

## **ARCADIA TOWNSHIP CEMETERY POLICIES**

### **ADMISSION TO THE GROUNDS**

1. The cemetery grounds will be open to visitors from sunup to sundown.
2. Any person driving automobiles or other motorized vehicles into the cemetery shall be responsible for any damage done by him, his drivers or vehicles. No automobiles or other vehicles shall be allowed in the cemetery unless it is used to make an official visit.
3. Roadways shall be open to the public on cemetery business as long as such use is in proper decorum and respect due the premises.
4. Persons with alcoholic beverages will not be permitted to enter the cemetery.
5. No domestic animals allowed in the cemetery.
6. There will be absolutely no driving on the lawn. No person shall drive a vehicle off established roads unless written permission is given by Sexton.

### **PURCHASE, SALE AND ASSIGNMENT OF LOTS:**

1. All cemetery lots in the cemetery shall be sold and recorded by the Arcadia Township Sexton per the current sexton contract. The sexton shall turn the payment for lots over to the township Clerk/Treasurer as soon as they are received.
2. All grave sites shall be paid in full. No burial shall be made in a grave site which has not been paid for.
3. The township Clerk shall issue a deed for the lots purchased within 10 business days of the receipt of payment.
4. Any person requesting the transfer of ownership of a cemetery lot shall furnish the clerk with the original deed issued for the lot(s), and proof of ownership (if not the original purchaser). Proof would include legal probate or estate documentation of notarized letters of consent from all living descendants with right to ownership. The clerk shall request consent from all descendants back to the generation of the original purchaser of the lots.
5. An administration fee of \$50.00 will be charged for each transfer deed issued.
6. The township shall collect the above fees from the person transferring the deed(s).

### **INTERMENT OR DISINTERMENT:**

1. All interments shall be made under the direction of the Township of Arcadia who shall have entire control of the digging of graves and all matters pertaining to burial.
2. No disinterment shall be allowed except by permission of the Judge of the Circuit Court and/or Lapeer County Health Department and also upon written order of the owner or owners of the grave site. All disinterment shall be made under the direction of the Township of Arcadia. All expenses incurred in disinterment and/or reinterment shall be paid in advance by the person requesting same.
3. All work must be done by Sexton including cremation burials.
4. There will be no cremation burials on the first and third Sundays of the month per the discretion of the Sexton.

### **MONUMENTS, HEADSTONES AND FOUNDATIONS:**

1. No monument or headstone shall be erected without a good and sufficient foundation.
2. All monument installations shall be made under the direction of the Township of Arcadia.
3. Foundations shall be larger than the base to be placed upon it and shall not be raised above the surface of the ground except where ground contour or aesthetic purposes dictate, as determined by the Township of Arcadia.
4. Single monuments or the base of headstones shall not exceed 36" in length. Double monuments or headstones shall not exceed 64" in height.
5. Reasonable notice must be given for the building of all foundations and the cost paid in advance.
6. No monument or headstone shall be delivered to the cemetery without prior approval of the township.

7. The Township of Arcadia shall have the right to determine the location of any monument or ornament.
8. The Township Board gives the Township Clerk and Sexton the authority to make annual decisions, based on the township budget allowance, to fix foundations and/or headstones that deem abandoned and are in dire need of repair.

**LOT CARE:**

1. The planting of trees, shrubs and bushes is prohibited without permission of the Township of Arcadia.
2. Glass jars or other glass containers are prohibited.
3. Cut flowers may be placed in containers set flush with the ground.
4. Flower plantings are allowed if they are regularly maintained.
5. Artificial flowers shall not be placed in the ground. They may be placed in a container other than glass.
6. Flower urns not used during the season will be turned over and if not used the second season will be removed by the Township of Arcadia.
7. Winter blankets are allowed from November 1st to April 1st.
8. The general care of the cemetery is assumed by the Township of Arcadia and include the cutting of grass at reasonable intervals, the raking and cleaning of the grounds and the pruning of shrubs and trees as per the Sexton Contract.
9. The Township of Arcadia reserves the right to ingress or egress over lots for the purpose of making grave opening and/or repair, cleaning the cemetery and for passing to and from other sites.
10. Site owners may have work done consistent with these rules and regulation by making arrangements with the Township of Arcadia.
11. The Township of Arcadia shall not be responsible for the loss or damage of any article or object left upon any grave site. This includes, but is not limited to, monuments, headstones, urns, shrubs, flower vases, flowers, ornaments and trinkets.
12. Decorations/flowers that are placed at a gravesite are not to exceed 10 inches from the foundation on the graveside and shall be placed at the eastside of the headstone. This excludes grave blankets.
13. No fencing, edging, wire screens, arbors, trellises, bricks and rocks.
14. Annual clean-up will be between April 1 and May 1 as weather permits. This includes grave blankets, plastic/fake flowers, wreaths etc.

**FEES:**

1. All cemetery fees shall be set by Resolution of the Arcadia Township Board

\*\* The Arcadia Township Board reserves the right to change and /or amend these rules and regulations in part or their entirety at any time. \*\*