

## **Howell Memorial Cemetery Rules and Regulations**

### **General information:**

1. Howell Memorial Cemetery is owned and operated by the City of Howell. The office for the cemetery is located at 1410 West Highland Road, Howell, Michigan 48855. Office hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday, except on Holidays. All information concerning the cemetery, including records, purchasing, rules and regulations, arrangements for and cost of interment services, perpetual care and other services may be obtained by visiting the cemetery office or by calling the cemetery.
2. The cemetery office and the clerk's office maintains records that include the following information: name of the lot owner, name of the deceased, date of death, date of interment, place of death, name of funeral home and type of vault.
3. Temporary rules/regulations. The superintendent of the cemetery shall have the right to establish temporary or make exceptions to existing rules whenever, in their judgment, the best interests of the cemetery demand it. These temporary rules or exceptions will be reported to the City Manager.

### **Definitions of immediate family**

The immediate family is described as follows: spouse, parent, grandparent, children, and grandchildren of the original lot owners. The term is also to include "great" to the above where applicable.

### **Perpetual Care**

All burial spaces purchased in Howell Memorial Cemetery include the provision for perpetual care and such care is made a part and condition of each sale. Fifty (50%) percent of the purchase price of each burial space is placed in the perpetual care fund and administered by the City, from which the interest only shall be applied to offset the costs of cemetery maintenance and operation. This perpetual care includes the mowing and trimming of the cemetery at reasonable intervals, the seasonal cleaning of leaves and other debris and the regarding and seeding of graves. It therefore provides all essential requirements of a well-kept cemetery without further expense to the lot owner. Additionally, the perpetual care fund may be used for improvement and development within the cemetery as deemed necessary by the City for the good of the cemetery.

Additional care and maintenance beyond that listed above will be provided on a time and material basis. This special care may be arranged by contacting the cemetery.

### **GENERAL RULES**

1. Spring clean-up starts April 1. All winter flowers, wreaths, artificial flowers, ornaments or grave blankets must be removed by April 1<sup>st</sup> or they will be removed by cemetery personnel. Fall clean-up starts November 15.
2. Planting of shrubs or trees must be approved by cemetery management.
3. Cemetery hours are dawn to dusk. No person shall be within the cemetery grounds after dusk.
4. No person shall drive any vehicle on other than established drives, except for maintenance personnel.
5. No person shall deposit rubbish or debris on cemetery grounds, except in receptacles provided.
6. No person shall pick or mutilate any flowers, whether wild or domestic, or disturb any tree, shrub or other plant material.
7. Pets permitted on leash only.
8. Possession or use of alcoholic beverages, including beer and wine is prohibited.
9. The carrying or use of firearms within the cemetery is prohibited except in connection with burial ceremonies.
10. Artificial flowers shall not be placed in the ground. They may be placed in an urn if they are properly secured. Artificial wreaths are not permitted between April 1 and November 15.
11. No glass, plastic or clay containers of any type are allowed within the cemetery and will be removed immediately by cemetery personnel. The cemetery will not be responsible for returning same or its contents to the owner.

### **Lot Purchasing and Transfers**

Persons desiring to purchase burial spaces are invited to contact the office so an appointment may be made to select the site with the aid of cemetery staff. Prospective owners are urged to purchase burial spaces before the immediate need exists, when clear unhurried judgment will insure a good choice. If possible, avoid the necessity of choosing burial space in the winter time when ground is covered with snow.

1. Every burial space is sold subject to the rules and regulations now in force or that may be hereinafter adopted and to such changes of the present rules as deemed necessary by the City.

2. Upon purchase of burial space, the owner will be issued a burial right certificate, which entitles the owner and their heirs, forever, to burial rights of only the human race, subject to the rules and regulations hereinafter in effect.
3. Burial space shall not be purchased for speculative purposes or for resale to third parties not defined as immediate family members.
4. Burial space is exempt from property taxes and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.
5. When burial space is purchased by more than one person other than a husband and wife, each person's interest shall be identified on the burial rights certificate. The City will not hold itself liable, or record any private agreements under such ownership.
6. When a person has purchased burial space as a non-resident and later becomes a resident, no refund of the purchase price will be made.
7. Burial space ownership may be transferred to children and grandchildren without charge.
8. Transfer of burial space ownership to those other than #7 listed above will be subject to a transfer fee plus the difference in current burial space costs as determined by residency status. In no case shall a refund be made due to these transfers. In all cases the transfer fee will be in effect.
9. City of Howell may repurchase unused burial space from the owner at the rate of 50% of the original purchase price.
10. All transfers of burial rights shall be made through the City Clerk's office. No other transfers or ownership or rights thereto will be recognized by the Department.
11. The exchange of lots may be allowed upon written request to the cemetery and only when due cause as deemed by the cemetery has been determined and only when the appropriate fee has been paid.
12. Burial rights may refer to the City for cemetery plot, lot or burial space which shall remain unused for a period of 50 years.

### **Interments and Disinterments**

Instructions for ordering grave openings have been given to area funeral directors. If your funeral director does not have these instructions contact this office for instructions. Generally, orders must be received at least eight (8) working hours in advance of the funeral service. Below is a listing of rules that the burial space owner and funeral director should be aware of.

1. No burial shall take place unless lot purchase price, the cost of any services required to open or close the plot, and all other fees and charges have been satisfied in full.
2. City of Howell shall not be responsible for errors in location of burial space arising from improper instructions from the burial space owner. Orders from funeral directors shall be construed as orders from owners.
3. A copy of the burial permit shall be required for all burials including cremains.
4. All burials shall be that of the lot owner or his/her immediate family. All other burials shall be subject to lot ownership transfer and those fees associated with transfer.
5. No more than one burial may be made per plot, except in the case of mother/infant or twin children buried at the same time or a regular burial and a cremation or two cremations of the immediate family.
6. No burials shall be allowed for other than human remains.
7. All burials shall be in metal or concrete vaults, or concrete rough boxes except for cremations and infant burials in a casket size of two feet six inches (2'6") or less. All vaults and rough boxes shall be installed only by authorized firms.
8. Vault firms are responsible for damage to turf, landscape, surrounding markers and monuments and shall provide necessary planking to protect the turf – even if cemetery staff assists in vault installation.
9. All funeral processions in the cemeteries are under the supervision of cemetery employees.
10. All interments and disinterments shall be performed by cemetery employees.
11. Scattering of cremains over a family lot or anywhere in the cemetery is prohibited.
12. Disinterment or transfers may be permitted for due cause and then only with permission of the health department or by court order.
13. Graves cannot be opened for inspection except under court order.
14. Cemetery staff will remove funeral designs and floral pieces as soon as they become unsightly, and assumes no responsibility for their return.

### **Monuments and Markers**

1. All monuments or markers shall be made of durable granite or bronze. Other materials such as marble, wood or steel are not permissible.
2. Markers and monuments shall not be smaller than 16" x 8" in base size nor shall they exceed 40" in length for single burial space, 90" in length for double space and 18" in width.
3. No more than one monument shall be placed on a lot and no more than one marker shall be place on a plot.
4. Inscriptions on markers and monuments must not be offensive or improper as judged by the Superintendent. The owner of said monument or marker shall be responsible for all expenses for removal of same upon due notice.
5. Monuments and markers shall not be delivered to lots until foundations have been installed and paid for. Orders for foundations shall be placed a minimum of two (2) weeks in advance. Foundations will not be poured during the winter months.
6. All foundations must be paid for in advance unless ordered by the monument company.
7. Monument companies are responsible for all damages to cemetery ground and surrounding monuments and markers occurring during their installation.
8. All foundation installation fees are based on square inch area with a minimum charge in effect.
9. The City assumes no responsibility for damage to markers or monuments whatsoever, including regular cemetery maintenance.
10. Mausoleums and crypts are prohibited in Howell Memorial Cemetery.

### **Lot Care, Maintenance and Improvements**

1. Regular maintenance of turf, shrubbery and trees shall be performed only by cemetery personnel.
2. The planting of trees and shrubbery shall be done only after approval of the Superintendent as to species, variety, location and time of planting.
3. Flowers shall be planted within 12" of the interment side of the monument or marker and under no circumstances will such planting be allowed outside the boundaries of the owner's burial space(s).

4. Structures of wood or other equally perishable materials, fences, curbs, hedges and coping are prohibited.
5. The placing of stone, limestone, woodchips, etc anywhere within cemetery lots is prohibited.
6. Urns not filled by June 1 of each year shall be removed and if not claimed by the owner within 60 days are considered abandoned and may be disposed of by the City without liability.
7. Glass, clay or plastic pots or containers of any type are not allowed and will be removed immediately by cemetery personnel with no responsibility for return of same or its contents.
8. Chairs, settees on lots are not permitted.
9. Lot corner posts shall be installed by cemetery personnel flush with the ground as the owner's expense.
10. The mounding of graves is prohibited.
11. Grave blankets and other types of winter decorations shall not be placed before November 15 and shall be removed by April 1.
12. The City reserves the right to remove and dispose of without notice to the owner, any unsightly, deteriorate neglected or prohibited items except monuments or markers.