



City of
Jonesville

CEMETERY RULES AND REGULATIONS

SECTION I: INTRODUCTION

It is the City's goal to maintain Sunset View Cemetery as a beautiful and peaceful resting place for the deceased. The City has adopted these rules and regulations to provide the public and burial space owners a uniform ability to pay respect to those interred; to insure and preserve the beauty and orderly development of the cemetery; and to balance those considerations with the long term care and maintenance of the cemetery.

SECTION II: DEFINITIONS

BURIAL SPACE: A lot or portion of a lot designed and intended for the interment of a human body or bodies.

CEMETERY LOT or LOT: One or more burial spaces under the ownership of one person or family.

CITY: The City of Jonesville.

CEMETERY COMMITTEE: The Cemetery Committee of the City of Jonesville.

CITY COUNCIL: The City Council of the City of Jonesville.

IMMEDIATE FAMILY: The immediate family is described as follows: spouse, parent, brother, sister, grandparent, child(ren), grandchild(ren), of the original lot owner(s). The term is also intended to include "great", "step", and "in-law" to the above, where applicable.

MARKER: A stone or plaque either flush with or above ground identifying those interred in a single burial space.

MONUMENT: A stone or plaque either flush with or above ground identifying the family name and/or those individuals interred in a lot of two or more adjoining burial spaces.

OWNER: Any person or persons owning or possessing the right of interment in any burial space.

SECTION III: GENERAL INFORMATION

1. Sunset View Cemetery is owned and operated by the City of Jonesville under the direction of the City Council. The office for the cemetery is located at the Jonesville City Hall, 265 E. Chicago, Jonesville, MI 49250. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday except on holidays. A complete system of ownership of burial rights and burial records is maintained at this location. All information concerning the cemetery, including records, purchasing procedures, rules and regulations, arrangements and cost of interment services, and other services may be obtained by visiting this office or by calling City Hall during the hours shown above.

2. Establishment of rules - These rules were crafted by recommendation of the Cemetery Committee and action of the City Council.
3. Temporary rules/regulations - The Jonesville City Manager shall have the right to establish temporary rules or make exceptions to existing rules whenever, in his/her judgment, the best interests of the cemetery demand it. These temporary rules or exceptions must be reported immediately to the City Council. Temporary rules or regulations shall be in effect for not more than 90 days before being approved by Resolution of the City Council.
4. Amendments to rules and regulations –The City reserves the right to make such changes or alterations of the rules and regulations, as may from time to time be deemed necessary.

SECTION IV: GENERAL RULES AND REGULATIONS

1. Alcoholic beverages are not permitted in the cemeteries except in conjunction with established burial customs that have been approved in writing by the City Manager.
2. Pets shall be leashed and under the control of their owner at all times when in the cemetery. Owners are further responsible for proper clean up and disposal of pet waste and any damage caused by pets.
3. Advertising or posting of signs within the cemeteries by anyone other than the City of Jonesville is prohibited.
4. Hunting and any and all use of firearms within the cemeteries is prohibited, except in connection with burial ceremonies or by duly authorized law enforcement officials
5. No entrance into the cemeteries is to be gained except through established driveways and only during established times.
6. The use of profane, loud, boisterous, etc., language is prohibited within the cemetery owned by the City of Jonesville.
7. The speed limit within all cemeteries is 10 miles per hour.
8. Driving off the established roadways within the cemeteries is prohibited.
9. All trash, trimmings, dead flowers, etc. are to be placed in containers provided.
10. Persons may not park vehicles in the cemetery for reasons not directly related to business within the cemetery.
11. The use of recreational vehicles within the cemetery is prohibited.
12. Sunset View Cemetery shall be open to the public between the hours of dawn and dusk each day or at such other specific times as approved in writing by the City Council. However, the public may pay their respects at the Freedom Memorial at any time that the monument is lighted for visitors.
13. The abuse of monuments, markers, lot markers, graves, or cemetery appurtenances, or removal or disinterment of the same, whether intentional or otherwise, or the removal of flowers, urns or any of the cemetery equipment will be considered a criminal violation of the law and shall be prosecuted. Persons entering the cemetery will be held fully responsible for any damage he or she may do to cemetery property, intentional or unintentional. If prosecution occurs, it is the policy of the City to request restitution. Children must be accompanied by their parents or adults who will be responsible for their conduct in the cemetery.

SECTION V: LOT PURCHASING AND TRANSFERS

Persons desiring to purchase burial rights are invited to contact City Hall so an appointment may be made to select the site with the aid of staff.

1. Every burial right is sold subject to the rules and regulations now in force or that may be hereinafter adopted and to such changes of the present rules as deemed necessary by the City Council.
2. Upon purchase of burial rights, the owner will be issued a burial right certificate which entitles the owner and their heirs to burial rights, subject to the rules and regulations hereinafter in effect.
3. When burial rights are purchased by more than one person other than a husband and wife, each person's interest shall be identified on the burial right certificate. The City will not be held liable or record any private agreements under such ownership.
4. The City of Jonesville may repurchase unused burial rights from the owner at a rate of 50% of the current purchase price.
5. All transfers of burial rights shall be made through City Hall. No other transfers of ownership or rights thereto will be recognized by the City.
6. The exchange of lots may be allowed upon written request to City Hall and only when due cause as deemed by the City Manager has been determined and only when the appropriate fee has been paid.
7. Burial rights may revert to the City for a cemetery lot, or burial space which have remained unused for a period of fifty (50) years, subject to the provisions of the City's Cemetery Ordinance.
8. Refunds may be given within 48 hours of the purchase of burial rights or payment of other requested services, providing the City has incurred no cost relative to the transaction, and for good and sufficient reasons as determined by the City Manager.

SECTION VI: INTERMENTS AND DISINTERMENTS

Area funeral directors are familiar with City rules and procedures for ordering grave openings. If any funeral director has questions, he/she should contact City Hall.

1. No burial shall take place unless the burial rights purchase price, the cost of any services required to open or close the burial space, and all other fees and charges have been paid in full.
2. No burial shall be allowed for other than human remains.
3. At least 48 hours notice shall be given in advance of any time of any funeral to allow for the opening of the burial space.
4. All burials and disinterments will be completed by the cemetery sexton or, in some cases, under the supervision of the sexton.
5. No more than one burial may be made per burial site, except in the case of mother/infant buried at the same time, or two children buried at the same time, or a regular burial vault and a cremation of the immediate family, or up to four cremations of the immediate family.

6. The appropriate permit for the burial space involved, together with a burial transit certificate identifying the person to be buried shall be presented to the cemetery sexton or City Clerk prior to interment.
7. All burials shall be that of the lot owner or his/her immediate family. All other burials shall require the express approval of the lot owner or his/her lawful heir.
8. All burials shall be within a standard concrete vault installed or constructed in each burial space before interment, except for cremations.
9. No burials will take place on the following holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day. An additional burial charge, as described in the schedule of fees for the Cemetery, will apply to burials taking place on other City recognized holidays including, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, and the Day after Thanksgiving. It should be noted that the City permits formal observances by local organizations on the patriotic holidays in the Cemetery. Those wishing to schedule burials on these holidays will need to coordinate funeral times with the City.

SECTION VII: MONUMENTS, MARKERS, FOUNDATIONS

1. All monuments or markers shall be made of recognized durable materials such as granite or bronze.
2. Foundations are required before the placement of any monument or marker is placed and must be paid for in advance. Foundations must extend at least four (4) inches beyond each side of the marker or monument.
3. No more than one monument shall be placed on a lot, nor more than one marker on a burial space. However, a veteran marker may be placed flush with the ground on a burial space already holding a monument or marker.
4. Monuments and markers shall not be delivered to the cemetery until foundations have been paid for and installed. Foundations shall be installed by the cemetery sexton only.
5. Monument companies are responsible for all damages to cemetery grounds and surrounding monuments and markers occurring during their installation.
6. Should any monument or marker become unsightly, dilapidated, or a safety hazard, the City of Jonesville shall have the right to correct the condition or remove the same at the expense of the owner.

SECTION VIII: LOT CARE, MAINTENANCE AND IMPROVEMENTS

1. Any grading, leveling, or excavating upon burial space, except for plantings as permitted in these rules and regulations, shall be done or supervised by the staff of the City of Jonesville.
2. All flowers, containers, and decorations must be kept neat and orderly and shall be placed in line with the front of the monument or marker and not encroach on neighboring lots. All containers are to be set on concrete bases and no glass containers are allowed.
3. Shrubs may be planted if placed in line with the front of the monument or marker and shall not encroach on neighboring lots. Shrubs shall be maintained so that they do not exceed a diameter of two (2) feet, or a height of five (5) feet. The use of dwarf varieties that will remain within these dimensions at maturity is encouraged.

4. No tree of any type shall be planted.
5. The mounding of graves is prohibited.
6. Surfaces other than earth or sod are prohibited.
7. The use of seasonal grave decorations is permitted. All decorations must be removed on or before April 1 each spring and November 1 each fall. Any seasonal grave decorations not removed by these dates may be removed and discarded by the sexton without notice to the owner.
8. Structures of wood or other equally perishable materials, fences, curbs, hedges, and copings are prohibited.
9. The placing of stone, limestone, woodchips, edging, wood borders, etc. anywhere within cemetery lots is prohibited. Mulch may be properly placed where plantings are allowed.
10. Chairs, settees, and benches on lots are generally not allowed. Bench style monuments or markers may be permitted, provided they meet the requirements of Section VII of these rules and regulations. Further exceptions may be permitted in writing by the City Manager where placement will not adversely affect the maintenance, use, or uniform appearance of the cemetery.
11. Work within the cemetery, proposed by outside organizations or groups, must be preapproved by the City Manager, and supervised by his/her designee.
12. The City of Jonesville, through its cemetery sexton, employees, or contractors may remove or trim any tree, plant, or shrub located within the cemetery in the interest of maintaining proper appearance and use of the cemetery.
13. The cemetery sexton shall have the right and authority to remove and dispose of any and all growth, emblems, flags, displays, containers, or decorations that become decayed, deteriorated, damaged, a potential source of litter, or a maintenance problem.

Rules Approved:

Recommended by the Cemetery Committee: January 14, 2015.

Adopted by Resolution of the City Council: February 18, 2015.

Revised:

Section VI.9. – Cemetery Committee: April 8, 2015; City Council: April 15, 2015