 14, 2023 Regular City Council Meeting as Amended/Presented.](#)