

**CEMETERY RULES**  
**CITY OF CHARLEVOIX**  
**Effective: 12-16-98**

The following rules and regulations have been promulgated by the Charlevoix City Council pursuant to its Cemetery Ordinance. These rules apply to all cemeteries under control of the City. These rules and regulations supersede and repeal all prior rules and regulations governing City cemeteries.

1. All burials in the cemetery shall be made in cement boxes or vaults and shall take place within the limits of a single plot.
2. No person other than cemetery personnel shall be permitted to dig a new grave or open an existing grave.
3. A written request on a burial authorization form provided by the City shall be made to the cemetery sexton at least twenty-four (24) hours before any grave will be opened. All grave openings must be paid in advance.
4. No less than eight (8) regular working hours notice shall be given to the cemetery sexton prior to an interment being made. When circumstances do not reasonably permit a grave-side service, the cemetery sexton shall have the discretion to prohibit a grave-side service.
5. Winter burials shall mean all burials occurring between December 1 and April 1.
6. "After hours burials" shall mean those burials occurring on weekends or holidays or any burial which has not entered the cemetery by 3:00 p.m. on regular workdays. After hours burials shall assume an overtime charge.
7. Native boulders are permitted as burial markers. The size of boulder shall not exceed three (3') feet in height and three (3') in width and two (2') in depth or thickness. Native Boulder must have an engraved plaque or may be sandblasted. Native boulders must set firmly on a foundation.
8. Trees and shrubbery may be planted and markers and monuments set only after obtaining permission from the cemetery sexton. The Sexton shall have the right to trim all trees, bushes and shrubbery.
9. No artificial flowers or rose bushes will be permitted on a burial site within the cemetery.
10. The cemetery sexton shall have the right to remove funeral designs, floral pieces, dead or dying trees, bushes, or other plants as soon as they become unsightly. Any request for permanent shrubbery to be planted or removed or monuments or markers to be moved, straightened, or installed must be made to the cemetery sexton at which time the sexton shall collect the fee for such items and services as shall be set by the City Council.
11. Not more than four (4) cremation urns shall be allowed on each burial plot within the cemetery.
12. All markers or monuments placed on a grave within the cemetery shall have a foundation. There shall be only one marker or monument per plot. Additional markers may be permitted by the sexton as long as additional markers are flush type.
13. All foundations shall have a wash base of not less than three (3") inches around.
14. All flower urns shall be in line with the marker or monument and shall be located either directly in front of or behind the marker or monument within one (1) foot of the head stone. All flower urns must rest on the burial plot itself and may not be placed in any other location, including, but not limited to a walkway or roadway. Flower urns are to be maintained by the Owner.
15. The City shall not be responsible for damages to monuments, markers, urns, trees, shrubbery, or other items placed in or on a plot unless caused by an act or omission of the City.
16. All privately owned motor vehicles shall remain on designated roadways within the cemetery and shall not be driven on the grass or other areas within the cemetery.
17. If a burial plot has been used, the sexton may permit the burial of a cremation container if the sexton, in his discretion, determines that sufficient space exists.