

**RULES AND REGULATIONS FOR USE AND OPERATION OF  
RIVERSIDE CEMETERY AND MUNICIPAL VAULT**

ADOPTED OCTOBER 24, 1952

Amended as of this date: June 20, 2011

**General Regulations**

Section 1. Conduct in cemetery. No person shall:

- a. Enter the cemetery except through an established gate.
- b. Deposit rubbish or debris on a walk or drive or on any part of the cemetery grounds, except in receptacles provided.
- c. Pick or mutilate any flower, either wild or domestic, or disturb any tree, shrub, or other plant materials.
- d. Consume refreshments or liquors on the cemetery grounds, or carry same on the premises.
- e. Permit any dog to enter or remain in the cemetery, with the exception of service dogs.
- f. Use any form of advertising on the cemetery premises.
- g. Carry firearms upon the premises, except when authorized at a Veteran's service.
- h. Enter the cemetery for any purpose after dark, without the accompaniment of the Sexton.

Section 2. Financial responsibility of the City for property damage. The City shall not be financially responsible for any damage to lots and structure or objects thereon, or for flowers or articles removed from any plot.

Section 3. Traffic regulations. All traffic laws of the City of Sault Ste. Marie that are applicable to operation of vehicles in the cemetery shall be strictly observed. A person driving in the cemetery shall be responsible for any damage done by the vehicles, and/or animal drawing such vehicle, in the drivers charge. In addition, no person shall:

- a. Drive a vehicle in excess of 15 miles per hour on any cemetery road.

- b. Drive off the established roads unless permission is given by the Sexton.
- c. Use a cemetery road as a public thoroughfare.

**Care of Lots**

Section 4. Supervision of lot plantings and improvements. All plantings and other improvements to lots shall be done under the direction and with the approval of the Sexton or his designee. Planting will be limited as follows:

All plantings in accordance with this modification will be of nursery stock and are readily available from local nurseries, landscape companies and department stores. The purchase cost of the tree or shrub will be the responsibility of lot owner. Final approval of the type or variety of tree or shrub and actual installation will be the responsibility of the Cemetery Staff. Cemetery Staff will provide assistance and direction as to which types of trees and shrubs should be purchased and the plantings will be made by Cemetery Staff at no charge to the lot owner. It must be stressed that the final decision of what plantings are acceptable for a given lot or area remains with Cemetery Staff and the following guidelines which may be modified from time to time to give Cemetery Staff flexibility in working with the Lot Owners. The size of the lot largely determines the type of planting because of the confines of room for the plant to grow. The Cemetery Staff reserves the right to trim, prune or eliminate any shrub or tree that becomes unsightly, dies or encroaches upon any monument or marker either on the owners lot or neighboring lots in the Cemetery.

The following is a list of acceptable trees and shrubs from Nursery Stock:

Trees:

- |                       |                                                        |
|-----------------------|--------------------------------------------------------|
| Cedars:               | in globe or column style                               |
| Pines:                | Austrian, Blue Spruce, White Spruce                    |
| Maples:               | October Glory, Sugar Maple, Red Sunset,<br>Debra Maple |
| Lindens:              | Silver and other varieties                             |
| Ash:                  | Mountain, White, Green                                 |
| Flowering Crab Apple: | Snowdrift, Profusion, Robinson                         |
| Lilac:                | Any variety except white                               |

Shrubs:

- |            |             |
|------------|-------------|
| Viburnum:  | Any variety |
| Potintila: |             |
| Spirea:    |             |

Classification of tree/shrub size for placement on any lot is:

Small:	Lilac, Flowering Crabapple
Medium:	Ash, Lindens, Cedars.
Large:	Pines, Maples
Shrubs:	need little space and may be used in place of trees with direction from Cemetery Staff and the Lot Owners

Definition of Lot Size and what may be planted:

One Grave:	None Allowed
Two Grave(s):	Shrubs to small trees
Three Grave(s):	Shrubs to medium trees
Four or More:	Shrubs to large trees

- a. Plants/artificial flower arrangements will not be permitted at individual markers where there is a family monument.
- b. Plants/artificial flower arrangements will be limited to the width of the Family monument and will not exceed 6 inches in depth.
- c. Plants/artificial flower arrangements placed upon a grave where there is no Marker or only a Flush Marker will only be allowed one week before and one week after Memorial Day or special occasions with the approval of Cemetery staff. Items not removed one week after Memorial Day/special occasions will be removed by Cemetery staff and stored in the Cemetery Office for one week only. The only exception is a Veterans Flag holder and Flag.

Section 5. Lot care. The following rules shall be observed with regard to care of cemetery lots:

- a. Copings, fences, curbs, hedges, structures of wood or other equally perishable materials are prohibited.
- b. No elevated mounds shall be built over graves, and no lot shall be filled above the grade established by the City.
- c. Winter decorations or artificial wreaths or flowers will be allowed until such time as they become unsightly and they shall be removed by the cemetery employees.
- d. Urns shall be permitted only if maintained and installed with the proper footing. Failure to maintain or properly install will be cause for their

removal.

- e. Rubbish, refuse, and unused containers shall not be left on lots.
- f. Shepherd hooks, Arches, and Statues will only be allowed at Family Monuments.
- g. Glass or clay vases/planters will not be placed on a Lot, Grave Space, Monument or Flush Marker.
- h. Decorative rock of any kind will not be placed around a Family Monument or Flush Marker.
- i. Solar Lights or Perpetual Candle holders will not be placed at Flush Markers.
- j. If a Flush Marker or Family Monument needs to be leveled please contact the Cemetery Office.

### **Monuments and Markers**

Section 6. Monuments. Monuments shall be placed in the center of a lot except where alignment with existing nearby monuments justifies another location. Approval of the location in any case must be obtained from the Sexton. Not more than one monument shall be erected on any lot and only one Flush Marker per gravesite. No monument shall be placed upon a lot unless such lot has been paid in full.

Section 7. Markers. Size, location & number. All markers shall be flush, except where upright markers were established on a lot prior to the date of this passage, or where double markers are permitted. Individual markers shall not be less than 16 inches nor more than 24 inches in width. These measurements do not apply to government issue markers. Double markers shall not be less than 30 inches in length, not less than 8 inches nor more than 16 inches in width, and in case of upright markers, they shall not exceed 40 inches in height.

Not more than one marker shall be placed at any one grave. No markers shall embrace two or more graves, except where a double marker is permitted. No marker shall be set unless it is first approved by the Sexton and the grave plot is paid in full.

Section 8. Monument and marker materials. No material except granite, a good grade of marble, cut stone from recognized monument quarries, or standard bronze shall be used for markers of monuments. The use of two

or more kinds of material varying materials in color or texture shall not be permitted on any one lot.

- Section 9. Foundations. All monuments and markers shall be placed on foundations of solid masonry at a depth and size deemed proper by the Sexton, except in case of duplicate markers to be placed on a lot which the markers did not have foundations prior to this passage. Markers or base of monuments shall not extend past the face of the foundation. Construction of all foundations and setting of lot corner posts shall be done only by cemetery employees.
- Section 10. Installation of monuments and markers. Those persons engaged in placing monuments and markers shall provide planking adequate to protect turf and shall remove materials, equipment, and rubbish immediately upon completion of work. This site shall be left in a clean, orderly condition. Ropes or cables shall be attached to trees or other objects only with the approval and supervision of the Sexton. Markers and monuments will not be permitted to be delivered to lots until a proper order for a foundation installation has been placed with the office of the City Clerk.

### **Mausoleums**

- Section 11. Mausoleum sites. Mausoleums shall be erected only on sites previously set aside for that purpose.
- Section 12. Approval of plans. Before work on any private mausoleum is begun, the complete plans and specifications shall first be approved by the Sexton.
- Section 13. Construction. Mausoleums shall be constructed of granite, white marble or other approved stone of durable quality. All metal work shall be of standard bronze. Catacombs shall be built in such a manner that they will be air tight and so that interments can be separately sealed. Air spaces shall be provided between crypts and outside walls and provided with suitable inlets and outlets. Vestibules shall be properly ventilated.
- Section 14. Endowment. Before construction of a mausoleum begins, an amount of money equal to 7 ½% of the contract price or construction cost of such mausoleum shall be deposited with the City Treasurer provided that on a two crypt mausoleum constructed on a horizontal plane and being constructed of quarried stone rather than block construction and being completely sealed, the amount of deposit required will be 5% of the contract price or cost of construction. Income from the investment shall be used for perpetual maintenance of the mausoleum upon which the deposit is made. In no case will the City be responsible for the maintenance of such a structure beyond the income from the mausoleum endowment

fund, and whenever the income from the mausoleum endowment fund is not sufficient to maintain such a structure in the proper manner and it becomes unsightly, the structure will be removed, and the remains therein buried in the lot. The cost of removing the structure shall be taken out of the mausoleum endowment fund, and balance, if any, returned to the persons entitled to the same. All endowment certificates for maintenance or mausoleums shall contain a clause that will give the City the right to enforce this rule.

- Section 15. General. Mausoleum sites shall all have perpetual care. Duplicate keys for mausoleums shall be left in care of the Sexton.
- Section 16. Funerals. All funerals within the cemetery shall be under the direction of the Sexton or his designee. No burials shall be made on Sundays or legal holidays, except by order of the City Health Officer. No interment equipment except that provided by the City shall be used. Workmen engaged in the vicinity of a burial shall suspend their labors during services at a grave. The cemetery management shall reserve the right to remove funeral designs and floral pieces as soon as they become unsightly.
- Section 17. Conditions to be fulfilled before interment. No interment shall take place without a burial permit, nor until all laws, ordinances and rules and regulations relative to burials have been complied with. No grave shall be opened unless the grave space has been paid in full. Undertakers making arrangements for burials shall be responsible for all interment charges if not paid for by the owner or his agent. If the deceased to be interred is not the owner or is not a member of the owner's immediate family, written consent of the owner, owners, or authorized agent must be filed with the Sexton before interment may be permitted. Perpetual Care. Any grave space purchased prior to 1954 and without payment for Perpetual Care must be paid at the current rate before the burial can take place. Natural or "Green" burials are not permitted all full body burials must be in a suitable casket and the casket will be placed in a concrete vault.
- Section 18. General. The Sexton shall not be held responsible for errors in location of graves on lots arising from improper instructions of lot owners. Orders from undertakers shall be construed as orders from lot owners. Under no circumstances shall the City assume responsibility for error in opening graves when orders are given by telephone. No graves shall be opened except by workmen employed by the cemetery management. Undertakers are to arrange the time of the funeral so that cemetery workman can complete the interment by 4:00 p.m. Any burial scheduled or arriving 2:00 p.m. or later, will be charged at the current rate, in addition to the opening and closing charge.

## **Columbarium Niches**

Section 19. Decorations. No items can be placed on the columbarium niche front that have not been approved by and permanently placed by the cemetery Sexton. Individuals and families may purchase approved bronze vases in the office. All items that are not permanently attached to the columbarium niche fronts by Cemetery staff will be removed. Only silk/dried flower arrangements are permitted in the vases.

*No flower arrangements are allowed on the surface in front of the columbarium niches, with the only exception being at the time of an entombment, special days, birthdays and holidays. Applications for special days and decorations are available in the cemetery office or on the City website ([www.saultcity.com](http://www.saultcity.com)).*

Cards of endearment and precious art work will be removed after seven (7) days and placed in the cemetery office area. Seasonal plants, poinsettias, lilies, etc. will be permitted for seven (7) days after each holiday, or until deemed unsightly by the cemetery Sexton. Riverside Cemetery does not have the means to store decorations and will hold any non-approved item for thirty (30) days only. If placing decorations, cards or flowers of any sort not in a designated vase, please go to the Cemetery office for an application for decorations

## **Disinterment and Removal**

Section 20. General. Disinterment and removal of a body shall not be made without permission of the Sexton, the lot owner and next of kin of the deceased. Graves shall not be opened for inspection except for official investigation.

Section 21. Use of Receiving Vault. Use of the Receiving Vault shall commence and cease at such times as the Sexton deems ground and weather conditions make permissible. remains stored in the receiving vault will have an envelope attached to the casket with the deceased name, Funeral Home name, which cemetery the deceased will be interred in, and a Burial Transit Permit sealed in the envelope. All remains not removed from the receiving vault by the next June 1<sup>st</sup> will have a \$10.00 a day surcharge added to the monthly charge, this surcharge will also apply to any remains to be interred in Riverside Cemetery. Funeral Directors will be responsible for notifying the next of kin of the removal of remains from the receiving vault prior to permanent interment taking place.

The receiving vault shall be used only for temporary interments and prayers or services usually performed at grave side shall not be conducted at the receiving vault unless unusual circumstances justify and exception being made by the Sexton.

Section 22. Lot Transfers. The original owner has the right of burial and erecting or constructing Vaults, Tombs and Monuments on the purchased lot(s). The right of burial is restricted to the family household or relatives of the person or persons to whom the right of burial was granted too. Once a grave space or lot is purchased it cannot be sold to a second party, if the original owner wishes to surrender the space or lot the City will purchase the space or lot back at the price the original owner paid minus the cost of perpetual care. The original lot owner may transfer the grave space or lot to a direct descendent(s), in the case of the original owner(s) being deceased the right of burial will go to the appointed personal representative, the spouse, or oldest surviving child in that order of priority. Lot transfer forms can be obtained at the City Clerk's office or Riverside Cemetery.

Section 23. Cremation Only Lots. Each cremation lot is 4'x4' and is for one (1) cremation burial only. These lots may only have flush ground markers. No upright Monuments of any kind are allowed.

Amended as of this date: September 7, 2010  
June 20, 2011