

With Time For You



Since 1879

City of Richmond

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, 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. Either one receptacle 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. 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 firearms into the cemetery except by a military escort accompanying a veteran's funeral or attending a memorial service

7. The hours of the cemetery will be from dawn to dusk, daily.

8. 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.

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 the human dead.

9. Ashes from Cremains must be buried in the ground or placed in a cremain niche and may not be scattered over any grave site.

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.

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.

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 transmit 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. There shall be no grave side services. Formal services within the cemetery shall take place at the cemetery chapel.

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. The burial of two (2) or more persons in one grave is not permitted except mother and infant, if buried at the same time, except by permission of the City Manager.

10. 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. Unless the grave was purchased with the specific intent of cremain burial, the burial vault must already be in place.

11. 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.

12. 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.

13. Disinterments, 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.

14. 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.

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.

MONUMENTS, HEADSTONES AND MARKERS

All Sections

1. All monuments, headstones and markers shall rest upon foundations installed by the Sexton. Foundations are installed once in the month of May and once in the month of

October. Foundation Work Orders must be applied for and payment made for same at City Hall, 68225 Main Street, prior to work being started.

a. Foundations for all upright monuments shall be six inches (6") wider and longer than the base dimension of the monument. This is to facilitate monument alignment and aesthetics following grass trimming. Unless existing conditions dictate a lesser depth, the foundation for upright monuments will be two feet (2') deep.

b. Foundations for all flush markers shall have the same length and width dimensions as the flush marker. Unless existing conditions dictate a lesser depth, the foundation for flush markers will be eighteen inches (18") deep.

2. Monuments, headstones, markers, mementos 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.

3. The City of Richmond will not be responsible for incorrect engravings on monuments and flush markers. For multiple lot monuments and flush markers, the purchaser or monument company should check with City Hall to insure that the names on the monument or flush marker are correctly shown before the engraving is authorized or initiated.

Original Section / Hall's Section / Sections 4, 5, & 6

4. A monument is hereby designated to be of a size weighing 1200 pounds or more and commonly used with headstones to mark the graves. A duplex marker is of the type that marks two graves without the use of headstones.

5. Owners of lots shall have the right to erect proper stones or monuments thereon, but all such stones and monuments shall be free from defects as regards their quality of endurance, and no veneered monuments shall be erected and no tablets of wood or iron shall be placed on any lot, but all monuments, headstones or markers shall be made of granite, marble or other durable stone. No combination of monument and headstones shall be erected on any lot containing less than 200 square feet of surface and no monument shall be erected over a grave. Single or duplex markers may be erected on lots of less than 200 square feet of surface but no monument or marker shall be erected without the approval of the Sexton as to design, size and location of said monument or headstone.

6. All work in connection with the erection or setting of monuments, headstones or markers shall be done under the direct supervision of the Sexton and no work which is not in accordance with these rules will be allowed.

All Sections; 7A and up; Existing and Future Sections

1. 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 length and 10 inches in width.
2. On single burial lots, one monument of the upright, headstone type may be put in place. Said monument shall not exceed 2 feet in length, 6 inches in width (but not less than 4 inches in width), and 3 feet in height, with a base not to exceed 16 inches in width and 32 inches in length.
3. On those lots consisting of two burial spaces, only one monument of the upright, headstone type may be put in place. Said monument shall not exceed 3 feet in length, 8 inches in width (but not less than 4 inches in width), and 3 feet in height, with a base not to exceed 16 inches in width and 48 inches in length. A single flush type marker not to exceed 24 inches in length and 12 inches in width is also allowed for each burial space.
4. On those lots containing three or more burial spaces, only one monument of the upright type may be put in place. All other monuments, markers or mementos on said lots shall be flush with the surrounding grade and shall conform with the specifications pertaining to double burial lots.
 - a. No portion of said upright monument shall exceed in length two-fifths of the width of the lot on which it is to be placed or in any case fifty-six inches (56"). Nor shall its width exceed eighteen inches (18") at any point.
 - b. The total height of said upright monument shall not exceed forty-two inches (42") above the surrounding grade.
5. On all burial lots, a flush type marker may be used in lieu of an upright monument. The size of the flush type markers shall be according to the following:

a. Single Lots:

1 marker not to exceed 24 inches in length and 12 inches in width.

b. Double Lots:

1 marker per grave not to exceed 24 inches in length and 12 inches in width or 1 marker not to exceed 48 inches in length and 12 inches in width.

c. **Quadruple Lots:**

1 marker per grave not to exceed 24 inches in length and 12 inches in width or, 1 marker for every two graves not to exceed 48 inches in length and 12 inches in width.

d. **Sextuple Lots:**

1 marker per grave not to exceed 24 inches in length and 12 inches in width or, 1 marker for every two graves not to exceed 48 inches in length and 12 inches in width or, 1 marker for every 3 graves not to exceed 72 inches in length and 12 inches in width.

6. All inscriptions on flush type markers shall face the path or roadway as designated by the Sexton of the Cemetery and shall be placed on a line parallel to the path or roadway.

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