



City of Richmond Pet Cemetery

Rules & Regulations

Unless specifically stated otherwise, whenever in the following rules the word cemetery is used, it shall mean all sections of all cemeteries owned by the City of Richmond.

The City hereby expressly reserves the right to adopt additional rules and regulations or to amend, alter or repeal any rule, regulation, paragraph or sentence in these Rules and Regulations at any time.

A copy of these Rules and Regulations shall be furnished to every purchaser of burial rights at the time such sale is made, as well as, to any prior purchaser of burial rights upon request.

ARTICLE I - GENERAL RULES

1. Persons visiting the cemetery or attending funerals are prohibited from picking flowers, wild or cultivated, breaking of any tree, shrub or plant, or from writing upon, defacing or injuring any memorial or other structure within the cemetery grounds. No person shall trim, prune, or remove any branches from any tree in the cemetery.
2. Motorcars and vehicles must be kept under complete control at all times. When meeting a funeral procession they must stop until the procession passes. They must not pass a funeral procession going the same direction.
3. The following are prohibited:
 - a. The driving of motorcars or other vehicles through the entrances or in the cemetery at excessive speeds. The maximum speed limit within the cemetery is fifteen (15) miles per hour.
 - b. Driving any motorcar or vehicle across or upon any grave, lot or lawn or parking or leaving the same thereon.
 - c. Parking or leaving any motor car or vehicle on any road or driveway within the cemetery at such location or in such position as to prevent any other cars or vehicles from passing same.
4. Children are not permitted within the cemetery, or its buildings, unless accompanied by an adult to take care of them.

5. No trees, bushes, shrubbery, flowers or other ornamental beds of plantings shall be permitted by the City within the pet cemetery.
6. As the intent is to be able to mow over the markers, no potted plants, mementos or other grave adornments shall be allowed within the pet cemetery. Any such items will be removed by City staff and disposed of.
7. It is of the utmost importance that there should be strict observance of the proprieties in the cemetery. Hence, no person within the cemetery shall:
 - a. Talk in a loud or boisterous manner or quarrel
 - b. Make any improper noise or disturbance
 - c. Be drunk or intoxicated
 - d. Use any profane, vulgar or indecent language
 - e. Conduct themselves in an obscene or disorderly manner
 - f. Loiter on the grounds or in any of the buildings
 - g. Engage in any game, amusement or diversion within the cemetery
 - h. Bring lunches or refreshments into the cemetery or consume them on the grounds
 - i. Peddle or solicit the sale of any commodity within the cemetery
 - j. Place signs, notices or advertisements of any kind within the cemetery
 - k. Bring live animals into the cemetery or any of its buildings
 - l. Bring any explosives into the cemetery, or discharge any firearms or explosives within the cemetery except by a military escort accompanying a veteran's funeral or participating in a memorial service, unless he or she is a police or peace officer on official duty
8. The hours of the cemetery will be from dawn to dusk, daily.
9. Complaints of any inattention, neglect or other misbehavior on the part of any City employee connected with the cemetery may be made to the City Manager, and the same will be promptly investigated.

ARTICLE II - LOTS AND LOT OWNERS

1. Purchases of lots in the cemetery shall be made from the City Clerk and the cost of any lot shall be paid in full at the time of purchase.
2. No sale will be made of less than a complete lot according to the cemetery plans.
3. Description of lots will be in accordance with the cemetery plats, which are kept on file at City Hall.
4. All lots as platted are for below ground level interments. Above ground level burial vaults and mausoleums are prohibited on these lots.

5. It is the duty of the lot owner to notify the City of any change in his post office address.
6. Transferring ownership of any lots must be recorded at City Hall to be valid.
7. Purchases of lots shall acquire only the privilege or right to make interments in the lot so purchased.
8. No lot shall be used for any other purpose than for the burial of dead animals.
9. Ashes from cremains must be buried in the ground and may not be scattered over any gravesite.
10. The City will take all reasonable precaution to protect lot owners, and the rights of lot owners, within the cemetery from loss or damage; but the City disclaims all responsibility for loss or damage from causes beyond its reasonable control.

ARTICLE III - CARE OF LOTS

1. The general care of the cemetery is assumed by the City and includes the cutting of the grass at reasonable intervals, the raking and cleaning of the grounds and the pruning of shrubs and trees that may be placed by the City.
2. The general care assumed by the City shall in no case mean the replacement of any memorial placed upon lots.
3. No person shall be allowed to remove the sod from the graves or from any portion of lots and persons who make changes upon their lots after having been graded, thereby disarranging the previous improvements, shall be charged the cost of putting the lots in the same order as before.
4. No lot or grave shall be defined by any fence, railing, coping, trees, shrubs, embankments, depression or any other marks to define its boundaries.
5. No lot or grave shall be covered in whole or in part by sand, gravel, broken stone, cinders or other substance, which may prevent the free growth of grass.

ARTICLE IV - FUNERALS AND GRAVE DIGGING

1. All applications for burial shall be made in time to allow the Sexton at least eight (8) working hours to prepare the grave and must be accompanied by a burial permit issued by the City Clerk, without which no burial will be allowed. Under extreme circumstances, the City Manager or his designee may waive the eight (8) hour time period providing all other requirements are in order.

2. Orders for burial on Saturday, Sunday or a Holiday must be given to the Sexton before ten o'clock A.M. of the previous regular workday.
3. The person desiring to make an interment in the pet cemetery shall make application to the City Clerk, which shall contain the name, address and phone number of the pet owner, the species and name of the deceased pet, the dimensions and material type of the casket/coffin, and shall pay to the City Clerk the amount(s) required for interment.
4. At the time of application for burial, precise instructions must be given regarding the lot where interment is desired and the Sexton will not be held responsible for any mistake occurring unless such instructions have been properly given.
5. All funerals, while within the cemetery, shall be under the control of the Sexton and shall use only such roadways, as he shall direct.
6. Only one (1) internment per grave site will be allowed. The burial of two (2) or more animals in one grave is not permitted unless interned at the same time.
7. Pets shall be buried with containment. Containment may consist of burial bags, sealed caskets, cremation urns, or concrete encasement. Burial bags must be constructed of a durable, leak-proof material. Direct-bury caskets must be constructed of a non-biodegradable material capable of withstanding anticipated loads such as high density plastic, fiberglass, or concrete. When the pet owner desires the pet to be buried in a biodegradable material such as a wood or metal casket, the container must be placed in an approved burial shell or encased in concrete during burial. Encasement shall be completed by City staff. The cost for concrete encasement shall be based on the time and materials required to complete the encasement. The pet owner is required to have the deceased pet in the containment or casket in which it is to be buried when it is brought to the cemetery.

ARTICLE V - MARKERS

1. Markers are required for all buried pets. All markers shall rest upon foundations installed by the Sexton and shall be flush with the ground. Foundations are installed once in the month of May, intermittently during the summer and once in the month of October. Foundation Work Orders must be applied for and payment made for same at City Hall, 36725 Division Road, prior to work being started.
 - a. Foundations for all flush markers shall have a length and width of one (1") inch more than the dimensions of the flush marker.

- b. Markers are required to be of permanent, manufactured material. A wood marker will not be allowed. A marker shall not exceed twelve (12") inches in width and eighteen (18") inches in length.
2. Markers and inscriptions thereon shall face the nearest roadway as designated by the Sexton and shall be placed on a line parallel to the path or roadway as determined by the Sexton.
3. The City of Richmond will not be responsible for incorrect engravings on flush markers.

ADOPTED BY THE RICHMOND CITY COUNCIL AT THE AUGUST 15, 2016,
REGULAR COUNCIL MEETING.