

# **Aaron Webster Cemetery Rules and Regulations**

## **General Supervision**

Aaron Webster Cemetery shall be under the management, supervision and care of the Municipal Grounds Manager (Sexton), with the Department of Public Services (DPS). All records of lots, plats, and sales shall be recorded and maintained by the City Clerk. Requests for internments, disinterments, reinterments, installation of foundations, erection of monuments, tombstones and markers shall be made to the City Clerk. The Clerk's office will confirm ownership of lot, and forward work request to the DPS.

## **Burial Lots - Transactions**

All burial lot transactions/agreements shall be executed on behalf of the City by the City Clerk

## **Owner's Burial Rights**

1. The owner(s) of any burial lot shall have the right of burial of the dead. Each lot shall be approved for the burial of one (1) body, one (1) body plus one (1) cremains, or two (2) cremains. With the sexton's written approval, the body of a mother and an infant child may be interred in the same lot. Requests for such burials shall be made in writing to the City Clerk.
2. The owner(s) of an unused burial lot may sell, bequeath, donate, or by any other legal act, transfer ownership of the burial lot to another. Transfers shall be made through and with the authorization of the Clerk's Office.
3. If proof of transfer of ownership of any unused lot was not conducted through and with the authorization of the City Clerk's Office, transferor and/or transferee shall provide acceptable proof of such to the City Clerk. Except for the burial of a person authorized by the owner(s) named on the existing records on file with the Clerk's office, no interment shall be permitted until transfer is approved by the Clerk's Office

## **Decoration of Lots**

1. Definition – Lot decorations shall be deemed to include all structures, ornaments, plantings, or other embellishments, with the exception of monuments and markers, which are placed on cemetery lots with the intention of improving their appearance.
2. As certain types of decorative elements impede maintenance operations and/or are not in harmony with cemetery development as a whole, the City has established and shall enforce restrictions on the types of decorations that may be placed on cemetery lots.
3. With regard to lot decorations, the following rules shall be observed:
  - a. Placement of permissible decorations, plants and/or flowers is restricted to an area measured as two (2) feet out from the front of the stone/marker by a width no greater than the stone/marker, without written permission from the Sexton. Such area may be delineated with concrete or brick coping, edging or curbs, the outside edge of which may not exceed the above area.
  - b. Fencing of any kind, steps, structures of wood or equally perishable material are strictly prohibited.
  - c. The planting of deciduous trees, hedges and conifers is strictly prohibited. Any plant or flower to be placed in the ground shall be pre-approved in writing by the Sexton.
    - Existing deciduous trees, hedges, conifers or other plantings that impede maintenance operations, have been allowed to become dangerous or unsightly or encroach upon adjoining lots and/or pathways shall be pruned/trimmed or removed, without notice, at the discretion of the Sexton.

- d. The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited.
- e. The placement of toys, stuffed or otherwise manufactured or sculptured animals, statues or statuettes, personal items and/or other unsightly objects is strictly prohibited.
- f. No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the City.
- g. Receptacles for fresh and artificial flowers, the top edge of which shall be flush with lawn's surface may be installed within the lot's designated area, only.
- h. One (1) flag holder may be installed on the each grave within the lot's designated area, only.
- i. Winter decorations, blankets, wreaths, urns, etc., are permitted on the grave from November 15<sup>th</sup> until March 1st and shall be secured in a manner so as to prevent displacement by the wind. Decorations remaining on the grave after March 1st shall be considered abandoned and shall be disposed of by the cemetery management.
- j. Arches and shepherd's hooks for hanging baskets or eternal lights, only, are permitted, as follows:
  - Arches and shepherd's hooks shall be self-supporting and constructed of metal.
  - Arches shall be secured so as to prevent displacement by the wind.
  - Arches shall be installed within the designated area or directly behind the headstone
  - The placement of arches and shepherd hooks shall not impede maintenance operations.

*Prohibited elements placed, planted or installed on the gravesite shall be removed, without notice, at the discretion of the Sexton.*

*Permissible decorative elements not maintained in good condition shall be removed, without prior notice, at the discretion of Sexton.*

- k. Benches donated to Aaron Webster Cemetery shall be of granite, stone or like material that complement existing benches of this type. The benches shall be placed by cemetery personnel in areas determined by the Sexton to provide for silent reverie and reflection. Inscriptions are permitted with prior approval by the Sexton. Advertising in any form is strictly prohibited.

### **Erection/Installation of Monuments, Tombstones, Markers or Similar Structures**

- a. No monument, tombstone, grave marker or similar structure shall be installed except by cemetery personnel and shall be installed at the head of the platted grave, only.
- b. Only one (1) such grave marking element per gravesite is permitted, except that flat military foot markers may be permitted, as approved by the Sexton.
- c. All primary marker inscriptions shall face east.
- d. All grave markers/monuments shall be placed on a foundation of a depth and size deemed adequate by the Sexton.
- e. No grave marker larger than 36"x18" is permitted on single grave; no grave marker larger 72"x18" is permitted on a double grave, no grave marker larger than 72"x18" is permitted in Aaron Webster Cemetery.
- f. No monument, tombstone, grave marker or similar structure shall be offensive in shape or design nor bear offensive elements.
- g. No monument, tombstone, grave marker or similar structure shall unreasonably impede maintenance operations and/or care of burial sites or lots.
- h. No artificial coloring shall be used on any monument, tombstone, markers or similar structures in the cemetery.

- i. No monument, tombstone, grave marker or similar structure shall detract from the dignity of the cemetery.

### **Cemetery Plantings**

No flower, shrub, deciduous and coniferous tree, hedge or any other plant material shall be placed or planted within the boundaries of the cemetery and shall be removed, without notice, at the discretion of the Sexton.

### **Labor Charges**

Fees for cemetery services shall be established by resolution of City Council and may, from time to time, be increased or decreased in the same manner. The City Clerk, on behalf of the City, shall charge fees for services to be performed, which fees shall be paid in full to the City Treasurer or his agent before cemetery services are performed. No person other than an employee of the City shall dig or open a grave, nor shall any person grade, fill or make alterations to cemetery property at any time.

### **Lining for Graves**

Each grave shall contain a vault or box made of concrete, metal, or polypropylene or other synthetic materials with stress strength of 3,000 pounds per square inch and life expectancy of at least 50 years or any combination thereof. Said vault shall be constructed, installed and reinforced so as to effectively prevent settling of the ground of the lot or burial space.

### **Use of Water**

A Water spigot shall be made available for the care of flowers, plantings, and burial spaces from May 1<sup>st</sup> through October 1<sup>st</sup>. No water from this source shall be used except for purposes incidental to those stated above.

### **Animals**

Except for Service Dogs, no animals shall be allowed to enter the boundaries of the cemetery or to remain therein.

### **Cemetery Hours**

Aaron Webster Cemetery shall open at 7:00 a.m. and shall close at sunset. No person shall enter the cemetery except during these hours. Persons found in the cemetery outside the posted hours will be subject to the City's trespass ordinance.