

Cemetery Rules and 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. Motor cars 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 motor cars 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 motor car 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.
5. No trees, bushes, shrubbery, flowers or other ornamental beds of plantings shall be permitted by the City. Either one vase of cut flowers, a potted plant or a square urn (placed not more than one foot (1') from the base of the marker) of a size not exceeding fourteen inches (14") in width, length and height will be allowed. Said ornamentation and container to be placed at the owner's responsibility.

6. Glass containers will not be allowed
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 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. Definitions:
 - a. A *Burial Plot* shall consist of one grave site permitted for the burial of up to three persons in the form of one vault and two cremains, or three cremains. A standard burial plot shall consist of an area four feet (4') wide by 10 feet (10') in length, except that burial plots in Section 7 consist of an area three and one-half feet (3.5') wide by 11 feet (11') in length.
 - b. A *Lot* shall consist of one or more burial plots as determined when the sections were platted. All purchases are per lot based on the number of burial plots.
 - c. *Width* (i.e. width of a headstone) shall refer to the horizontal dimension along the short side of a burial plot.
 - d. *Depth* (i.e. depth of a headstone) shall refer to the horizontal dimension along the long side of a burial plot.
 - e. *Thickness* shall refer to the vertical dimension of concrete foundations.
 - f. *Height* shall refer to the vertical dimension of upright headstones and monuments above the surrounding grade.
2. 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.
3. No sale will be made of less than a complete lot according to the cemetery plans.

4. Description of lots will be in accordance with the cemetery plats which are kept on file at City Hall.
5. All lots as platted are for below ground level interments except in the form of Niche Headstones. All other forms of above ground level burial vaults and mausoleums are prohibited on these lots, except by permission of the City Manager. Above ground level interments shall apply towards the total permitted number of burials per Burial Plot.
6. It is the duty of the lot owner to notify the City of any change in his post office address.
7. Transferring ownership of any lots must be recorded at City Hall to be valid.
8. Purchases of lots shall acquire only the privilege or right to make interments in the lot so purchased.
9. No lot shall be used for any purpose other than for the burial of the human dead. Refer to the Pet Cemetery rules and regulations for information regarding the burial of animals within the Pet Cemetery.
10. Ashes from cremains must be buried in the ground or placed in a cremain niche and may not be scattered over any grave site.
11. 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, GRAVE DIGGING AND REOPENING OF GRAVES

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.
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 work day.
3. The person desiring to make an interment in the cemetery shall provide a burial permit, in writing, signed by him, to the City Clerk, which shall contain, if obtainable, the full name of the deceased, his or her age, sex and residence at the time of death, the place of death, whether within the city or elsewhere, and the cause of death as certified by the medical attendant or coroner, 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 particular space in 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. Formal services within the cemetery may take place at the grave-side or at the cemetery chapel. For grave-side services, tent, chairs, etc., shall be arranged for by the Funeral Director.
7. During a burial service, all work in the immediate vicinity by employees, contractors or others shall be discontinued.
8. All burial vaults shall be of pre-fabricated concrete. Surface vaults, casket/vault combos, fiberglass vaults and steel vaults are not allowed.
9. Burial vaults must be in place prior to lowering the casket into the grave excavation.
10. The burial of two (2) or more persons in one burial vault is not permitted except mother and infant, if buried at the same time, except by permission of the City Manager.
11. In addition to a burial vault, two (2) cremains are allowed to be buried in each grave; one (1) at the head and one (1) at the foot. Urns may be of any non-hazardous material safe for burial. The urn must be sized to leave little air space after depositing the deceased remains. Unless the grave was purchased with the specific intent of cremain burial, the burial vault must already be in place.
12. One week after burial or at the discretion of the Sexton, all flowers will be removed from the grave and as soon as possible thereafter the earth will be settled to the regulation grade.

13. The burial of all persons who have died of infectious or contagious diseases shall be conducted strictly in accordance with the regulations of the State or local Health Department.
14. Disinterment, removals or reopening of graves shall be conducted exactly the same as original burials, being made only by the Sexton upon a permit issued by the City Clerk; and the City Clerk shall not issue a permit for the disinterment, removal or reopening of the grave of any person who died of any infectious or contagious disease without first obtaining the permission of the State or local Health Department which shall direct the manner in which the work shall be done. City employees shall not be allowed and are strictly prohibited from assisting with the removal of a casket from a vault.
15. The City holds that a lot or grave, once used for burial, thereby becomes sacred ground and the City shall refuse to allow the body buried therein to be disinterred except by order of the husband, wife, father, mother, son or daughter of the deceased, and the City reserves the right to refuse any such request, regardless of the need therefore with the following exceptions:
 - a. When the City is directed to make a disinterment by order of a court of competent jurisdiction and a certified copy of such order has been filed with the City.
 - b. When the coroner directs the disinterment for the purpose of holding an inquest and has filed with the City, has signed authorization to release the body to himself and his lawful agents.

ARTICLE V - MAUSOLEUMS AND COLUMBARIUMS

1. Mausoleums and columbariums shall be located only in areas of the cemetery as approved by Council. Mausoleums and columbariums shall be constructed of materials and according to specifications approved by the City Engineer.
2. No mausoleum or columbarium shall be used for any other purpose than for the interment of the human dead.
3. Procedures for interments and disinterments shall be the same as those for burials.
4. No floral or other sort of ornamentation is permitted for placement on any crypt and/or niche except by use of the authorized vase furnished for that purpose.
5. A floral ground piece (wreath or funeral spray) may be left following a funeral but must be removed within forty-eight (48) hours.
6. Memorial plaques shall be only those as are furnished by Richmond Management and/or the City.

ARTICLE VI - MONUMENTS, HEADSTONES AND MARKERS

1. Definitions:
 - a. A *headstone* is defined as an upright memorial placed at the head of a grave. All headstones shall be made of granite, marble or other durable stone.
 - b. A *niche headstone* is defined as an upright memorial intended for above ground internment of cremains. All niche headstones shall be made of granite, marble or other durable stone.
 - c. A *marker* is defined as a memorial set flush with the surrounding grade. Markers may be set at the head of a grave in lieu of a headstone. Markers may also be placed at the foot of a grave such as military veteran markers. Markers are of three varieties;
 - i. A durable stone such as granite or marble.
 - ii. A bronze plaque set in concrete.
 - iii. A bronze plaque affixed to a flat, durable stone such as granite or marble.
 - d. A *monument* is defined as a statue or other structure placed in memory of the dead. A monument cannot be constructed over a grave and typically requires a burial plot within a lot or group of lots to remain vacant. Headstones or markers are required for proper identification of each burial plot in conjunction with a monument.
2. All headstones, markers, and monuments shall rest upon foundations installed by the Sexton. Foundations are installed once in the month of May and once in the month of October, or as conditions allow. 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 headstones and monuments shall be six inches (6") wider and deeper than the base dimension of the monument. This is to facilitate alignment and aesthetics following grass trimming. The foundation for headstones will be 12 inches (12") thick. The foundation for monuments shall be a minimum of 12 inches (12") thick or as required per the design of the monument.
 - b. Foundations for all markers shall have the same width and depth dimensions as the marker. The foundation for markers will be nine inches (9") thick.
3. Headstones, markers, monuments, mementoes and inscriptions thereon shall face the nearest path or roadway as designated by the Sexton and shall be placed on a line parallel to the path or roadway as determined by the Sexton.
4. The City of Richmond will not be responsible for incorrect engravings. For multiple lot headstones, markers, and monuments, the purchaser or monument company should check with City Hall to insure that the names are correctly shown before the engraving is authorized or initiated.

5. Owners of lots shall have the right to erect proper headstones, markers, or monuments thereon, but all such headstones, markers, or monuments shall be free from defects as regards their quality of endurance, and no veneered stone shall be erected and no tablets of wood or iron shall be placed on any lot, but all headstones, markers, or monuments shall be made of granite, marble or other durable stone.
6. No headstone, marker, or monument shall be erected without the approval of the Sexton as to design, size and location of said headstone, marker, or monument.
7. All work in connection with the erection or setting of headstones, markers, or monuments shall be done under the direct supervision of the Sexton and no work which is not within these rules will be allowed, except by permission of the City Manager.
8. On those lots containing a single burial plot, one headstone or marker may be put in place at the head of the grave, and one additional marker may be placed at the foot of the grave.
9. On those lots (or combination of lots) containing two burial plots, a single headstone or marker may be placed at the head in lieu of individual headstones or markers, and one additional marker may be placed at the foot of each grave.
10. On those lots (or combination of lots) containing three or more burial plots, a single headstone or marker may be placed at the head in lieu of individual headstones or markers, and one additional marker may be placed at the foot of each grave. One monument is also permitted to be placed on a vacant grave(s) along with headstones or markers for proper identification of each grave site.
11. Headstone Dimensions:
 - a. Babyland:
On those single lots of Section 7A in the area designated as "Babyland", the stone shall be the flush type marker only.
 - b. Lots:
Headstone and base not to exceed the width of the lot (or combination of lots) less 12 inches and a depth of 18 inches. The height shall not exceed 36 inches for a single plot, 42 inches for a double plot, and 48 inches for a plot of three or more.
12. Marker Dimensions:
 - a. Babyland:
On those single lots of Section 7A in the area designated as "Babyland", the marker shall be the flush type and shall not exceed 12 inches in width and 10 inches in depth.
 - b. Lots:
Marker not to exceed the width of the lot (or combination of lots) less 12 inches and a depth of 18 inches.
13. Monument Dimensions:
 - a. No portion of a monument shall exceed in width or depth three-fourths of the width of the lot(s) on which it is to be placed. Each monument shall be individually designed and engineered for structural stability.

ADOPTED BY THE RICHMOND CITY COUNCIL AT THE APRIL 17, 2000,
REGULAR COUNCIL MEETING.

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REGULAR COUNCIL MEETING.

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REGULAR COUNCIL MEETING.