



# EVERGREEN HILL CEMETERY

## CEMETERY

### RULES, REGULATIONS, & PROCEDURES



#### GRAVES

Graves	Resident	Non-Resident	Options
Full Size (4'x12')	\$800	\$2,350	1 casket + 2 cremation urns
Cremation Only	\$700	\$1,850	3 cremation urns limit
Section 3-C (cremations only)	\$1,300	-----	3 cremation urns limit

- Evergreen Hill Cemetery is provided for the residents of the Village. A maximum of four graves may be purchased, per family, by Village residents only. The current cost of a 4'x12' full-size grave is \$800, which is limited to three cremation urns or one casket & two cremation urns. The current cost of a cremation only grave, limited to three cremation urns only, is \$700. Section 3-C graves, cremations only, are \$1,300 each for resident and are limited to three cremation urns. A nontransferable Right to Bury form is issued by the Village for each purchase of a grave. For a deceased resident who has a Trust, the Trust is limited to the purchase of one grave only.
- No Village resident may purchase graves for a non-resident.
- In-ground graves are not offered to non-residents; however, exceptions may be made at the discretion of the Cemetery Commission upon receipt of a written request from a non-resident. When an exception is made, a maximum of two graves may be purchased per family (unless otherwise approved). The cost to a non-resident for a 4'x12' full-size grave is \$2,350 and a 4'x12' full-size grave for cremations only is \$1,850.
- The purchase of a Right to Bury for a grave site is a final sale and non-exchangeable. It cannot, for any reason, be transferred, exchanged, or switched. The Village (only) may repurchase unused graves at 75% of the current sale price, at the discretion of the Cemetery Commission.

#### BURIALS

Opening & Closing	Monday through Saturday	
	before 2:00 PM	after 2:00 PM
Adult Casket	\$1,000	\$1,500
Infant Casket	\$700	\$800
Cremation Urn	\$600	\$850

- The current costs for burials Monday through Saturday. Prices are per person/burial-transit permit.
- The Sexton may request the family to produce their Right to Bury permit.
- There will be no burials on Sundays or on legal holidays.
- The Village must receive 48-hour notice (two business days) for burials. There will be no burials after 3:30 PM. on Saturdays.
- Payment is due upon the scheduling of the burial.
- Only one adult casket may be buried in a grave. An infant casket or two cremation urns may be buried on top of an adult casket-filled grave; or three cremation urns may be buried in an unused full-size grave.

7. The west end of the grave is the “head” end; the husband is buried in the south grave and the wife in the north grave of their two graves unless otherwise approved by the Sexton.
8. No burial may be made closer than three (3) feet to an existing large family monument in order to protect the stability of the monument.
9. A concrete or steel vault is required with all burials except cremations which must be in a marble or metal urn approved by the Sexton.
10. All burials (caskets and cremation urns) shall be done by Village employees.
11. Human remains only may be buried in the cemetery. No objects are permitted other than caskets, vaults, and urns.
12. Flowers will be discarded from a grave site seven to ten days after the funeral service.
13. Village employees will seed graves when weather permits.

## COLUMBARIUM NICHES

	Columbarium 1		Columbarium 3	
	Resident	Non-Resident	Resident	Non-Resident
*up to two cremations				
<b>Tier A</b>	\$1,600	\$2,400	\$3,500	\$6,000
<b>Tier B</b>	\$1,500	\$2,300	\$3,000	\$5,000
<b>Tier C</b>	\$1,400	\$2,200	\$2,500	\$4,000
<b>Tier D</b>	\$1,300	\$2,100	\$2,000	\$3,000
<b>Engraving Face Plate</b>	\$350 (1 name)	\$525 (2 names)	\$350 (1 name)	\$525 (2 names)
<b>Opening &amp; Closing</b>	<b>Monday through Saturday</b>			
before 2:00 PM	\$600	\$600	\$600	\$600
after 2:00 PM	\$800	\$800	\$800	\$800

1. The purchase of a Right to Bury for a niche is a final sale and nonexchangeable. It cannot, for any reason, be transferred, exchanged, or switched. The Village (only) may repurchase a niche at 75% of the current sale price, at the discretion of the Cemetery Commission.
2. The cost of a memorial bench is \$7,500, which includes the foundation and engraving.
3. Engraving of the face plate is \$350 for one name and \$525 for two names. All engraving is done through the Village. Only the name and date of birth & death are permitted on the face plate.
4. Each Columbarium can hold up to two urns. **Niche owners MUST confirm with their Funeral Director that their urn(s) will fit in the niche.**

	Columbarium 1			Columbarium 3		
	Width	Height	Depth	Width	Height	Depth
<b>Niche</b>	12”	12”	12”	12”	12”	14”
<b>Single Urn (max)</b>	11”	11”	11”	11”	11”	13”
<b>Two Urn (max)</b>	5”	11”	5”	5”	11”	6”

## MAUSOLEUMS

1. Mausoleums are allowed in specifically designated lots.
2. The cost of a mausoleum lot is \$30,000 for a resident, and \$60,000 for a non-resident. This cost includes the concrete foundation that will be provided by the Village.
3. All sales are final upon installation of the mausoleum. The Village (only) may repurchase an unused mausoleum lot for 75% of the current sale price, at the discretion of the Cemetery Commission.
4. Detailed plans and drawings for any proposed mausoleum must be submitted and approved by the Village prior to installation. Plans are to include a diagram of the proposed mausoleum showing all sides of the mausoleum, dimensions, materials, and an exact rendition of the wording and/or picture to be installed on it.
5. All mausoleums shall be manufactured in the United States by a monument company approved by the Village. Stainless steel pins are required wherever pins are to be installed.
6. The monument company is responsible to accept, inspect, and arrange to set the mausoleum, as well as for any costs associated with the installation crane, any property damage that may result, and any traffic control that may be required.
7. Prior to mausoleum installation, the Cemetery Sexton will inspect the mausoleum to ensure that it meets all requirements and is the same as the approved plans. The Village is not responsible for any damage prior to installation.
8. All caskets to be buried in mausoleum crypts shall be approved for use in mausoleums.
9. Upon completion of the mausoleum and final inspection by the Cemetery Sexton, all future maintenance of the mausoleum is then the responsibility of the Village.

## GRAVE MARKERS

### Foundation Fees

<b>Size</b>	2' x 12"	3' x 12"	4' x 12"	5' x 12"	6' x 12"
<b>Price</b>	\$ 275	\$ 325	\$ 375	\$ 425	\$ 475

1. All grave markers must have prior approval of the Sexton. Large monuments which cover an entire grave are not permissible. Detailed plans and design drawings from a monument company are required. Exact wording and/or picture to be installed on the marker must be provided.
2. All grave markers must be placed on a concrete foundation provided by the cemetery at a cost determined by the Cemetery Commission. The Village will provide a complimentary foundation to support and 2 ft. x 1 ft. Veterans Administration marker. All foundations will be installed twice a year; once in the Spring and once in the Fall.
3. Grave markers are to be placed at the west end of the grave site; the head of the grave. Exceptions, due to individual circumstances, will be determined by the Cemetery Commission and the Sexton.
4. Only one grave marker, a maximum of 30" wide for a single grave and a maximum of 60" wide for two adjoining graves, is permitted on a grave. A second marker, not exceeding 24"x12" in size, may be placed flush with the ground to the east side of the first grave marker on a full-size grave.
5. Any grave marker greater than 36" in height must have prior approval of the Cemetery Commission.

6. All bench requests must be approved by the Cemetery Commission. Plans and design drawings from a monument company are required. All benches must be made of granite and they must be pinned. All benches must rest on a granite base.
7. Before a headstone or bench can be installed in the cemetery, they must be inspected by the Sexton. Appointments can be made during regular business hours.
8. All installation and work performed on headstones and benches must be done by a certified monument company and installed under supervision of the Sexton.
9. Field stones or rocks cannot be used as grave markers.
10. Temporary grave markers, such as those used by Funeral Directors, will be removed by Village employees and discarded after approximately six (6) months.
11. Foundation orders for grave markers will not be accepted before April 15th or after September 30th.
12. The Village will not be held responsible for any damage that may occur, or any future restoration, to a grave marker which is anything other than the standard marker. A signed waiver is required.
13. In 2008 several new grave sites in historic sections 1-10 were established. It is the desire of the Cemetery Commission to ensure that the grave markers in these sections remain consistent with their historic nature. All grave markers in these sections must be approved by the Cemetery Commission.

## **DECORATIONS & LANDSCAPING OF GRAVES**

1. Plantings may be placed within two feet of the east side of the grave marker, that is, on the grave. No trees may be planted.
2. Shrubs and bushes may be planted only with prior approval of the Sexton. Such plantings shall not encroach on other grave sites and shall be in a line with (in between) the grave markers. If not maintained and trimmed regularly, plantings will be trimmed or removed by Village employees.
3. Artificial flowers are permissible on graves between December 1<sup>st</sup> and March 1<sup>st</sup>. They should be removed by the family. Otherwise, they will be removed by Village employees and discarded. The following decorations are not permitted: hanging baskets, wind chimes, breakable pottery, bird houses and items hanging from trees, statues, plastic or wood signs, stuffed animals, vases of any kind, alcohol containers, and like objects. Nothing with any illumination of any kind is permitted (other than what the village provides). Any planting, decoration, or other item listed herein and not permitted shall be removed and discarded by Village employees.
4. American flags and wreaths for Memorial Day and July 4<sup>th</sup> are permitted from Memorial Day weekend through July 10<sup>th</sup>.
5. Ground cover, such as myrtle, ivy, pachysandra, etc. is not acceptable for plantings to cover a grave site.
6. Decorations that do not meet the rules and regulations of the cemetery are removed by Village employees and placed behind the cemetery maintenance building for one week before being discarded. Columbarium and grave owners are encouraged to check this location if their decorations are missing.

## **DISINTERMENT**

<b>Adult Casket</b>	\$1,500
<b>Infant Casket</b>	\$800
<b>Cremation Urn</b>	\$850

1. The current cost for disinterment listed above
2. The vault company will charge for removal of a vault at their discretion and bill the requestor separately.
3. The Village will not be held responsible for any damages that may occur to the headstone or the vault and/or adjoining headstones and vaults. The requestor will be responsible for any and all repair costs. A signed waiver is required.

## **PAYMENT & MISCELLANEOUS**

Cash or checks only, no credit cards. No pets are permitted in the cemetery.

## **QUESTIONS**

If you have any questions, please contact the Cemetery Sexton at (440) 247-1158. If you have a specific request, it must be presented in writing to the Sexton and Cemetery Commission for their review. These rules, regulations, & procedures are subject to change without notice.