

Welcome to a brief history of the Van Hoosen Jones-Stoney Creek Cemetery.

Our Cemetery is located south of the Tienken and Sheldon Road roundabout, adjacent to the Stoney Creek Historic District. The land was donated to Avon Township by the late Dr. Sarah Van Hoosen Jones in 1956. It truly is a beautiful and serene place. Opened in 1978, it consists of 11,200 burial plots, each with two spaces. In addition, multiple cremation options are available.

The Cemetery invokes a feeling of being home, which is exactly what Sarah Van Hoosen Jones originally intended. Many of the men and women who lived and worked on her farm have chosen to come "home" and be buried here.

It is caring people that make the Cemetery what it is. They generously donate benches and trees, and plant gardens throughout our Cemetery to make it a place of beauty.

The National Women's Farm and Garden Club donated the sundial in remembrance of its members. The flagpole was donated by Veterans from the Homer Wing Post of the American Legion.

As you walk through our Cemetery, you are journeying through the history of Avon Township, now known as the City of Rochester Hills. The list of those buried here reads like a Who's Who of our community. There are many professionals, civil servants and people active in the community, who dedicated their lives to this community and have found their final resting place in the Van Hoosen Jones-Stoney Creek Cemetery.

CITY OF ROCHESTER HILLS

Land Donated by:
Dr. Sarah Van Hoosen Jones in 1956

Van Hoosen Jones Stoney Creek Cemetery
570 East Tienken

Office # 248-652-4713
Email: iafratem@rochesterhills.org



Mayor: Bryan K. Barnett
City Clerk: Leanne Scott
Cemetery Sexton: Mario Iafrate
Dated: May 6, 2024

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

TABLE OF CONTENTS

Page	Descriptions
3	Table of Contents
4	Space/Lot Purchasing Guide
5	Perpetual Care Fund
5	Hours of Operation
6	Space/Lot Fees
7	Space/Lot Regulations
8-9	Burial Rights
10	Second Rite of Inurnment
11	Interment & Inurnment - Opening & Closing
12	Multiple Burial Rates
12-13	Burial-Interment & Inurnment Process and Regulations
14	Memorial Services - Visitation
15-16	Decorating and Holiday Celebration Regulations
17	General Rules and Regulations
18-19	Memorial Monuments and Grave Marker Regulations
20	Memorial Monuments and Grave Marker Sales
21	Urn and Urn Vault Sales
21	Foundations & Marker Installation
22	Benches
23	Flower Beds
23	Flower Urn/Permanent Flower Pots
24	Cemetery Sections-Specifications
24-25	Flush Markers Only - Section 1
26-27	Family Plots – Monuments - Section 2
28-29	Monuments Only - Sections 3, 4, 5, and 6
30-31	Garden of Angels – Monuments - Section 7
32-33	Cremation - Flush Markers - Section 8
34	Columbarium/Cremation Niches - Sections 9 &10
35	Planting & Flowerbeds - Do's and Don'ts
36	Disinterment
37-38	Ownership/Burial Rights specifications
39	Certified New Deed Owner
40	Ownership/Burial Rights Modification Form
41-42	Decorations by Holiday
43	Glossary

Space/Lot Purchasing Guide

We are delighted that you have chosen our Cemetery. We understand that the process of purchasing a grave can often be challenging and overwhelming. Each Cemetery operates differently, and we aim to guide you through our rules and procedures to make this process as clear and straightforward as possible.

This packet will provide you with comprehensive information about our Cemetery's rules and operations, addressing many common questions you may have. However, if you have any uncertainties or additional questions, please do not hesitate to call us. We are here to assist you.

During your lot sale appointment, our staff will personally walk you through the entire process. We encourage you to take your time to read and understand the rules outlined in this packet before making your purchase.

To schedule an appointment to purchase Cemetery lots please contact the Cemetery Sexton during the hours of 8 a.m. to 3 p.m., Monday through Friday at 248-652-4713.

When you purchase a space at our Cemetery, you agree to abide by all rules associated with the selected space. It's essential to note that the purchase of the space does not include the fee for interment. Additionally, you acknowledge that your relatives and friends visiting the Cemetery will also adhere to these rules.

Families often have diverse customs, traditions, and religious practices when it comes to burying a loved one. At our Cemetery, everyone is welcome. However, it's crucial to thoroughly review all the rules outlined in the provided packet, including the section on the burial interment process, to ensure they align with your expectations.

Many visitors choose to honor their loved ones by placing flowers at the grave. Please ensure that the rules regarding decorating meet your expectations before making your purchase.

There are several factors to consider when purchasing a lot or space. First and foremost, it's essential to understand the distinction between the lots and spaces. A *lot* typically comprises a pair of spaces. The majority of our Cemetery is organized into lots. Additionally, our Cemetery is divided into various sections, each governed by specific rules. In certain sections, single *spaces* are available for purchase, whereas in others, lots or groups of lots may be required. Furthermore, some sections only allow the burial of cremated remains in urns, while others accommodate full-body burials in vaults, along with interments of cremated remains in urns. Generally, one adult-size vault space can accommodate up to four (4) cremated remains and one vault.

Certain sections have restrictions regarding grave markers. While some sections permit only flush markers, others allow upright monuments. Throughout this packet, we use the term "markers" to refer to both flush markers and upright monuments.

It's worth noting that upright monuments are typically more expensive than flush markers. Additionally, different sections may have specific size requirements for markers and monuments. These considerations, among others, should be carefully evaluated before making a decision on a space.

ARTICLE 1 Perpetual Care Fund

1. The City of Rochester Hills has established a Perpetual Care Fund and Trust dedicated exclusively to the operational maintenance of the Cemetery.
2. A portion of all funds received will be allocated to the Perpetual Care Fund, ensuring ongoing upkeep and maintenance of the Cemetery grounds.

ARTICLE 2 Hours of Operation

1. The Cemetery gates will be opened daily as follows: 8 AM to Dusk. There shall be no admittance to the Cemetery other than through the gates at posted hours.
2. The Cemetery Office will be open Monday through Friday from 8 AM until 3 PM
 - First funeral appointment time is 9 AM
 - Last funeral appointment time is 2 PM
3. The Cemetery Office will only be open on Saturday for previously scheduled funerals.
 - First funeral appointment time on Saturday is 9 AM
 - Last funeral appointment time on Saturday is 12 PM
4. The Cemetery follows the City of Rochester Hills schedule for holidays and closures.
5. The Cemetery Office will be closed, and no service will be available on holidays, and Saturdays of holiday weekends.

ARTICLE 3 Space/Lot Fees

A lot consists of two (2) burial spaces.

Space Fee (Sections 1 ,2 ,3, 4, 5, & 6) - Vaults

	Space Fee	Lot Fee
Residents of Rochester Hills	*	*
Non-Resident	*	*

**See Cemetery Fee Booklet*

Space Fee (Section 8) Cremation Area - Urns

	Space Fee	Lot Fee
Residents of Rochester Hills	*	*
Non-Resident	*	*

**See Cemetery Fee Booklet*

Space Fee (Columbarium Niches) - For Cremated remains.

Niches may be used for one (1) or two (2) cremated remains.

There is no difference in price if the niche is used for one (1) or two (2) cremated remains.

The price is the same for residents of Rochester Hills and Non- Residents.

Row 5 - Top	*	Engraving is not included
Row 4	*	Engraving is not included
Row 3 - Middle	*	Engraving is not included
Row 2	*	Engraving is not included
Row 1 - Bottom	*	Engraving is not included

**See Cemetery Fee Booklet (Payment is due in full at the time of purchase).*

Resident Pricing Regulations

1. To qualify for resident pricing an owner needs to currently reside in the City of Rochester Hills.
2. Rochester residents do not qualify for resident pricing. Rochester is a different city and residents of Rochester do not pay taxes to the City of Rochester Hills.
3. If a Rochester Hills resident passes away and the family purchasing the space for the recently deceased resident are not residents, they may still purchase a space for the resident at the resident pricing.

Section 7-Space Fee (Residents only)

1. Section 7 (Garden of Angels) is designated for burying infants and small children. Burial vaults must be four (4) feet long or smaller, with a price of \$500 inclusive of the space, Monday to Saturday, opening and closing, and chapel use.
2. Residents and non-residents may bury infants or children in other cemetery sections, with corresponding pricing for each section.

Article 4 Space/Lot Regulations

1. Graves immediately surrounding the purchased spaces may be sold or utilized at any time.
2. Temporary roads, tree spaces, and other lots marked as unavailable, may become available at any time.
3. The City of Rochester Hills guarantees title to interment rights, subject to Cemetery Rules and Regulations. These rights, held in the purchaser's name(s) and their heirs, are exempt from taxation and liability for debt.
4. The exclusive use of interment rights is intended for the owner, their immediate family, or their heirs. If interment of someone other than a family member is desired, the owner(s) must contact the Sexton and complete the necessary paperwork.
5. Upon the owner(s)' death, their heirs must provide satisfactory evidence of heirship to the City Clerk, who will update the official cemetery records accordingly. The rights of such persons will not be recognized without such proof and record.
6. A maximum of four (4) urns may be inurned in one full vault space, in lieu of or in addition to a full vault.
7. A Cemetery Deed issued by the City Clerk constitutes an interment right for the purchased lot(s).
8. Lots must be paid for in full at the time of purchase and prior to burial.
9. The City Clerk's records serve as the official Cemetery records. Sales or transfers of interment rights by owners or their heirs will not be recognized unless the appropriate transfer fee and paperwork are completed and submitted to the City Clerk. See Terms on 37 & 38 for selling/exchange.
10. In addition to the cost of the space, lot, or niche, burial opening and closing fees are required. Markers and niche engraving are not included in the purchase price and can be acquired from the cemetery or another supplier, with additional fees for installation and foundation placement. Refer to page 21 for more information.
11. In Sections 5 & 6, a 12-inch easement is granted for placing flowers and decorations on the adjoining lot to the East.
12. Section 7 (Residents Only), Garden of Angels, is designated for burying infants and small children. Burial vaults must be four (4) feet long or smaller, with a price of \$500 inclusive of the space, Monday to Saturday opening and closing, and chapel use.
13. Residents and non-residents may bury infants or children in other cemetery sections, with corresponding pricing for each section.

Article 5
Owners' Rights/Burial Rights/Next of Kin Rights/Certified New Deed
Owner(s)' Rights

	Owner(s)	Person with assigned burial rights that are on record at the cemetery	Any of the next of kin without documented unanimous agreement from the next of kin	Documented unanimous agreement from the next of kin of ALL owners	Certified new deed owner(s) rights
Burial if Owner(s) Living	Can bury anyone, in any of their spaces, at any time.	Can be buried in the space that the owner designated. If a specific space is not documented the owner must inform the cemetery	N/A Only the owner can make this request.	N/A Owner is living	N/A Owner is living
Burial if Owner(s) Deceased	N/A	Can be buried in the space that the owner designated, or the space that the cemetery can presume was designated. If a specific space is not documented they can be buried in any space without the need for any additional documentation.	Can only request to bury an owner, or someone, the owner assigned burial rights to before passing that were previously on record at the cemetery. Including being cremated and placed on top or with other family members	Can bury anyone, or assign burial rights in any of their spaces.	Once the process is complete and a new deed is issued. The new owner inherits all of the living owner(s) rights that the owner(s) specified were transferable.
Marker / Headstone/ Monument If Owner(s) Living	Owner(s) can remove or install a marker on any space at any time. Owner(s) can do modifications and alterations to the markers, If within the cemetery rules.	N/A Only the owner can make this request.	N/A Only the owner can make this request.	N/A Owner is living	N/A Owner is living

Article 5 Continued

	Owner(s)	Person with assigned burial rights that are on record at the cemetery	Any of the next of kin Documented unanimous agreement from the next of kin	Documented unanimous agreement from the next of kin of ALL owners	Certified new deed owner(s) rights
Marker/ Headstone/Monument If Owner(s) Deceased	N/A	A family member of a deceased person who holds documented burial rights may request the installation of a marker or monument for the deceased individual.	<ul style="list-style-type: none"> •Can only request to install a marker for an owner, or someone, the owner assigned burial rights to if one doesn't already exist on the space. •Cannot modify the existing markers to add names. •Can have death dates engraved on existing marker(s) •Can make decisions about which space to bury owner(s) or persons with burial rights in, if issues arise with existing spaces or markers. 	Can remove or install a marker on any space at any time. Can do modifications and alterations to the markers, if within the cemetery rules.	Once the process is complete and a new deed is issued. The new owner inherits all of the living owner(s) rights that the owner(s) specified were transferable.

All Owners have equal and full rights to the spaces. Any request made by an Owner is considered to have unanimous agreement by all Owners. In the event of a disagreement between Owners, all decisions will be suspended until written agreement is provided.

If you are not an Owner and wish to bury the cremated remains of a loved one without going through the process of becoming a Deed Owner as outlined above, you have the option to purchase a new cremated remains space in Section 8. The cost is \$300, or \$200 for residents.

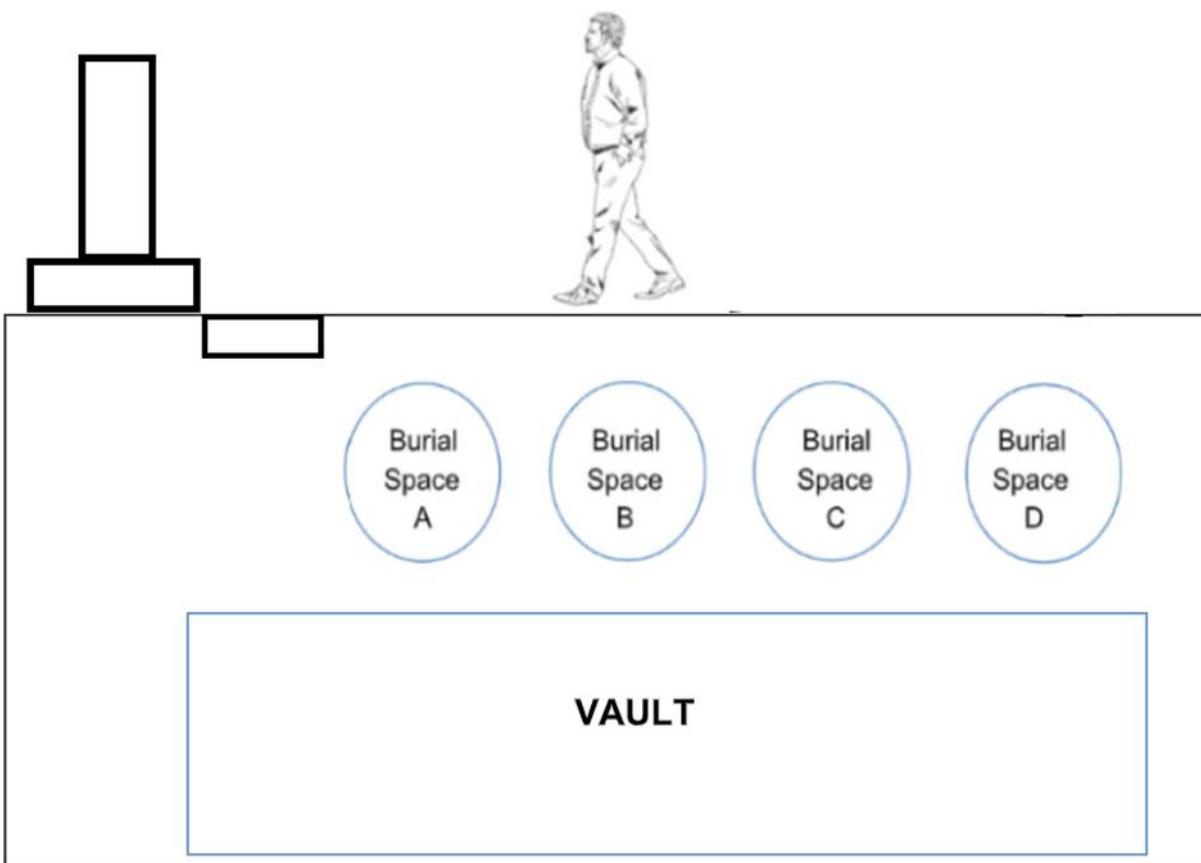
Documented unanimous agreement from the next of kin of all owners, or a certified new deed owner, supersedes the rights of a person with assigned burial rights, as well as those of the family members of a deceased person who holds documented burial rights.

(See pages 37–40 regarding changes to burial and owner rights.)

ARTICLE 6 Second Rite of Inurnment

Second Rite of Inurnment is when cremated remains are buried in the same space with additional remains/cremains. In one space, four individuals can be granted the right of inurnment (cremated remains), in addition to one individual who can be granted the right of interment (full burial with a casket in a vault).

If the first burial performed in a space is an urn, and a request for a full casket and vault burial is made after an inurnment has taken place, it requires the disinterment and subsequent burial of the original urn, along with the associated fees, to allow for the burial to take place in the same space.



ARTICLE 7 Interment & Inurnment - Opening & Closing Fees

There is no price difference between RH residents and non-residents for opening and closing.

Interment - Vault Burial Opening & Closing Fees

Monday - Friday (Includes Chapel) <i>Burials</i> are performed from 9am until 2pm	See Cemetery Fee Booklet
Saturday (Includes Chapel) <i>Burials</i> are performed from 10am until 12pm	See Cemetery Fee Booklet

Inurnment - Cremation Burial and Niche Inurnment Opening & Closing Fees

Urn drop-off at the office <i>Inurnment will be done when it is most convenient for the staff.</i>	See Cemetery Fee Booklet
Gravesite Monday - Friday <i>Burials</i> are performed from 9am until 2pm.	See Cemetery Fee Booklet (additional fee for the use of the Chapel)
Gravesite Saturday <i>Burials</i> are performed from 10am until 12pm	See Cemetery Fee Booklet (additional fee for the use of the Chapel)

1. There is an additional fee for the use of the Chapel with an urn burial or inurnment.
2. All opening and closing fees must be paid in full at the time of the burial and prepaid fees are not accepted.
3. Burials are not conducted on Sundays, holidays, or holiday weekends; please refer to the Hours of Operation section for further details.
4. Urn burials conducted inside a bench or monument require payment of the appropriate opening and closing fee to the cemetery, as well as hiring a monument company to perform the inurnment.

*For Section 7 Only - Opening & Closing Fee included with lot purchase (See page 6).

ARTICLE 8 Multiple Burial Rates

1. When conducting two or more interments or inurnments for the same owner, simultaneously and in adjoining lots, the opening and closing fee for the second burial (least expensive rate) will be discounted by 50%. Additional burials of a third or fourth person meeting the same requirements will also receive a 50% discount on the opening and closing fee.
2. Disinterments are not eligible for discounts. However, if a family disinters multiple family members and then chooses to bury them in our cemetery, those burials would qualify for the multiple burial discount.

ARTICLE 9 Burial-Interment & Inurnment Process and Regulations

1. The Cemetery provides options for both vault and urn burials. Prior to any burial, the funeral home or family must furnish the sexton with the following: a burial permit or cremation certificate, and payment for the opening and closing fee. For urn burials, the dimensions of the urn must also be provided.
2. The most common burial service performed is what we call a Chapel Service, often preferred especially in inclement weather. During this service, the hearse pulls into the Cemetery and parks at the Chapel. The casket is then moved into the Chapel for a short service, after which most of the family proceeds to a luncheon while the funeral home remains to witness the burial process. Following the Chapel Service, the casket is loaded back into the hearse and driven near the gravesite. Subsequently, the casket is carried and placed on top of the required cement vault near but not in the grave. The casket is then lowered into the vault, and the vault lid is installed. Finally, the vault with the casket is lowered into the grave and covered with dirt. Occasionally, immediate family members may choose to stay and witness the burial.
3. Alternatively, families may opt for what we call a Roadside Burial, where the hearse parks near the gravesite. The casket is then carried and placed on top of the required cement vault near but not in the grave. The family is welcome to conduct a prayer service at the roadside. Subsequently, the casket is lowered into the vault, the vault lid is installed, and the vault with the casket is lowered into the grave. When the family is ready, Cemetery personnel will place the dirt in the grave, covering the vault.
4. Each burial service is allotted one hour. To accommodate all customers and allow space for the next funeral, we request that you respect the one-hour timeframe.
5. The selection of the gravesite is made by a member of the immediate family of the deceased or the funeral director acting on their behalf, in consultation with the Cemetery Sexton. The Sexton is not responsible 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.

6. A burial permit, as required by State Law, must accompany all interments. Orders for interments will be accepted only by the Sexton or Cemetery Personnel, who will oversee all interments within the Cemetery.
7. Family and funeral directors must provide two (2) business days' notice to allow for the opening of a gravesite. Should an extenuating circumstance arise, the Sexton will evaluate the situation and determine whether accommodations can be made.
8. All graves will be opened by Cemetery employees at a reasonable charge as set forth in the City's Fee Schedule adopted by the Rochester Hills City Council. Prepayment of the opening and closing fee is not allowed.
9. All casket interments must be enclosed in a burial vault made of concrete, conforming to the below-ground burial vault standards set by the Rochester Hills City Council. The vault company from which the purchase is made is responsible for setting and sealing the vault.
10. Urn inurnments may be buried without the need for an urn vault if the urn is made from high-impact plastic or metal. However, urns made from wood, ceramic, or other materials must be interred in an urn vault made of plastic. The family is required to purchase the urn vault if required; concrete urn vaults are not allowed. Urn vaults may be purchased from the cemetery.
11. Two infant or adolescent vaults, up to 2 feet by 4 feet in length, may be interred in an adult-size gravesite.
12. The scattering of cremations (cremains) is prohibited in the Cemetery. All cremated remains must be buried in the cremation section or other purchased gravesite, or placed in a cremation niche.
13. Only human remains may be buried in the cemetery in conformance with established cemetery rules and regulations.
14. Following the burial, up to three (3) flower arrangements can be placed on the grave. Any additional flower arrangements will be removed. The Cemetery will mark the grave with a temporary marker which will be removed upon the placement of a permanent marker. Regardless of whether a permanent marker is installed or not, the temporary marker will be removed after one-year of the burial. No other temporary markers or wood crosses are permitted.
15. Graveside lowering devices, and tents are not permitted for interments.
16. Vaults must be lowered into the grave by the vault company hired by the funeral home. The installation must be carried out using a boom truck or vault buggy cart.

ARTICLE 10

Memorial Services - Visitation

1. If you plan to schedule a memorial service for a large attendance to accommodate more than 10-15 cars, please coordinate with the Sexton. Accommodations for scheduled funeral services will supersede unscheduled funeral services. Large memorial services may not be held concurrently with other scheduled services.

ARTICLE 11

Decorating and Holiday Celebration Regulations

At the Van Hoosen Jones Stoney Creek Cemetery in Rochester Hills, we strive to maintain a clean and aesthetically pleasing environment. The cemetery boasts naturally beautiful rolling hills, trees, and landscaping, allowing families to express their beliefs and find solace by engraving pictures, sayings, and more on their grave markers.

1. To preserve the Cemetery's natural ambiance, we impose restrictions on decorations from March 15th to November 1st. Only fresh cut flowers, potted plants, and palm leaves are permitted during this period. Fresh cut flowers and potted plants in disposable pots may be placed on a grave for up to seven (7) days, after which they will be disposed of by Cemetery staff.
2. These rules apply to all holidays, including New Year's, St. Patrick's Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Veterans Day, Halloween, Thanksgiving, and Christmas. Exceptions are limited and can be found on pages 41 & 42.
3. No decorations are permitted between November 1st - 21st as well as between March 1st -15th. During these periods, Cemetery Personnel conduct a comprehensive cleanup of the grounds, removing all decorations to maintain the cemetery's pristine condition. The period from March 1st - 15th is dedicated to spring cleanup, while October 15th - 31st is focused on fall preparations. To avoid disposal by Cemetery staff, decorations should be removed before these dates.
4. Certain Cemetery Sections allow for the planting and cultivation of flowerbeds in front of markers, as well as the use of permanent pots/urns for plantings. Refer to the rules for flower beds and urns on page 23 and descriptions of specific sections for more information.
5. The City assumes responsibility for general care of the cemetery grounds, including grass cutting and sod leveling. However, it does not extend to monuments, grave markers, urns, or flower beds, which are the responsibility of lot owners.

6. Veteran grave marker medallions will be installed upon burial (with appropriate documentation) and are permitted year-round, including during clean-up dates. This is the only form of 'decoration' allowed to remain throughout the year.
7. On Memorial Day, Cemetery personnel will supply and place flags on Veterans' graves.
8. Trees and bushes planted in older sections may be removed when deemed overgrown, dead, or obstructive to burial sites, with no replacement provided.
9. Donations for memorial trees and bushes are welcome and will be placed in accordance with the Cemetery's Landscape Plan. Contact the Sexton for space availability.
10. Food or drink items are not permitted on graves.
11. Only the cemetery-provided temporary grave marker is allowed (and will be permitted for a period of one year).
12. Lot improvements that are not permitted under the Cemetery's Rules and Regulations are prohibited, and the Sexton reserves the right to remove non-compliant plants or flowers.
13. Anything obstructing mowing or cemetery operations may be removed by the Sexton or Cemetery personnel, who also have the authority to remove objectionable items violating cemetery rules.
14. Unauthorized decorations will be promptly removed and disposed of. However, sentimental items may be retained for up to a month for retrieval, at the discretion of Cemetery staff. Please note that this is not guaranteed.
15. The Cemetery respects patrons' preferences regarding improvements, but reserves the right to prohibit or remove structures or objects deemed detrimental to adjacent lots or the Cemetery's overall appearance.
16. Under no circumstance should a Cemetery Visitor remove any item from another gravesite. If a concern is identified, it should be reported to the Sexton.

ARTICLE 12

General Rules and Regulations

1. No open flames, candles of any type, either covered or uncovered, will be permitted.
2. No person shall damage or destroy anything within the Cemetery.
3. Taking of photographs is prohibited within the Cemetery without the Sexton's written permission.
4. To respect those buried in the Cemetery and their respective gravesites, food and beverages, including intoxicants, will not be permitted on the cemetery grounds.
5. Proper decorum and respect for other gravesites are expected at all times. Visitors are expected to act in a manner that honors those entombed.
6. Children are not permitted in the Cemetery unless accompanied by an adult who shall be responsible for their conduct.
7. No standing, climbing, sitting, or leaning on monuments.
8. Advertisements in any form are not allowed.
9. Vehicles shall observe the following rules:
 - a. Speed limit is 10 miles per hour.
 - b. Sounding of horns is prohibited.
 - c. No U-turns are permitted.
 - d. Passing of a funeral procession is prohibited.
10. Pets, except service dogs, are not permitted on the Cemetery grounds.
11. 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 at www.municode.com).
12. These Rules and Regulations may be amended, from time to time, by a majority vote at any regular meeting of the Rochester Hills City Council.
13. All refuse, rubbish, and trash must be placed in the trash receptacles provided.
14. The City, 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 with the Cemetery's Rules and Regulations.
15. 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 flower beds that may be placed on lots.

ARTICLE 13

Memorial Monuments and Grave Marker Regulations

1. If the Owner(s) are living, only they may request the installation of a monument or marker for a space.
2. If the Owner(s) of the space are deceased, refer to the table on pages 8 & 9, which indicates who can request the installation of a monument or marker for a space.
3. All markers and monuments must adhere to the Cemetery's aesthetic plan and receive approval from the Sexton.
4. Monument/marker drawings must be submitted and approved by the Sexton prior to purchase. For the convenience of our families, monuments and markers may be purchased through the City by contacting the Cemetery Sexton at 248-652-4713.
5. The installation of the marker or monument must strictly adhere to the direction and orientation consistent with the existing markers or monuments within the section.
6. Names engraved on the marker or monument must conform to the orientation of existing burials or burial rights.
7. Single or companion monuments must be erected exclusively in the monument sections.
8. In all areas not designated for monuments, only flush markers no higher than ground level shall be allowed.
9. The Cemetery is subdivided into sections, each with specific marker rules. Monuments shall be allowed only in the designated sections of the Cemetery. You can find the types, styles, and sizes of the markers allowed in each specific section on the following pages:

Section:	Page
Section 1:	25
Section 2:	26 - 27
Sections 3 – 6:	28 - 29
Section 7:	30 - 31
Section 8:	32 - 33

10. Multiple names may be engraved on the stone to memorialize all of the people buried in the space, but must conform to marker standards.
11. If you bury additional cremated remains in a space that already has a marker, the Owner of the space may determine to remove the original marker and replace it with a new marker with the additional name(s).
Some sections allow a second marker on the space.
 - A. In sections where multiple markers are permitted on a space, a maximum of two markers is allowed.
 - B. A veterans granite marker, bronze marker, or plaque on a foundation constitutes a second marker.

- C. The second marker is restricted to a single flush marker with a maximum size of 24 inches x 12 inches x 4 inches, which must adhere to the flush marker specifications.
 - D. A foundation, along with the associated fee, is required for the installation of the second marker and/or Veterans' marker or plaque.
12. Plaques, including Veterans' bronze plaques, are not allowed to be mounted on monuments. They must be installed on a foundation that is buried flush with the ground.
13. All inscriptions shall be at least 3/16 of an inch in depth from the surface.
14. All flush markers must have flat bottoms, sawed sides, and pencil-rounded edges.
15. Cameos, pictures, and bronze plates may not be affixed to markers; however, etchings and sand carvings on the stone (not inserts) are allowed.
16. Only the following materials guaranteed by the producer to be in accordance with both quality and finish may be used for markers:
- first-quality granite from recognized quarries or standard bronze
17. 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.
18. All monuments must be placed on a foundation installed by the Cemetery. The foundation fee must be paid prior to the installation of the marker.
19. All monuments must sit on a foundation; No dug-in-the-ground monuments are allowed.
20. Flush Markers cannot incorporate bronze vases.
21. In the event that a repair needs to be made to an existing marker with a bronze vase, the cemetery will first attempt to contact the family using the information provided when the lot was purchased. If the family is reached, they can choose from the following options:
1. Remove the vase and leave the marker with the hole where the vase once existed.
 2. The family can purchase a plug for the marker to replace the vase.
 3. The family can request the cemetery staff to cut the base off of the vase and use it as a plug for the hole. (This is the preferred option for most families - no fee).
 4. The family can request a full repair. To have the marker removed, repaired, and reinstalled, the following fees must be paid: current market rates for the repair parts and a new foundation fee.
22. In the event where the Cemetery cannot get in touch with the family, the Cemetery will store the bronze vase for one year before cutting off the base of the vase and using it to plug the hole.
23. The only temporary marker allowed is the one provided by the Cemetery. A temporary grave marker may be used for up to one year from the date of the burial.

24. Granite benches may be allowed in the monument section in place of a monument. Specific rules regarding benches can be found on page 22.
25. Flush markers can be delivered to the Cemetery, and the Cemetery will install the marker.
26. Monument markers must be set and installed by the monument company, who must notify the Cemetery of monument and marker deliveries.
27. While the Cemetery is not responsible for maintaining monuments, the Sexton may choose to do so.
28. The Cemetery is not responsible for markers that are ordered or delivered with the wrong orientation or other errors.
29. The Cemetery is not responsible for acts of vandalism or theft.
30. Families choosing to source their marker through nontraditional manufacturers may incur the risk of it not meeting the Cemetery specifications causing it to be rejected.
31. Any marker or monument that does not conform to the rules will be removed and stored for one year before it is discarded. During that time a request can be made to the Cemetery Committee where a final determination will be made.
32. Monuments cannot be removed without the written permission of the Sexton.

ARTICLE 14

Memorial Monuments and Grave Markers Sales

1. For families' convenience, monuments and markers may be purchased through the City by contacting the Cemetery Sexton.
2. The Sexton will assist you in understanding:
 - The specific rules and regulations for the section in which you intend to place the marker or monument.
 - Consultation and design assistance
 - Types of memorial monuments
 - Choosing the right memorial
 - Customization options
 - Budget considerations

Payment is due in full at the time of purchase.

ARTICLE 15 Urn & Urn Vault Sales

Cremation Urn	See Cemetery Fee Booklet
Urn Vault Price	See Cemetery Fee Booklet

1. If a customer purchases a preneed urn and niche from the City, the preneed urn can be stored in the niche. There is no charge for this service.
2. Urns must be paid in full at the time of purchase.

ARTICLE 16 Foundations & Marker Installation

1. All foundations and flush markers shall be installed by the Sexton or Cemetery Personnel. The cost of foundations will be determined pursuant to the City's Fee Schedule.
2. Foundations and flush markers may be set between April 15th and November 1st.
3. If the Cemetery does not receive your foundation or marker installation payment by November 1st, your foundation and marker/monument installation will be scheduled for the spring.
4. The Cemetery will only receive delivery of markers and monuments between April 15th and November 1st.
5. Extensions to the above dates may be considered at Sexton's discretion.
6. No monuments may be delivered until the foundation is installed. The monument company must install the monument on the foundation.

Foundation Pricing	
Single Flush/Section 8 Flush/ Veterans markers & Plaques	*
Companion Flush	*
Single Monument	*
Companion Monument	*
Bench	*
Section 2 Large monuments	*Varies by size

**See Cemetery Fee Booklet*

ARTICLE 17

Benches

1. Granite benches may be allowed in the monument section in place of a monument.
2. The bench must adhere to the same size requirement as the monuments in the section it is installed in.
3. Additional spaces may be purchased specifically for a family to install a bench.
4. A granite memorial bench may be donated to the Cemetery to be placed in a common area near your space. However, it must receive approval from the Sexton and align with the cemetery's landscape plan. Benches must be purchased from the Cemetery to be allowed for installation in a common area or green space.
5. Solid base granite benches are encouraged, as they provide more room for engraving.
6. Inurnment of cremains is allowed in benches installed on purchased lots. This bench must be used in lieu of a monument.
7. Inurnment inside of a bench or monument requires the family to pay the Cemetery the appropriate opening and closing fee as well as hire a monument company to perform the inurnment.
8. Only granite benches are allowed.
9. All benches must be installed on a foundation.
10. The foundation fee is required for all benches that are placed on purchased lots or donated to the Cemetery.

ARTICLE 18 Flowerbeds

1. Flowerbeds and plants must be frequently weeded and maintained.
2. All flowerbeds and plants will be trimmed flush with the grass if the grass surrounding and between the plants become overgrown.
3. No garden bedding such as: mulching, rocks, stones, etcetera, is allowed.
4. All flowerbeds will be trimmed back and cleaned between November 1st and November 21st.
5. Flower beds and areas around the monument may not contain ground cover of any kind, creeping plant, invasives, bushes, or trees.

ARTICLE 19 Flower Planting Urns/Permanent Flower Pots

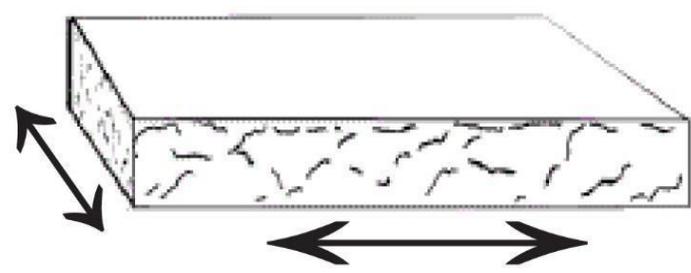
Size requirements:

Maximum height	Maximum Length & Width / Diameter	Minimum height	Minimum Length & Width / Diameter
12"	8"	8"	3"
Section	Rules		
Section 1	Not Allowed		
Section 2	Two (2) Allowed		
Sections 3 - 6	One (1) allowed at the end of the monument or Two (2) allowed on the base of the monument		
Section 7	Not Allowed		
Section 8	Not Allowed		
Section 9 & 10	Not Allowed		

1. Urns may not be within 10" of the lot line.
2. The urn size, quantity, and location vary based on cemetery section.
3. Urns must be made from granite, aluminum, bronze, or concrete. Urns made from plastic, wood, ceramic, or other unapproved materials will be removed.
4. Neglected or unsightly urns will be removed by Cemetery personnel and disposed of.
5. Flower planting urns may not be buried in the ground and used as flowerbeds with edging.

ARTICLE 20-A
Cemetery Sections – Specifications
Section 1 – Flush Markers Only

	Maximum & Minimum Width	Maximum & Minimum Depth	Maximum & Minimum Thickness
Single Space	24"	12"	4" Installed flush
Companion Space	42" – 36"	12"	4" Installed flush
Second Marker	24"	12"	4" Installed flush



			
<p>Plastic Vase Flowers and Vase Will be disposed of After 1 week</p>	<p>Potted Plant Flowers and Pot Will be disposed of After 1 week</p>	<p>One (1) urn (for plantings) Urns must be of bronze, aluminum or concrete.</p>	<p>Bronze Grave Vase Not Allowed</p>

Note: Urn for planting must be made of metal or stone.

Section 1 Information

1. Full vault burials and cremated remains burials are permitted.
2. Graves may be purchased as either single grave spaces or lots containing two (2) grave spaces.
3. All graves are oriented with the head to the West and the feet to the East.

Marker Specifications Specific to this Section:

1. All markers must adhere to the size requirements specified in the table above.
2. All markers must comply with the marker rules outlined on pages 18 & 19.
3. Monument and marker drawings must be submitted to and approved by, the Sexton before purchase.
4. Flush markers may be placed on individual grave spaces or companion lots.
5. Flush markers must be no higher than ground level.
6. All flush markers must have flat bottoms, sawed sides, and pencil-rounded edges.
7. Markers must be oriented so they can be read while standing on the grass walking pathway.
8. A maximum of two markers is allowed per space.

Flowers and Decorations Shall be Permitted as Follows in this Section:

1. Decorations must adhere to all rules and regulations for Decorating and Holiday Celebrations outlined on pages 15 & 16, and 41 & 42.
2. Flowers are restricted to either one (1) fresh-cut flower bouquet, placed in an approved plastic or metal container, or one (1) potted plant, both of which must be positioned directly behind the marker.
3. All flowers, pots, and containers will be removed and disposed of after seven (7) days or once the flowers have wilted.

Flowerbed Rules Specific to this Section

1. Flowerbeds are prohibited.

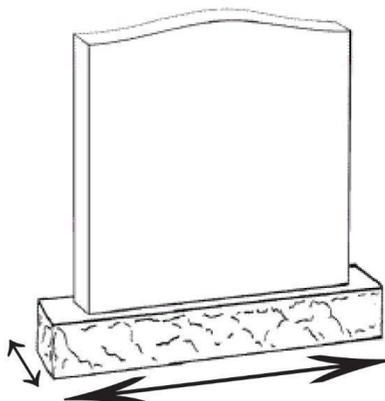
Permanent Pots/Urns for Planting Flowers Rules Specific to this Section:

1. No permanent pots, vases, or urns (for planting) are allowed.

ARTICLE 20-B
Cemetery Sections - Specifications
Section 2 - Family Plots & Large Monument Section

	<u>Maximum Width Including Base</u>	<u>Maximum Depth Including Base</u>	<u>Maximum Height Including Base</u>	<u>Minimum Width Including Base</u>	<u>Minimum Depth Including Base</u>	<u>Minimum Height Including Base</u>	<u>Minimum Tablet Thickness</u>
Large Size Installed on 2 spaces dedicated for the monument	72"	to be determined by length and height	72"	48"	12"	26"	6"
Regular Size Installed on the dividing line between spaces allowing all spaces to be used for burials	54"	14"	36" See Note Below	48"	12"	26"	6"
Flush markers on individual spaces.	24"	12"	4" Installed flush	24"	12"	4" Installed flush	N/A
Companion flush markers	42"	12"	4" Installed flush	36"	12"	4" Installed flush	N/A
Veterans Plaques on a flush foundation	24"	12"	4" Installed flush	Determined by size	Determined by size	4" Installed flush	N/A

Monuments over 30 inches tall need to have a tablet that is 8" thick on a 14" wide base.



Plastic Vase
Flowers and Vase
Will be disposed of
After 1 week



Potted Plant
Flowers and Pot
Will be disposed of
After 1 week



2 Urns
(for plantings)
Urns must be of bronze,
aluminum or concrete.



Bronze Grave Vase
Not Allowed

Note: Two (2) Urns for planting. Urns must be made of metal or stone.

Section 2 Information

1. Full vault burials and cremated remains burials are permitted.
2. Purchases of Family Plots may be made in blocks of four grave spaces; however, they may be purchased in rows of four (4) grave spaces.
3. The City will not repurchase any individual lot(s) in Section II, Family Plots, nor will it permit the transfer of any individual lot(s) in Section II.
4. Two spaces will be reserved for a larger single-family monument.
5. Monuments that are less than 54 inches wide, 14 inches deep, and 36 inches tall do not require the dedication of two spaces for monument placement only.
6. A maximum of two (2) flush markers may be placed on individual grave spaces to commemorate the individuals buried.
7. All graves are oriented with the head to the West and the feet to the East.

Marker Specifications Specific to this Section:

1. All markers must adhere to size requirements as detailed in the table above.
2. All markers must comply with the marker rules outlined on pages 18 & 19.
3. Monument and marker drawings must be submitted to, and approved by, the Sexton prior to purchase.
4. The Cemetery Sexton shall determine when a monument can be erected, taking into account ground settling that occurs at times of burials.
5. The Cemetery Sexton shall determine if sufficient space is available for burials behind large family monuments, with accommodations made for infants, children, or cremations.
6. Foundation rates for large monuments will be determined by the Sexton.
7. All flush markers must have flat bottoms, sawed sides, and pencil-rounded edges.
8. The markers must be oriented so they can be read from either the East or West Road, depending on which side of the dividing line in the section they are located.

Flowers and Decorations Shall be Permitted as Follows in this Section:

1. Decorations must adhere to all rules and regulations for Decorating and Holiday Celebrations outlined on pages 15 & 16, and 41 & 42.
2. Flowers at the flush marker are restricted to either one (1) fresh-cut flower bouquet, placed in an approved plastic or metal container, or one (1) potted plant, both of which must be positioned directly behind the marker.
3. Flowers at the monument are restricted to either two (2) fresh-cut flower bouquets, placed in an approved plastic or metal container, or two (2) potted plants, both of which must be positioned directly in front of the marker.
4. All flowers, pots, and containers will be removed and disposed of after seven (7) days or once the flowers have wilted.

Flowerbed Rules Specific to this Section:

1. Flowerbeds must adhere to all Flowerbed Rules outlined on page 23.
2. Flowerbeds are permitted only in front of the monument. No flowerbeds are allowed to the side or back of the monument, or near the individual flush markers.
3. Flowerbeds shall not exceed a depth of 12 inches from the monument and shall not extend beyond the length of the monument.

Permanent Pots/Urns for Planting Flowers Rules Specific to this Section:

1. Urns must adhere to all urn rules outlined on page 23.
2. Permanent pots, vases, or urns for planting purposes are allowed.
3. Two (2) urns are permitted, near or on the base of the monument.
4. Urns are prohibited from being placed near individual flush markers.

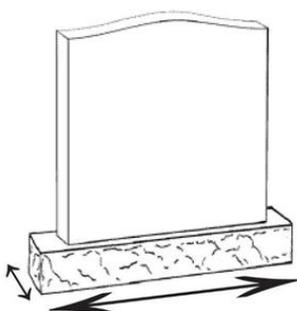
**ARTICLE 20-C
Cemetery Sections - Specifications
Sections III, IV, V, & VI Monuments Only**

	<u>Maximum Width Including Base</u>	<u>Maximum Depth Including Base</u>	<u>Maximum Height Including Base</u>	<u>Maximum Tablet Thickness</u>	<u>Minimum Width</u>	<u>Minimum Tablet Thickness</u>	<u>Minimum Height</u>
Single Space	34"	14"	36" See Note Below	8"	24"	6"	6" Bevel NO-Flush
Companion Space	54"	14"	36" See Note Below	8"	32"	6"	6" Bevel NO-Flush
Second Flush Marker	24"	12"	4" Installed Flush	N/A	24"	N/A	4" Installed Flush

Monuments over 30 inches tall need to have a tablet that is 8 inches thick on a 14 inch wide base.

Acceptable types of markers in this section include

Bevel	Slant	Tablet	Crosses	Custom shapes
-------	-------	--------	---------	---------------



Plastic Vase
Flowers and Vase
Will be disposed of
After 1 week



Potted Plant
Flowers and Pot
Will be disposed of
After 1 week



One (1) urn
(for plantings)
Urns must be of bronze,
aluminum or concrete.



Bronze Grave Vase
Not Allowed

Note: Urn for planting. Urns must be made of metal or stone.

Section 3, 4, 5, & 6 Information

1. Full vault burials and cremated remains burials are permitted.
2. Purchase of graves may be made for a single grave space or a companion lot containing two (2) grave spaces.
3. One full burial vault and/or up to four cremated remains can be interred per space.
4. Monuments may be placed on individual grave spaces or companion lots.
5. In Sections 5 & 6, the placement of flowers and decorations must be contained within 12 inches from the front of the monument.
6. In Section 3, graves are oriented with the head to the West and the feet to the East.
7. In Section 4, graves are oriented with the head to the South and the feet to the North.
8. In Section 5, graves are oriented with the head to the West and the feet to the East.
9. In Section 6A, graves are oriented with the head to the North and the feet to the South.
10. In Section 6B, graves are oriented with the head to the West and the feet to the East.

Marker Specifications Specific to this Section:

1. All markers must adhere to size requirements as detailed in the table on page 28.
2. All markers must comply with the marker rules outlined on pages 18 & 19.
3. Monument/marker drawings must be submitted to, and approved by, the Sexton prior to purchase.
4. A larger monument is not permitted on three (3) or more grave spaces.
5. A maximum of two markers is allowed per space. See page 18 for regulations regarding second markers.

Flowers and Decorations Shall be Permitted as Follows in this Section:

1. Decorations must adhere to all Decorating and Holiday Celebrations Rules and Regulations outlined on pages 15 & 16, and 41 & 42.
2. Flowers are restricted to either one (1) fresh-cut flower bouquet, placed in an approved plastic or metal container, or one (1) potted plant, both of which must be positioned directly in front of the marker.
3. All flowers, pots, and containers will be removed and disposed of after seven (7) days or once the flowers have wilted.
4. Winter decorations may only extend up to 12 inches in front of the marker.
5. Winter grave pillows may only be installed behind the marker.

Flowerbed Rules Specific to this Section:

1. Flowerbeds must adhere to all flowerbed rules outlined on page 23.
2. Flowerbeds are permitted only in front of the monument. No flowerbeds are allowed on the side or back of the monument.
3. Flowerbeds shall not exceed a depth of 12 inches from the monument and shall not extend beyond the length of the monument.

Permanent Pots/Urns for Planting Flowers Rules Specific to this Section:

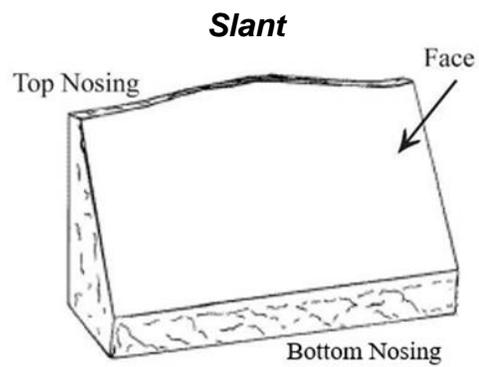
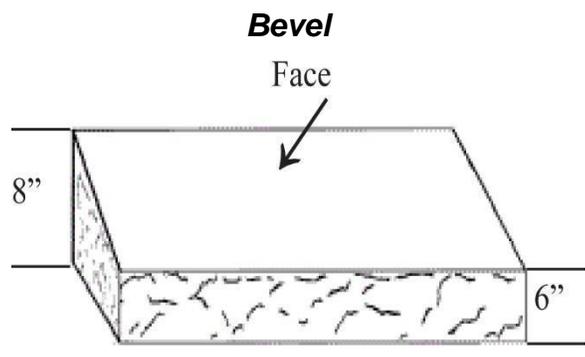
1. Urns must adhere to all urn rules outlined on page 23.

- 2. Permanent pots, vases, or urns for planting purposes are allowed.
- 3. You have the option of placing one (1) urn on the ground near the monument or two (2) urns on top of the monument's base.

ARTICLE 20-D
Cemetery Sections - Specifications
Section 7 - Garden of Angels (for children only)

Monuments in Section 7 – Garden of Angels

	<u>Minimum & Maximum Width Including Base</u>	<u>Minimum & Maximum Height Including Base</u>	<u>Minimum & Maximum Depth Including Base</u>
Single Space Only	16"	26"	8"



Section 7 Information

1. Section 7 is designated solely for infants and children who require a vault that is less than 4 feet long.
2. Spaces in Section 7 are available for purchase exclusively by Residents of Rochester Hills.
3. 4-foot vault burials and cremated remains burials are permitted.
4. Purchase of graves may be made for a single grave space.
5. Monuments may be placed on individual grave spaces.
6. All graves in Section 7 are oriented with the head to the North and the feet to the South.

Markers Specifications Specific to this Section:

1. All markers must conform to size requirements detailed in the table above.
2. All markers must conform to the marker rules outlined on pages 18 and 19.
3. Monument/marker drawings must be submitted and approved by the Sexton prior to purchase.

Flowers and Decorations Shall be Permitted as Follows in this Section:

1. Decorations must adhere to all rules and regulations for decorating and holiday celebrations outlined on pages 15 & 16, and 41 & 42.
2. Flowers are restricted to either one (1) fresh-cut flower bouquet, placed in an approved plastic or metal container, or one (1) potted plant, both of which must be positioned directly in front of the marker.
3. All flowers, pots, and containers will be removed and disposed of after seven (7) days or once the flowers have wilted.

Flowerbed Rules Specific to this Section:

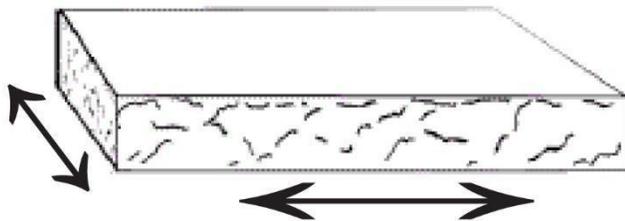
1. Flowerbeds must adhere to all flowerbed rules outlined on page 23.
2. Flowerbeds are permitted only in front of the monument. No flowerbeds are allowed on the side or back of the monument.
3. Flowerbeds shall not exceed a depth of 8 inches and shall not extend beyond the length of the monument.

Permanent Pots/Urns for Planting Flowers Rules Specific to this Section:

1. No urns (for plantings) are allowed.

ARTICLE 20-E
Cemetery Sections - Specifications
Section 8 – Cremation - Flush Markers

	<u>Maximum & Minimum Width</u>	<u>Maximum & Minimum Depth</u>	<u>Maximum & Minimum Height</u>
Single Space	14" FIRM	8"	4" Installed Flush
Double Space	24"	12"	4" Installed Flush



Plastic Vase
Flowers and Vase
Will be disposed of
After 1 week



Potted Plant
Flowers and Pot
Will be disposed of
After 1 week



One (1) urn
(for plantings)
Urns must be of bronze,
aluminum or concrete.



Bronze Grave Vase
Not Allowed

Section 8 Information

1. Only cremated remains burials are allowed.
2. Purchase of graves may be made for a single grave space or a lot containing two (2) grave spaces.
3. This section is reserved exclusively for the burial of cremations (cremains).
4. The grave size in the cremation section will be 1 foot and 6 inches by 3 feet (single space) or 3 feet by 3 feet (double space).
5. Flush markers may be placed on individual grave spaces or companion lots.
6. The maximum size of the urn or vault in the space is 16 inches in length, 14 inches in width, and 14 inches in height.

Marker Specifications Specific to this Section:

1. All markers must adhere to size requirements as detailed in the table on page 32.
2. All markers must comply with the marker rules outlined on pages 18 & 19.
3. Monument and/or marker drawings must be submitted to, and approved by, the Sexton prior to purchase.
4. Only flush markers, no higher than ground level, are allowed in the cremation section.
5. Single markers may be no larger than 8 inches by 14 inches.
6. 16 inch markers will be rejected as there is not adequate room for this size marker on a single space.
7. The Sexton may allow the purchase of an adjoining space if available to accommodate a 16 inch marker.
8. Companion markers may be no larger than 12 inches by 24 inches.
9. Not more than one (1) monument/marker (single or companion) shall be allowed on one (1) grave space.
10. No additional Veterans' markers are allowed.
11. All flush markers must have flat bottoms, sawed sides, and pencil round edges.

Flowers and Decorations Shall be Permitted as Follows in this Section:

1. Decorations must adhere to all rules and regulations for Decorating and Holiday Celebrations outlined on pages 15 & 16, and 41 & 42.
2. Flowers are restricted to either one (1) fresh-cut flower bouquet, placed in an approved plastic or metal container, or one (1) potted plant, both of which must be positioned directly in front of the marker.
3. All flowers, pots, and containers will be removed and disposed of after seven (7) days or once the flowers have wilted.
4. Grave pillows and winter decorations are limited to 14 inches long by 14 inches wide.

Flowerbed Rules Specific to this Section:

1. No flowerbeds are permitted.

Permanent Pots/Urn Rules Specific to this Section:

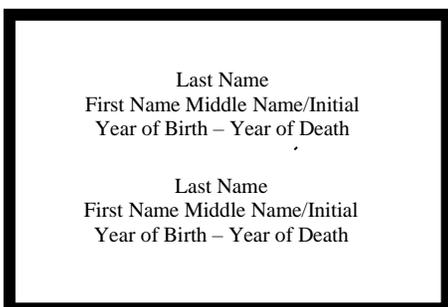
1. No urns (for plantings) are allowed.

ARTICLE 20-F
Cemetery Sections - Specifications
Section 9 and 10, Columbarium/Cremation Niches

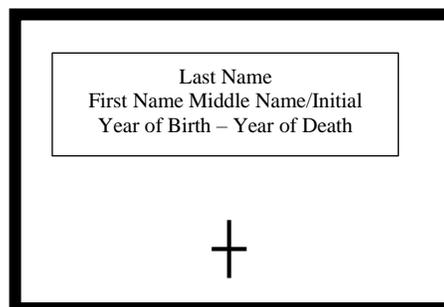
Section 9 & 10 Information

1. This section is reserved for cremains only.
2. Cremains must be placed in either a stainless-steel container or a high-impact plastic container, such as the one provided by the crematory.
3. Purchase of a single Cremation Niche can accommodate one, but no more than two (2) urns, depending on the size of the urn.
4. The niche size is 11¾ inches wide, 11¾ inches in height, and 12 inches deep.
5. If using one niche for two (2) cremains, they must both be able to fit within the dimensions above.
6. The Customer is responsible for engraving the niche; engraving is not included in the purchase of the niche.
7. Name(s) and dates may be etched on the granite face of the niche, as shown below:

Example: Two names, no symbol



Example: One name w/one symbol



Niche Engraving Specifications

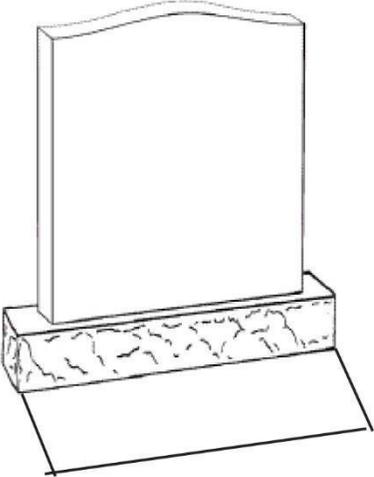
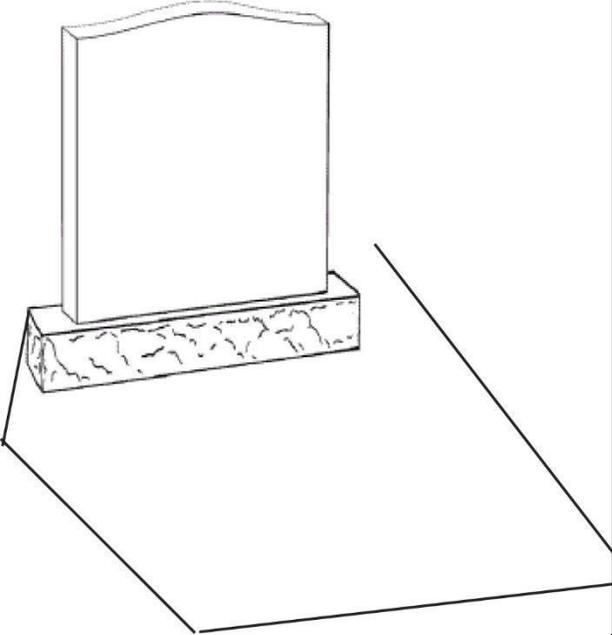
1. Font style must be Times New Roman, and the size of lettering must be as follows:
 - Last Names = 1 ¼ inches
 - First Names = 1 inch
 - Dates = ¾ of an inch
2. If desired, when there is only one name inscribed on the niche, the etching of one symbol or saying with dimensions of up to 1 inch centered at the bottom may be allowed.
3. Pictures and bronze embellishments are not allowed to be affixed to the niche.
4. No temporary markers are permitted in this section.
5. 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.

Flowers and Decorations Shall be Permitted as Follows in this Section:

1. No decorations of any kind are permitted at any time in this section.
2. Winter decorations are also prohibited.
3. Nothing can be placed or attached to the niche.

ARTICLE 21 Do's and Don'ts for Cemetery Planting & Flowerbeds

1. Flowerbeds are not to exceed 12 inches from the front of a regular monument or 8 inches from the front of an infant monument.
2. Flowerbeds may not exceed the length of the monument. Only plantings of annuals and perennials are permitted.

DO	Don't
	
<ul style="list-style-type: none"> ● Do keep flowerbeds watered. ● Do keep flowerbeds weeded. ● Do respect other lot owner's rights. 	<ul style="list-style-type: none"> ● Do not exceed 12 inches from the front of the regular monument, or 8 inches from the front of an infant monument. ● Do not exceed the length of the monument. ● Edging of any kind is prohibited. ● The planting of trees, bushes, and roses is expressly prohibited. ● Do not use any form of mulching. ● Artificial decorations and objects are prohibited.

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

ARTICLE 22 Disinterment

Vault Burial Disinterment Fee	See Cemetery Fee Booklet
Urn Disinterment Buried or in a niche	See Cemetery Fee Booklet

1. Additionally, you will need to hire a funeral home for the following services:
 - a. Pulling disinterment permits and re-burial permits.
 - b. Hiring a vault company to move the vaults. Most funeral homes can assist you with hiring a vault company.
2. 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.
3. Disinterments will be performed between April 15th and October 1st, unless a court order requesting otherwise, is produced. Should an extenuating circumstance arise, the Sexton will evaluate the situation and determine whether accommodations can be made.
4. Vaults shall not be opened for inspection except upon orders of a court of proper jurisdiction.

ARTICLE 23

Property Ownership Modification and Burial Rights Modification

1. All Owners must provide written authorization before proceeding with any changes in ownership.
2. The official records of the Cemetery are maintained by the City Clerk. Transfers of interment rights by Owners or their heirs will only be recognized by the City upon receipt of the appropriate transfer fee and completion of necessary paperwork.
3. Exclusive use of the interment right is intended for the Owner or their immediate family members or heirs. If the Owner wishes to inter someone other than a family member in their space, they must contact the Sexton and complete the requisite paperwork.
4. Upon the death of the Owner or part-owner of a lot, their heirs must submit satisfactory evidence of heirship to the City Clerk. Only upon verification by the City Clerk will the rights of such persons be recognized.
5. Interment rights may not be sold to any other individual.
6. At the request of the Owner, the City Clerk will repurchase unused gravesites based on the buy-back progression outlined in the City's Fee Schedule. Spaces in Section 2 may only be sold back to the City in groups of four (4) spaces as long as none of the spaces are occupied.
7. Lot Owners may transfer their lots by paying the applicable transfer fee as specified in the Fee Schedule. Upon payment, a new deed will be issued to the new owner.
8. Fees and descriptions are detailed below.

Sell Back Policy: Selling the space back to the cemetery without intending to purchase a new space.

Sell-back Terms for Spaces Purchased After March 27, 2017:

- Within one (1) to five (5) years of purchase, the city will repurchase the space at 75% of its original purchase price.
- Within six (6) to ten (10) years of purchase, the city will repurchase the space at 50% of its original purchase price.
- After 10 years of purchase, no refund will be issued by the city.

Sell-back Terms for Spaces Purchased Prior to March 27, 2017:

- All purchases prior to 2017, the city will repurchase the space at 100% of its original purchase price.

Sell-Back Terms for Cremation Niches:

- The buy-back for Subsections (9 & 10) cremation niches will follow the same progression as listed above. However, it will also consider the market value cost of replacing the granite face of the niche if names/dates were previously etched.

Sell-Back Requirement:

- All vaults, urns, monuments, and markers must be removed from the space before the selling-back process can be completed.

Exchange Policy: Changing the deeded ownership from an existing owned urn or vault space to a new corresponding urn or vault space without altering ownership.

Exchange Terms for Urn and Vault Spaces (not including Columbarium Niches):

Urn spaces can only be exchanged for Urn spaces and Vault spaces can only be exchanged for Vault spaces.

- Administrative Fee: See Cemetery Fee Booklet
 - Residents: per space.
 - Non-Residents: per space

Exchange Terms for Columbarium Niches:

- Administrative Fee: See Cemetery Fee Booklet
 - Residency does not apply
- A Niche faceplate that is engraved may be relocated as long as the new space accommodates the faceplate. Faceplate size may vary depending on location. Faceplates that do not meet the size specifications must be replaced at a cost to the owner. Arrangements must be made with the Cemetery Sexton who will coordinate with the manufacturer for current material costs.
- A Niche may be exchanged for an equivalent-priced niche by paying the administrative fee.
- A Niche may be exchanged for a higher-priced niche by paying the administrative fee plus the price difference.
- A Niche may be exchanged for a lower cost niche. In such cases, the administrative fee will be waived. Customers will not receive a refund of the price difference.

Exchange Requirement:

- All vaults, urns, monuments, and markers must be removed from the space or niche before the exchange can be completed.

Exchanges resulting from a request from the Sexton due to tree roots, or other circumstances are exempt from any fees.

Transfer Policy for Spaces or Niches: Changing ownership of a space from one owner to a new owner.

- Fee: (See Cemetery Fee Booklet), regardless of residency.

Policy for Adding an Owner: Assigning an additional person as the owner of any number of spaces after the original purchase was made.

- Fee: (See Cemetery Fee Booklet), regardless of residency.

Policy for Assigning Burial Rights:

- No charge for Owners.
- No charge for next of kin. Appropriate documentation must be provided. Refer to pages 8 & 9, and 37 – 40.

Policy to Become a Certified New Deed Owner: Applying to receive ownership of any number of space(s) where the original owner(s) is deceased.

- Fee: (See Cemetery Fee Booklet), regardless of residency.
- The fee allows for the transfer of any number of spaces originally owned by the deceased owner to the new owner(s).

- Duplicate Deed Fee: (See Cemetery Fee Booklet) if requested at time of purchase; (See Cemetery Fee Booklet) if requested after.

ARTICLE 24

Process to Become a Certified New Deed Owner

If all Next of Kin to the Owner were previously documented with the Cemetery:

- Obtain notarized copies from all next of kin, granting all of their rights to the space(s) to the new named person.
- If any of the next of kin are deceased, provide a copy of the published obituary of the deceased.
 - Obtain notarized copies from all next of kin of the deceased person, granting all of their rights to the space(s) to the new named person.

If all Next of Kin to the Owner were not previously documented with the Cemetery:

- Obtain a copy of the published obituary of the owner(s) showing Next of Kin, or a copy of the owner(s) will and trust, or court order showing inheritors.
- Obtain notarized copies from all Next of Kin, granting all of their rights to the space(s) to the new named person.
- If any of the Next of Kin are deceased, provide a copy of the published obituary of the deceased.
 - Obtain notarized copies from all Next of Kin of the deceased person, granting all of their rights to the space(s) to the new named person.

1. Once you have gathered all the required documentation, schedule an appointment at City Hall to apply to become a certified new deed owner.
2. During the appointment, you will be required to pay the fee to become a certified new deed owner.
3. You will be issued a new deed reflecting your ownership once fees are paid.
4. The required form is provided on the next page.

Individual Next of Kin Forms: A separate sheet should be filled out by every individual next of kin. Each Next of Kin should complete the required form, providing their notarized consent to transfer their rights to the new named person.

Parent(s) / Original owners Name(s):	Sec: Lot: Space:
Parent(s) / Original owners Name(s):	Sec: Lot: Space:
	Sec: Lot: Space:
	Sec: Lot: Space:

Name(s) of all next of kin	Living or Deceased	Phone Number	Email

If one or more of the original next of kin (child of the owner) is deceased, list that person's next of kin (grandchildren) in the list of all next of kin above.

Put your initials in one of the boxes below:

Initials

I give permission to bury the following person(s) in the space(s) that were originally owned by my parent(s).	
I give permission for the following individual(s) to become a Certified New Deed Owner. I understand that allowing this forfeits my ownership of the property.	

First Name: Last Name: Sec: Lot: Space:	First Name: Last Name: Sec: Lot: Space:
First Name: Last Name: Sec: Lot: Space:	First Name: Last Name: Sec: Lot: Space:
First Name: Last Name: Sec: Lot: Space:	First Name: Last Name: Sec: Lot: Space:

I swear to the fact that the above is a complete list of all of the next of kin of the deceased owner(s). I take full responsibility for any legal disputes resulting from falsifying information on this document.	
First Name: _____	
Last Name: _____	
Signature: _____	Date: _____

ARTICLE 25 Decorations by Holiday

Thanksgiving/Christmas/Winter Decorations Policy

1. **Start Date for Winter Decorations:** Winter decorations such as grave pillows and wreaths can be placed starting the third week of November.
2. **Section-Specific Rules:** Some sections may have specific rules for winter decorations. Please refer to the rules for specific sections on the section description pages 24 - 34.
3. **Holiday Relaxation Period:** From the third week of November to the first week of March, we relax our rules to allow families to celebrate the holidays with their loved ones. During this time, the following guidelines apply:
 - a. One grave pillow or wreath per grave is allowed.
 - b. Grave pillows and wreaths up to three feet (3') in length are permitted. Decorations longer than three feet (3') are considered blankets and are not allowed.
 - c. The Cemetery continues operations and performs burials in the winter. Decorations may need to be moved to allow equipment access for digging graves and performing burials. Cemetery staff will attempt to remove winter decorations without damaging them, but this may not always be possible, especially when they are frozen to the ground. The Cemetery is not responsible for damage to winter decorations.
4. **Construction and Type of Decorations:**
 - a. Grave pillows and wreaths must be constructed from real pine branches. Artificial pillows and wreaths will be removed.
 - b. Wreaths may be in the shape of a circle, cross, or sphere, and may also be placed in a pot or basket.
5. **Embellishments:**
 - a. Grave pillows can be embellished and may include a small amount of small artificial embellishments. No other decorations besides fresh-cut flowers and potted plants are allowed with the grave pillow or wreath.
 - b. The Sexton will determine acceptable embellishments and has the right to remove any item from the grave blanket that does not align with the cemetery's aesthetic plan.
 - c. Acceptable embellishments include: berries, bows, blossoms, branches, flowers, ribbons, stars, and twigs.
 - d. Embellishments should not exceed 5 inches in height and should not extend more than 5 inches above the greenery.
6. **Affixing Decorations:** All decorations shall be affixed to the grave pillow and cannot be stand-alone items.
7. **Prohibited Items:** Lights, including battery and solar-powered lights, of any kind are not permitted.

No Decorations Allowed Between March 1st & March 15th: This period provides cemetery staff time to clean up all winter decorations.

St. Patrick's Day

- Only fresh or potted flowers are permitted.
- No shamrocks, beads, or other artificial decorations are permitted.

Easter

- Only fresh or potted flowers are allowed. No Easter eggs, baskets, bunnies, or other artificial decorations are allowed.

Mother's Day

- Only fresh or potted flowers are allowed.

Memorial Day

- Flags can be displayed for five (5) days leading up to Memorial Day.
- Flags will be removed on the business day following Memorial Day.

Father's Day

- Only fresh or potted flowers are allowed.

Independence Day

- Only fresh or potted flowers are allowed.

Labor Day

- Only fresh or potted flowers are allowed.

Veterans Day

- Flags can be displayed for five (5) days leading up to Veterans Day.
- Flags will be removed on the business day following Veterans Day.

Fall/Halloween

- Mums and real pumpkins are allowed for up to seven (7) days.
- Artificial pumpkins are not allowed and will be removed by Cemetery Staff.

No Decorations Allowed the First Two Weeks of November

- This period provides Cemetery Staff time to do a proper fall cleanup.

The following decorations are not allowed at any time of the year and will be removed immediately. Please note that this list provides examples and is not all inclusive:

- | | | |
|------------------|---------------------------|-------------------|
| • Arches | • Food | • Statues |
| • Balloons | • Flags—exceptions listed | • Stuffed animals |
| • Baskets | • Frames | • Solar lights |
| • Beads | • Fruit jars | • Signs |
| • Bottles | • Glass items | • Toys |
| • Bushes | • Iron | • Trees |
| • Candles | • Painted Rocks | • Trellises |
| • Cans | • Pictures | • Tripods |
| • Coins | • Pine cones | • Vases |
| • Crockery | • Pinwheels | • Vigil lights |
| • Crosses | • Plaques | • Wind chimes |
| • Drinks | • Rocks | • Wood |
| • Easter Baskets | • Shamrocks | • Wood crosses |
| • Eggs | • Shepard's Hooks | |
| • Figurines | | |

ARTICLE 26 Glossary

Certified New Deed Owner	The new owner that has established ownership, after all next of kin have provided notarized letters to relinquish all rights to Cemetery space(s)/lot(s).
Interment	The placing of a full body in a casket and a vault and placement in a grave space in the Cemetery.
Inurnment	The placement of cremated human remains in an urn and placement of such urn in a niche, or grave in the Cemetery.
Marker	Commonly referred to as a headstone, or grave marker.
Next of kin	Must be previously documented with the Cemetery as the next of kin to the space owner, or provide a will or copy of a published obituary.
Owner(s)	Person(s) whose name(s) are listed on the Deed as the owner(s).
Person with Burial Rights	Person that the owner(s) assigned burial rights to by documenting it with the cemetery in advance. The list of next of kin is not burial rights. There is a specific section for burial rights on the lot purchase form.
Sticker Vase	The metal or plastic cone used for holding fresh flowers

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.

Approved at the August 14, 2023 Regular City Council Meeting as Presented.