

**RULES AND REGULATIONS
GOVERNING OAK RIDGE CEMETERY
BUCHANAN, MICHIGAN 49107**

1. NOTICE

- A. This document contains, but is not limited to, the rules and regulations of Buchanan Oak Ridge Cemetery in force October 11, 1999. The rules, regulations and prices are subject to change without notice.
- B. Experience has shown the adoption and enforcement of the rules here published to be necessary to secure peace and good order within the Cemetery, to protect the interest of the lot owners, and to preserve the beauty of the grounds. All persons are required to obey the rules and are requested to report any infractions of them on the part of others.
- C. It is desired that every lot and grave owner shall feel free to consult with the Superintendent at all times. His/Her advice and assistance will be given cheerfully (and without charge) and will often be found of value to those contemplating the purchase of monuments or of other improvements.

2. RECORDS

- A. The records from April 1, 1947, on (and they cover most of the former sales and interments) will show lot owners, grave owners and interments in Oak Ridge Cemetery and are in keeping with the most advanced ideas of modern Cemetery management, complete and accurate information is thus to be had at the Cemetery office. The recorded photos show the location of all graves. Relatives of those buried in Oak Ridge Cemetery may rest assured that, when visiting the Cemetery in years to come, the precise location of the graves made from this date forward can always be shown.

3. PURCHASE OF LOTS

- A. Persons desiring to purchase lots are invited to visit the Cemetery, where the Superintendent or his assistants will aid in making a selection.
- B. Persons desiring to purchase just one grave space shall observe the Superintendents advice and may also be subject to specific locations designated for this purpose.
- C. Different sections of the ground are so subdivided that lots of various sizes and shapes may be obtained. The prices are moderate, varying according to location and size. All lots when sold are marked with corner stakes, which must not be disturbed. Each proprietor of a lot is vested with the ownership of his or her plot for the sole purpose of interment of dead human bodies.
- D. Special terms will be made with Lodges and Societies desiring large plots for burial purposes only. Such plots are not subject to resale for investment of speculative purposes.
- E. Lots are conveyed by deed, securing to the purchasers, their families and heirs, a burial place forever, subject to the rates and regulations that are now in force, or may hereafter be adopted by the Cemetery Board.
- F. No lot will be regarded as sold until fully paid for, and deed will not be issued until such payment is made.
- G. Lots may be purchased either for cash or on an installment basis, payable pursuant to current City Commission policy with a minimum down payment and monthly payments. No deed will be delivered nor burial allowed on any lot until payment is made in full. In the event of a default in payment, the City Clerk shall mail notice of default to the record lot owner and unless default is corrected within thirty (30) days of mailing of said notice, title to said lot shall revert to City.
- H. Lots or fractional lots as sold, will be divided with permit of the Superintendent. No objection exists, when there are joint owners, to an agreement between them as to parts of lot to be used by each, but the City Commission or Superintendent will not undertake to record or enforce such agreements. No sale, or assignment of any lot shall be valid without the consent of the Mayor and Clerk endorsed on the conveyance.
- I. Each lot owner or heir shall notify the Cemetery Office of any change in his post office address.

- J. It is very important that on the decease of any lot owner, the heirs or devisees of such decedent file in the Office of the Cemetery full proof of their heirship or proprietorship, for the purpose of being recorded in the books of the Cemetery. Without such proof and record, the rights of such persons cannot be recognized by the Office of the Cemetery.

4. INTERMENTS

- A. When the instructions for opening a grave are indefinite, or if for any reason the grave cannot be opened in the location specified, the Superintendent will order the grave opened at such location on the lot as may seem best under the circumstances, such action is necessary to avoid delaying of funerals.
- B. Bodies will not be interred nor placed in the vault unless accompanied by the proper burial permit. Lot owners desiring grave opened, or other work done will be required to exhibit the deed for the lot, or to give other satisfactory evidence of ownership. Grave owners wishing information as to location of grave, or ordering work done, must show receipt for the grave.
- C. If application is for interment of others than the immediate family of owner of the lot, permission in writing from such owner must be presented.
- D. Only one interment will be allowed in a grave unless they are cremated and except in cases of a mother and infant child, or twin children, or two children buried at the same time. The burial of two bodies, one above the other in the same grave will not be allowed.
- E. To avoid conflicts and allow for proper burial, only one funeral will be scheduled at any one time and sufficient time will be arranged for services. Any one seeking to arrange a burial must obtain a time from the Superintendent. The following burial schedule is presently in force:
 - i. Monday through Friday – no burial after 4:00 p.m.
 - ii. Saturdays – no burials after 11:00 a.m.
 - iii. Sundays and Holidays – no burials
- F. There is free use of the chapel for any burial. Saturday burials will be charged at one and one-half times the regular rate and the use of the tent for graveside services may be available.

5. REMOVALS

- A. Removals of bodies from graves in the cemetery will be made only under the direction of the Superintendent and work must be done by the employees of the Cemetery. All costs and expenses for removals to be paid by those ordering such removals. It is very difficult to make removals when the ground is deeply frozen, and charges in such cases will be made in accordance with the difficulty of the work. A permit must be obtained from the Superintendent when a body is to be removed from one part of the Cemetery to another.
- B. No removal can be made from the Cemetery without first obtaining order from the Coroner or District Judge.

6. LOT IMPROVEMENTS

- A. Improvements within the Cemetery, before as well as after interments are made, will be under control of the Superintendent.
- B. No lot or parcel of land shall be defined by any fence, railing, coping or hedge. Boxes, shells, toys, wire screens or designs of any description, as well as rustic work and so called ornaments and architectural objects are considered injurious to the beauty, dignity and repose of the Cemetery, and will not be permitted. Urns, chairs, settees and benches will be permitted only when material and style are satisfactory and same shall be installed under the supervision of the Superintendent.

7. GENERAL CARE

- A. To secure the best landscape effects, it is essential that the Superintendent assume general care of the entire grounds.
- B. Work desired on lots, consistent with the Rules and Regulations, such as planting trees, shrubs or plants, care of flowers, etc., will be done only at the expense of the lot owners.

- C. No person shall trim or prune or remove any tree in the Cemetery whether on his lot or not. On request the Superintendent will do any pruning desired without any charge if he considers it to be needed.
- D. If any tree or shrub situated in a lot shall become unsightly, dangerous or detrimental to the adjacent lots or walks, the Superintendent will remove said tree or shrub or such part thereof as he may deem necessary.

8. PLANTING AND WATERING

- A. No one excepting employees of the City by order of the Superintendent will be allowed to disturb the sod on any lot or grave; violation of this rule will be followed by the removing of plants and sodding the grave level.
- B. If any person sets out plants on a lot or grave in such a manner that will interfere with the mowing, the Superintendent will remove them.
- C. Plants must be set within 18 inches of the marker, not out over the length of the grave. No plant shall be taken or removed from the Cemetery without a permit from the Superintendent.
- D. Only one urn shall be permitted for single marker, double or triple graves. All artificial flowers must be in a container (no glass jars or bottles allowed) or clustered and set within 18 inches of the marker.
- E. Winter decorations may be maintained from November 1st through April 1st. If they are not removed by April 2nd, they will be considered abandoned and shall be disposed of.
- F. Summer decorations may be maintained from April 15th through October 1st. If they are not removed by October 2nd, they will be considered abandoned and shall be disposed of.

9. MONUMENT WORKS

- A. The following definitions shall apply to these rules and regulations:
 - i. Lot shall mean a six, eight, or twelve grave parcel as currently established.
 - ii. Monument shall mean a grave marker or stone exceeding thirty (30") inches.
 - iii. Marker shall mean a grave marker or stone of less than thirty (30") inches.
- B. To protect the general appearance of the grounds, certain lots will be designated, from time to time, which will be sold only with the express agreement that no monument shall ever be placed upon them, and that all markers shall be set so that the top surface will be down flush with the ground level, and shall not be of larger dimensions than, two feet long and one foot wide, at the present time, all lots located in section (F) have been so designated.
- C. Monuments shall not be erected at single graves, or upon fractional lots.
- D. After selecting a monument, lot owners should not close the purchase until they have advised the Superintendent of the size, style of materials, and found whether the rules will admit of it being erected or not. It often happens that a monument cannot be erected because the lot is too small, or there are trees or graves in the way.
- E. No monument, vault or other structure shall be located upon any lot without consulting the Superintendent and receiving his placement for the same. To prevent the excessive crowding of tombstones only one monument, gravestone or marker exceeding thirty inches in height above the turf shall be permitted on each lot. Only one marker will be permitted for each grave.
- F. For example, shown in figure 1, any person owning less than a full lot cannot have a monument placed upon it, but may have a double marker or single markers if preferred.

Figure 1

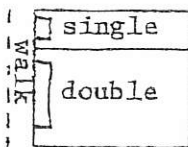
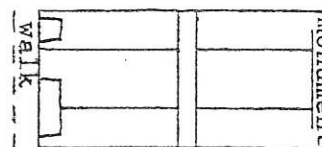


Figure 2



Persons owning a six grave lot or larger, the monument shall be placed as shown in figure 2.

- G. As the following materials are liable to crack, discolor, rust or corrode and thus fall to pieces or become unsightly, their use as a whole or in part for the exposed portion of any monument or marker, is prohibited, viz: limestone, sandstone, slate, artificial stone, blue marble and metal (other than standard bronze). Vertical joints in monumental work will not be allowed.
- H. Designs for all monuments must be submitted to the Superintendent and approved before a foundation will be built.
- I. The employees of the Cemetery at the expense of the lot owners must build all foundations for mausoleums, monuments, and markers. Foundations for mausoleums and markers must be sufficient in the opinion of the Superintendent and of the same size as bottom base super-structure.
- J. All foundations will be poured on the following schedule:
 - 1. Two weeks prior to Memorial Day.
 - 2. The last week of July.
 - 3. During the week of the 15th of October
- K. Payments for foundation work must accompany the order. No monuments are to be delivered to the Cemetery prior to the installation of footings.
- L. No marble or granite tablets cradles or horizontal slabs to cover entire grave will be permitted.
- M. The erection of tombs or vaults wholly or partly above the ground will not be allowed without special permission from the City Commission; and in no instance will permission be granted to erect vaults or tombs in localities where they will be objectionable and injurious to surrounding lots. The durability of such structures depends entirely upon the materials used and mode of construction, therefore applications for the building of vaults or tombs, and also mausoleums, must be accompanied by complete plans and specifications, which will be submitted to the City Commission for approval. All contractors and workpersons employed in the construction of vaults, tombs, or mausoleums, in the erection of monuments and setting of grave markers, are subject to the control and direction of the Superintendent or his assistant, and any one failing to conform with this regulation will be excluded from work within the grounds.
- N. No material for monuments or other work will be received unless accompanied by workmen for the purpose of erecting the same at once.
- O. The privilege of refusing stone work to be done at any time until the ground and drives are thoroughly settled and in good condition is reserved; no heavy traffic will be permitted in the Cemetery in wet weather.
- P. No masonry work requiring the use of cement and mortar shall be done when the weather is such that injury from frost cannot be prevented.
- Q. No heavy monument shall be set until the cement of the foundation shall have sufficient time to harden.
- R. The setting of monuments, stones and vaults, and the transportation of all tools, materials, etc., within the grounds shall be subject to the supervision and control of the Superintendent and except when special permission is obtained, all work shall be completed and rubbish removed before 12 o'clock (noon) on Saturday. Tools and materials for work that cannot be so completed will not be allowed to enter the grounds.
- S. Each lot owner shall keep in good repair each monument, headstone or other structure, which she or he may have on the lot. In case of failure to do so, the City Commission may either repair it or remove it at the expense of the lot owner.
- T. The Superintendent has the right to accept and reject all orders for foundations.
- U. Planks and boards must in all cases thoroughly protect the turf around and near where work is to be set.
- V. The rolling of heavy stones across lots must not be done without the consent of the Superintendent. Therefore contractors must consult the Superintendent before making arrangements for sending material to the Cemetery.

10. TO BE OBSERVED BY LOT OWNERS AND VISITORS

- A. No rapid driving or riding will be permitted, nor driving or riding on the lawns or lots.
- B. Automobiles entering the grounds must not drive at a rate exceeding ten miles an hour and in no case drive by or come in contact with funeral processions.

- C. Trucks and conveyances of cumbersome description will not be allowed to enter the grounds without special permission from the Superintendent.
- D. No person with firearms or dogs will be permitted within the grounds.
- E. Law in or around the Cemetery grounds prohibits discharging of firearms, other than regular volleys at burial services.
- F. Visitors must keep to the walks and drives and must not cross over, occupy or otherwise trespass upon any lot or grave not their own.
- G. No children will be permitted unless attended by some person who will be responsible for their conduct; they must not be allowed to run over lots or graves.
- H. Picking flowers, wild or cultivated, breaking or injuring any trees, plants, shrub, or in any way injuring any monument, headstone, vault ornament or other structure or property within the Cemetery, is prohibited, and will under the State law, subject the offender to a severe penalty.
- I. The Superintendent shall take such action as may be necessary, though not expressly authorized by the rules, in order to protect the property of the lot and grave owners, or of the Cemetery Board, from injuries, to preserve the peace and good order, or to prevent injury to the appearance of the lots and graves, grounds and buildings.
- J. It is of the utmost importance that there should be a strict observance of all the properties due the place, whether embraced in these regulations or not. No impropriety will be tolerated, and all well disposed persons will confer a favor by informing the Superintendent at once of any breach of these rules or decorum that may come under their notice.
- K. All persons are reminded that these grounds are sacredly devoted to the burial of the dead, and that the provisions and penalties of the law will be strictly enforced in all cases of wanton injury, disturbances or disregard of the rules.

11. APPEAL

A. Any person aggrieved by the action of the Superintendent or the interpretation of these rules and regulations, shall have the right to appeal to the Buchanan City Commission. Such appeal shall be taken by filing with the Commission within fourteen (14) days after the action complained of has been taken by the Superintendent, a written statement setting forth fully the grounds for the appeal. The Commission shall set a time and place for a hearing on such appeal and notice of such hearing shall be given to the appellant by mail at least ten (10) days in advance of the hearing on revocation. The decision and order of the Commission on such appeal shall be final and conclusive.

