

**City of Green
Cemetery Policy and Procedures
Effective June 1, 2017**

Ground Rules

All cemetery property is sacred ground devoted to the burial of loved ones. A respectful atmosphere shall be maintained at all times.

No person within a municipal cemetery shall:

- Be present on the cemetery grounds between dusk and dawn without reasonable cause or permission from the Cemetery Sexton / Service Supervisor.
- Play, loiter or park any vehicle without having official business in the cemetery.
- Pick any flowers, wild or cultivated, if not owned by such person.
- Destroy, deface, remove, sit or stand on, or perform any other disrespectful act to any monument, tree, shrub, building, equipment or any other object connected to the cemetery or any object for the purpose of the memory of a person interred in the cemetery.
- Have pets of any kind on cemetery ground.

Definitions

"Cemetery" means the place or area set apart for interment of the dead by burial in the earth or entombment in a columbarium and all walks, drives and grounds set aside for meditation and other natural ornamentation.

"Disinterment" means the recovery of human remains by exhumation, disentombment or disinurnment. "Disinterment" does not include...the repositioning of an outside outer burial container that encroaches an adjoining burial space. Ohio Rev. Code Section 517.23.

"Grave" means an excavation in the earth in which a deceased person is buried or is to be buried.

"Interment" means the act or process of burying a deceased person in a grave or inurning the remains of a deceased person in a niche or grave. The permanent disposition of the remains of a deceased person by burial or inurnment.

"Lot" means a space within the cemetery used or intended to be used for earth burial and containing two or more graves.

"Marker" also means a "flat marker" or memorial.

"Monument" means a memorial made of granite that is placed on a grave or family plot. A monument stands above the ground in an upright position.

"Owners" and "Purchasers" mean a person or persons who have purchased a Right-of-Burial in a City of Green Cemetery.

"Private Mausoleum" means a granite structure designed and constructed for the interment of the family for whom the structure has been constructed or other persons as may be designated by the Owner of the Right of Interment.

"Resident" means a person living in the City of Green, or a person no longer living in Green after spending a majority of his/her life in the City of Green or formerly Green Township.

Interments

Right-of-Burial conveys only the right to be buried in a City of Green cemetery; ownership of said land remains in the name of the City of Green. All burials shall be conducted by City of Green Cemetery employees and shall be in a vault or grave liner made of either concrete or steel. Urns shall be made of marble, metal or stone or may be in a vault of concrete, steel or fiberglass.

One vault burial per grave is permitted. One infant burial over an adult grave is permitted, provided the adult burial is of sufficient depth. One cremation is permitted over another burial. Two cremation burials will be permitted in a grave where there are no vault burials.

Prior to interment, payment in full shall be made and a burial permit provided. The City may require a member of the family to confirm burial location.

Burials are Monday thru Friday and Saturday. Saturday burials are subject to an additional charge.

There are no Sunday or City Holiday burials. (City Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day).

Monuments, Markers, Gravestones

Your choice of a monument/marker may be installed on a gravesite, but must not be larger than permitted. Concrete foundations for monuments are installed by the City of Green Public Service Department. The foundation must be approved and the charge must be paid prior to the installation of the marker or monument. Foundations are poured twice per year, May 1 and October 1 weather permitting.

- a. One monument is permitted on a two (2) grave lot and is to be placed in the center of the lot at the west lot line. The maximum size for monuments is 60" in length x 14" in width.
- b. Single graves may be designated with a flat marker and are to be placed flush with the ground. The maximum size for flat marker is 36" in length x 14" in width and Babyland flat marker is 24" in length x 14" in width.
- c. Monuments / Markers may not be delivered or placed until the foundation has been constructed.

Footstones will not be permitted except for flat markers of granite or bronze that will allow a mower to pass over. A concrete foundation is required under a flat bronze marker. An additional fee will be charged for installation. No charge will be made for laying the foundation for a bronze flat veteran marker, as a gesture of appreciation by the City of Green for the service of veterans.

Owners may purchase a temporary Planting Box through the City of Green for immediate burial marking to adorn the gravesite for one (1) year after the date of interment. Planting Boxes may be purchased up to six (6) months from burial date and may be renewed up to one (1) additional year. Planting Boxes must be maintained by owner. No shrubs, trees, bushes, decorative grasses, landscaping stones or wood chips are permitted. No yard decoration, large urns or potted flower containers may be permitted to block the path of the cemetery mowing equipment. If this occurs, or the box becomes unsightly, the container and/or Planting Box shall be removed from the gravesite. At the end of the period of agreement, the Planting Box and all organic and inorganic material will be removed by cemetery personnel, and grass will be planted in its place.

No upright monuments can be installed on a marker lot or a single grave after 1973.

Plantings and Adornments

In order to maintain a neat appearance throughout the cemeteries, certain rules and regulations have been established for the planting, care and removal of any plants and other adornments. The Cemetery Sexton may direct ground crews to remove or mow over any flower beds or adornments that have become unsightly. In no way shall the City of Green or cemetery personnel be responsible for any type of adornment.

Flower planting is permitted on monument lots. All flower beds shall be kept within twelve inches (12") of the front of the grave monument. No shrubs, trees, bushes, decorative grasses, landscaping stones, wood chips, edging or border is permitted. No yard decoration, large urns or potted flower containers may be permitted to block the path of the mowing equipment. If this occurs, the container shall be removed from the gravesite. Artificial flowers are permitted on monument lots as long as they are contained on the monument or contained in a vase within the 12" planting area.

Artificial flowers and grave blankets are permitted November 11 and shall be removed by April 1 of each year.

Flower planting is NOT permitted on marker lots. Live/cut flowers may be placed on marker lots on weekends, Memorial Day Week, Fourth of July Week, and Labor Day Week only and will be removed after the holiday week on the following Monday. Promptly remove any containers you wish to keep.

Disinterment

Disinterment by Surviving Spouse

To request a disinterment, a surviving spouse shall apply to the Director of Public Service and pay all the reasonable costs and expense of the disinterment (i.e. funeral home, vault, City, etc.). The application must be in writing and shall state the following:

- The applicant is the surviving spouse of the decedent;
- The applicant is 18 years of age or older and of sound mind;
- The disease of which the decedent died;
- The place at which the remains shall be reinterred; and
- Name of funeral home, vault company that will assist in disinterment.

The application shall be notarized.

Disinterment by Those Other Than Surviving Spouse

Any person who is 18 years of age or older and of sound mind who is not the surviving spouse of the decedent, may obtain a court order for the disinterment of the remains of a decedent.

How to Challenge a Surviving Spouse's Application to Disinter

Any person who is 18 years of age or older and of sound mind may apply to the probate court of the county in which the decedent is buried for an order to prevent the decedent's surviving spouse from having the remains of the decedent disinterred.

Correction of Interment Errors

A cemetery may disinter or grant permission to disinter and, if appropriate, may reinter or grant permission to reinter any remains buried in the cemetery to correct an interment error by complying with the internal rules of the cemetery pertaining to disinterments at any time by providing notice of the disinterment to the decedent's last known next of kin. The cemetery may correct an interment error without a court order or an application by a person.

Indigent Burial

The City of Green has an indigent burial program which shall be administered by the Public Service Department as follows:

- a. Interment of persons meeting the requirements of O.R.C. Section 9.15 shall be done only with prior authorization of the Director of Public Service and as provided for in this section.
- b. The Director of Public Service is hereby authorized to pay the following sums for professional services rendered by funeral directors to prepare O.R.C. Section 9.15 persons for cremation burial only in accordance with the rules and regulations established by the Department of Public Service. The City of Green will pay \$1000.00 for each person.

The Director of Public Service is also hereby authorized to pay for a stone or concrete marker on which the person's name and age, if known, and date of death shall be inscribed.

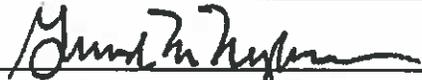
- c. O.R.C. Section 9.15 burials shall be scheduled to arrive at a municipal cemetery before 11:00 a.m. weekdays.
- d. Before any interments or payments are made pursuant to this section, the Funeral Director must submit the following to the Director of Public Service:
 1. Statement for the amount requested to be paid by the City pursuant to subsection (b) hereof;
 2. Copy of the burial permit; and
 3. An original certificate of indigency form completed by the next of kin, or if not available, the most knowledgeable individual concerning the affairs of the deceased, for the purpose of determining whether the deceased qualifies to be buried at the City's expense pursuant to the O.R.C. Section 9.15. This certificate shall be in a form prescribed by the Director of Public Service and shall be completed, signed and returned to the City of Green Public Service Department prior to or on the day of the burial.
- e. Should it be ascertained, after any payment by the City pursuant to subsection (b) hereof, that such payment was made for a decedent whom the City did not have the responsibility to bury pursuant to O.R.C. Section 9.15, the City shall be entitled to any benefits payable on behalf of such decedent by any person or agency who had the responsibility to pay burial benefits pursuant to O.R.C. Section 9.15, up to an amount totaling the payment made pursuant to subsection (b) hereof plus the fees for the grave space, the opening and closing and the marker.

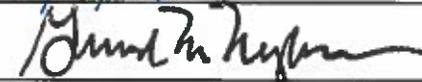
Fee Schedule

Fee Description	Resident Fee	Non-Resident Fee
Monument Lot w/2 Graves	\$ 1,200.00	\$ 2,200.00
Marker Lot w/2 Graves	\$ 950.00	\$ 1,900.00
Marker Lot w/ Single Grave	\$ 475.00	\$ 850.00
Babyland Single Grave (no longer have available)	No longer available	No longer available
Vault Burial M-F before 3:00 p.m.	\$ 800.00	\$ 1,200.00
Vault Burial M-F after 3:00 p.m.	\$ 1,200.00	\$ 1,800.00
Vault Burial Saturday 8:00 a.m.-3:00 p.m.	\$ 1,800.00	\$ 1,800.00
Burial of Urn M-F before 3:00 p.m.	\$ 300.00	\$ 500.00
Burial of Urn Saturday 8:00 a.m. – 3:00 p.m.	\$ 400.00	\$ 600.00
Infant Burial	\$ 150.00	\$ 150.00
Mausoleum (2 Lots/ 4 Graves)	\$ 2,400.00	\$ 4,800.00
Disinterment	\$ 2,500.00	\$ 2,500.00
Perpetual Care Fees	\$ 100.00	\$ 200.00

Miscellaneous Fees

Fee Description	Fee
Memorial Foundation	\$ 0.75 per sq inch
Deed Transfer Administrative Fee	\$ 50.00
Temporary Planting Box Fee	\$ 250.00 / \$ 150.00 renewal
* Flat granite or bronze veteran markers are exempt from the fee as a token of the City of Green's appreciation for the service of our veterans.	

Authorized Signature: 
 Print Name: Gerard M. Neugebauer, Acting Director of Public Service
 Date: 06/01/2017

Authorized Signature: 
 Print Name: Gerard M. Neugebauer, Mayor
 Date: 06/01/2017

Approved as to Form: 
 Diane A. Calta, Law Director