

WOODLAND  
AND  
MT. EVERGREEN  
CEMETERIES



Effective 8/1/12

## **PREFACE**

It is the purpose of these regulations to acquaint the prospective purchasers of burial space, as well as those already having an interest in the municipal cemeteries, with those objectives and ideals which will provide for us and our successors, proper shrines of sentiment and beauty; and the character, extent and services furnished by the City.

There is no attempt made to interfere with individual tastes and privileges. Only such regulations and restrictive measures are employed as have been deemed necessary to protect the interests of all and to preserve and improve the general appearance of the cemeteries. To this end, all persons are earnestly requested to conform to the rules and regulations which have been established by ordinance, and represented in this booklet in concise form. The City of Jackson shares with you the solemn obligation to make the cemeteries permanent and beautiful symbols of faith, love and devotion.

### **I. GENERAL INFORMATION**

#### **Ownership and Management**

Mt. Evergreen and Woodland Cemeteries are owned, managed and operated by the City of Jackson, under the direction of the Parks and Recreation Department. The office of the Superintendent of Cemeteries, located at the entrance to Woodland, 2615 Francis Street, serves as the general office for both cemeteries. It is open from 10:00 A.M. to 3:00 P.M. Mondays, Tuesdays, Thursdays and Fridays; excluding holidays. A complete system of ownership and burial records is maintained at this office. All information concerning the cemeteries, including records, purchasing procedure, regulations, arrangements for and cost of interment service, perpetual and annual care, and other services, may be had by calling at, or directing inquiries to this office. (Telephone 788-4078).

## **City Defined**

The word "City" as used in this booklet shall be construed as meaning the City Council, the City Manager, or an appropriate, administrative official of the City of Jackson, whichever, may be applicable.

## **General Objectives**

It is the aim of the City to maintain and perpetuate quiet places, sacredly devoted to the interment and repose of the dead. In this objective, the support and cooperation of all concerned is essential. The general care provided by the City must be supplemented by the unified efforts of those interested. Conflicting and inharmonious practices in the care of burial plots or installations thereon should be avoided.

The general upkeep, improvement and development of the cemeteries is provided by the City and financed from operating and trust funds. It is the trust funds, supplemented only by necessary appropriations from the general city fund and private bequests, that must be depended upon for the general upkeep and care of the cemeteries after all burial space has been sold. Higher standards of care will be possible as the treatment of individual burial plots becomes more uniform and simple.

Excessive or improperly placed planting or decorations, result in prohibitive maintenance costs.

## **Services**

All charges for services and rentals must be paid in advance. Prices are not quoted in this booklet, but may be obtained by calling the office. Services that may be provided only by the City include:

1. All burial services.
2. Perpetual care of burial plots when adequately endowed.

**3. Installation of monument and marker foundations.**

**Other services provided by the City include:**

- 1. Annual Care - for lots that were purchased before November 1, 1970.**
- 2. Landscape, horticultural and special care services.**

**Every effort will be made to handle special orders for services with dispatch. However, during periods of acute labor shortage, only a limited amount of work that is seasonal in character can be undertaken.**

## **II. LOTS**

**Every lot or single grave is sold subject to rules and regulations now in force or that may be hereafter adopted and to such changes of the present rules, from time to time, as are found necessary for the protection of lot owners and the graves of the dead.**

**The term Lot or Grave Owner is intended to mean, and shall be construed as meaning the owner of burial rights, the owner of burial privilege or the collateral right of use of any burial lot purchased from the City for a consideration, evidenced by a burial right certificate, or by proved and recognized descent or devise from the original owner. Such a burial right shall be placed on record in the office of the City Clerk, and the office of the Superintendent of Cemeteries.**

**No cemetery lot may be used for a purpose other than the burial of human remains and the placing of appropriate memorials.**

**When interment is sought for any person other than the owner of the designated burial space, or a member of his or her immediate family, special permission in writing of the owner, owners, or authorized agent must be filed with the cemetery office.**

Burial plots are exempt from property taxes and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.

An interment, properly made, may not be disturbed except upon written consent of the owners or their heirs, and then only with the permission of the City and the proper health authorities.

The transfer of any burial space or part thereof to different ownership shall be made at the office of the Superintendent of Cemeteries. The City will not recognize as owner any person or persons not shown as such by the records.

The City shall perform all work for the care and upkeep of the lots and graves in the municipal cemeteries. The owner has the right to personally care for, beautify, adorn and improve the same so long as such work conforms to these regulations and to the general plan for the improvement and beautification of the cemetery.

The maintenance work done on said lots and graves by private owners, shall not relieve them of their responsibility of paying annual care billings.

Unightly objects including decorative stones and mulch placed around markers, erected or placed upon lots, out of harmony with the general landscape design as adopted by the city, and detrimental to adjoining lot owners, will not be permitted, and whenever objects of such nature are placed on lots or graves, the City reserves the right to remove them without notice.

### **Purchasing Procedure**

Prospective owners are urged to purchase burial space before the immediate need exists and when clear, unhurried judgment will insure a good choice. If possible, avoid the necessity of choosing such burial space in the winter time when the ground is covered with snow.

When husband and wife are both living, joint ownership, with right of survivorship, is advised. The City strongly advises against the purchasing of lots as tenants in common or other several ownership, without the right of survivorship. Experience proves that such ownership almost invariably leads to disagreements, and sometimes court action. The City will not hold itself liable, or record any private agreements under such ownership. In case of disagreement between parties to such ownership as to interment, burial will be permitted at the order of any of the owners.

### **The Care of Lots**

The general care of the cemeteries, provided by the City, is intended to improve their overall appearance and conditions.

The care of lots does not include the repair, maintenance, or replacement of any monuments or markers, except as such work is done in the normal care, incidental to regular maintenance. Cutting into or otherwise disturbing the turf by any except cemetery employees is forbidden and automatically releases the city from all obligations of resodding or reseeding same.

### **Perpetual Care**

The purchase price of every lot and single grave includes perpetual care and such care is made a part and condition of each sale.

Perpetual care for lots previously purchased without perpetual care may be provided by depositing a sum of money in trust with the City as an endowment. Such sum of money will be invested, and the interest only, never the principal, applied regularly to the care of your lot.

The essential perpetual care that the City agrees to give shall consist of mowing of all lots and graves when the graves are sodded over their surfaces and

level with the lot lawn, at reasonable intervals; also trimming, resodding, seeding, filling in sunken graves, sodding over the surface of the graves to the lot level, and trimming trees or shrubbery when necessary.

Because of the great variation in the prices of flowers the City will not accept money for the perpetual care of same.

Any person desiring perpetual care on his lot, may contact the cemetery office or the City Clerk's Office to determine the cost. The City Clerk's Office shall keep a record of the amount, the lot owner, by whom it was purchased, the date it was issued and the lot and section number. Receipt for same shall be given to the person purchasing perpetual care. A list of all perpetual care lots will also be kept at the cemetery office.

### **Trees and Shrubs**

The City reserves the right to plant all trees and shrubs within the cemetery boundaries and will not permit the planting of trees or shrubs that are out of harmony with the general landscape design of the cemetery grounds. Permits for the planting of shrubs or trees of approved varieties may be obtained at the cemetery office, when the varieties, their location on the lot, and the formation will not destroy the appearance of adjacent lots nor mar the beauty of the landscape in the particular section of the grounds. Persons desiring permits shall make application at least two weeks in advance of dates of planting. The City reserves the right to remove without notice, trees or shrubs planted in violation of these rules.

No person shall trim, prune or remove any branches from any tree or shrub in the cemetery, whether on his lot or not. Cemetery employees will do all such work as may be necessary, from time to time.

## **Annual or Hardy Plants**

Persons desiring to plant flowering or other plants are requested to consult with the Superintendent, who will be glad to advise them in such matters.

To reduce maintenance and make lawn care easier, the installation of flower urns in the cemetery is prohibited. Persons are permitted to decorate grave sites with cut flowers, placed in a metal vase at any time, and/or two potted plants seven (7) to twelve (12) inches in diameter, for each grave site, placed between or at the ends of the markers, or in cases where there are no markers, placed where the markers would be. Potted plants may be recessed into the ground if properly placed. Potted plants are to be removed by October 1st. If the potted plants are not removed by the owners on or before this date they will be disposed of by the cemetery personnel. Artificial grave decorations are only permitted during winter months from November 1st to April 1st.

The enclosing of a lot or any side thereof with plants is not permitted. The promiscuous planting of flowers, etc., on lots is forbidden.

## **III. FUNERALS AND INTERMENTS**

All funerals and interments within the cemetery grounds are under the direction of the Superintendent or his assistant.

Notice of funerals, with exact location of grave, must be given to the cemetery office at least eight (8) regular working hours in advance of burial during the summer months from April 1st to November 1st, and at least twelve (12) regular working hours in advance during the winter months from November 1st to April 1st. For Monday funerals notice must be given during working hours on the preceding Friday. Notice may be left at the cemetery office at any time of the day or night through use of a telephone answering service.



**Under no condition will the City assume responsibility for errors in opening graves when orders are given by telephone. Orders by Funeral Directors for the opening of graves will be construed as orders from the lot owner.**

**All funerals entering the grounds after 3:00 P.M. on working days will be charged overtime at the prevailing rate for any work necessary to complete a burial after the established working hours.**

**For any chapel service beginning after 3:00 P.M. the casket will be stored in the chapel for interment on the next regularly scheduled work day. Same day interment for late chapel services can be obtained by arranging in advance for payment of required overtime.**

**For chapel services, a maximum of one casket spray and four floral arrangements will be admitted to the chapel. These floral arrangements will accompany the casket to the grave site.**

**If the deceased is not the owner or a member of the owner's immediate family, written permission of the owner, owner's, or authorized agent must be filed with the Superintendent of Cemeteries before interment may be permitted.**

**A burial permit from the County Clerk is required at the time of interment.**

**Burials on Sunday and legal holidays are prohibited, except when ordered by the City Health Officer, or upon written approval of the Superintendent of Cemeteries. Overtime rates apply.**

**The burial of two or more persons in one grave is not permitted, except mother and infant buried at the same time, twin children buried on the same day, or in the case of cremation. There will be a 2nd burial right charge in addition to the interment costs.**

An interment, once properly made, cannot be disturbed except upon written consent of the original owners, or their heirs, and the permission of the health officer. The same applies to the removal of bodies from lots for transfer to other places for burial, whether within or without the City Cemeteries. This rule also applies to private vaults.

Vaults are required for all interments and are to be of concrete construction. Wood or other materials are not acceptable. The City reserves the right to approve the design of the vaults.

#### **IV. MONUMENTS & MARKERS MAUSOLEUMS, ETC.**

##### **General Requirements**

Lot owners should not complete the purchase of memorials until they have advised the cemetery officials of the size, style and material, thereby assuring themselves that their selection complies with the adopted rules governing monumental or stone work.

To avoid the unsightly appearance caused by the crowding of monuments, the rules as adopted by the City Commission in accord with modern cemetery development throughout the country, provide that some lots within a section are sold with, and others without, the right to erect monuments.

The use of sandstone, terra cotta, slate, artificial stone, wood or iron in any form is not permitted where exposed to the elements.

Contractors and workmen employed in the construction of the mausoleums, in the erection of monuments and the setting of grave markers, will be subject to the control of the Superintendent in charge of the cemetery or his assistant, and will be held responsible for any damage done which may be caused from carelessness or neglect.

## **Monuments**

Monuments shall be defined as memorials used to identify family burial plots. Where monuments are allowed, not more than one shall be erected on each lot, and it must be in accord with the established rules and regulations that govern our municipal cemeteries.

No monument shall be allowed that covers more than six percent of the lot area, and the base front shall not exceed forty percent of the width of the lot. The location of any monument must be approved by the cemetery officials.

## **Markers**

Markers shall be defined as memorials used to identify individual graves. Grave markers shall not exceed twelve (12) inches in height above the adjacent lawn, nor be more than twenty-four (24) inches long, and twelve (12) inches wide except where the marker is put in adjacent to old markers which do not conform to this rule. Double markers, centered on two graves, will be allowed, but not to exceed twelve (12) inches in height above the adjacent lawn, nor be more than thirty-six (36) inches long, and twelve (12) inches wide. Slant-faced or woodbox type markers will be allowed if their highest dimension does not exceed eighteen inches. Only one-piece markers may be set. A second marker on a grave will be permitted if set flush.

## **Corner Posts**

Such posts will designate the boundary of said lot, also adjoining lots. Any person buying a lot with no corner posts has the right to set one on each corner if he so desires. However, in buying an adjoining lot, the purchaser has the right to set corner posts only where there are none. The first posts set designate the boundary of said lot and adjoining lots, and shall be considered evidence of the lot boundaries. All posts will be set by the Superintendent or his assistants.

## **Mausoleums**

The plans and specifications for a mausoleum or vault shall be submitted to the Superintendent of Cemeteries and the location thereof approved before a permit will be issued.

Ample time must be given the Superintendent to have the plans of such a structure approved. The City reserves the right to refuse a permit to any structure that the cemetery authorities deem improper for the well being of the grounds as a whole or part.

Mausoleums or vaults must be sufficiently endowed to secure a well kept outside appearance. The upkeep for the structure as a whole may be secured. In no case will the City be responsible for the maintenance of such a structure beyond the income of the endowment fund, and whenever the income from the mausoleum or vault endowment fund is not sufficient to maintain such structure in a proper manner, and it becomes unsightly, dangerous, or beyond repair, the structure may be removed and the remains therein buried in the lot. The cost of removing the structure shall be taken out of the vault or mausoleum endowment fund, and the balance, if any, applied so as to accomplish as nearly as may be the purpose of the donor. All endowment certificates for the maintenance of mausoleums or vaults shall contain a clause that will give the City the right to enforce this rule.

## **V. GENERAL RULES**

The Superintendent of the cemeteries shall have the right to establish temporary rules whenever, in his judgment, the best interests and safety of the cemetery demand it, but must report such temporary rules to the City Manager at once.

The following, applying to conduct in the cemeteries, are prohibited:

- (a) The picking, mutilating, or disturbance of flowers, trees, shrubs or any thing of a decorative or memorial nature.

- (b) The presence in the cemeteries of refreshments of liquors in any form, except in connection with established burial ceremony custom.
- (c) The bringing of dogs or other animals into the cemeteries, either on leash or loose.
- (d) Advertising in any form.
- (e) The use of firearms in or adjacent to the cemeteries, except in connection with the burial ceremonies.
- (f) Entrance to the cemeteries, except through established gates and at established times.
- (g) Use of profane or boisterous language, loitering or misconduct.
- (h) Bicycle riding or use of motorized pleasure vehicles such as snowmobiles, go-carts, motorcycles, etc., within the cemetery gates.
- (i) The violation of any traffic law of the City of Jackson.
- (j) Driving in excess of 15 miles per hour.
- (k) Driving of vehicles off the road without written permission of the Superintendent of Cemeteries.
- (l) Making U turns with motor vehicles.
- (m) The use of cemetery roads as public thoroughfares.

The City will use reasonable precaution to protect the property of lot and grave owners, but will not hold itself financially responsible for the acts of thieves or vandals.