



PINE GROVE CEMETERY RULES & REGULATIONS

1.0 SCOPE

This policy regulates the sales of lots, the maintenance of lots, the use of burial lots, the placement of flowers, urns, shrubs and other decorative items, times of operation, perpetual care and the interment and disinterment of deceased persons within Pine Grove Cemetery grounds.

2.0 PURPOSE

The policy will formalize the fees that are charged for the sale of burial lots, interments and disinterments, and other services that may be performed by cemetery staff and will establish rules regarding interments, disinterments, monuments and memorials, placement and planting of flowers, wreaths and shrubs, perpetual care and visitors.

3.0 BURIAL LOTS

- 3.1 Vacant burial lots are available for sale for final disposition of human remains or cremains.
- 3.2 Prices for various lots are detailed in Appendix A.
- 3.3 Certain lots may be sold with restrictions applicable to a specific section of the cemetery.
- 3.4 Lot ownership passes equally to blood descendants and legally adopted children of the original owner next in line, unless designated otherwise through a will.
- 3.5 Burials must be authorized by the lot owner or surviving heirs.

4.0 MONUMENTS AND MEMORIALS

- 4.1 All monuments and markers must be constructed of granite.
- 4.2 All lots consisting of two grave spaces or larger are allowed one monument above grade.
- 4.3 Single graves are allowed one flush marker.
- 4.4 The length of a monument shall not exceed 60% of the width of the lot, and the base shall not exceed 8% of the area of the lot.
- 4.5 No eternal flames or perpetual lights are allowed on the cemetery grounds.
- 4.6 Curbing, corner posts, above grade platforms, steps, buttresses or settees are not allowed.

- 4.7 The Pine Grove Cemetery reserves the right to remove any monuments that become unsightly, dilapidated or dangerous at the owner or heir's expense.
- 4.8 While all possible care will be taken to protect monuments and markers, vaults and mausoleums from damage, the Pine Grove Cemetery is not liable for any damages or loss.
- 4.9 Designs, locations and materials for all monuments and markers or other structures must be submitted to the cemetery superintendent for approval prior to installation.
- 4.10 Pine Grove Cemetery is not liable for loss of grave space due to the placement of monuments.
- 4.11 Government markers can be installed by cemetery staff. Payment is required in advance and is detailed in Appendix A.

5.0 FLOWERS, WREATHS, VASES, TREES, SHRUBS

- 5.1 Annual plantings are allowed directly in front of the monument and shall not exceed one foot in depth and shall not be wider than the monument.
- 5.2 No plantings shall be made at or near any flush markers, as they interfere with mowing and grave opening.
- 5.3 Artificial flowers are restricted to urns, baskets and vases. No artificial flowers are to be placed in the ground.
- 5.4 Vases or urns that are an obstacle to mowing operations shall be removed without notice.
- 5.5 Use of jars, glass, china, tin cans, rocks, bricks, wires and crushed stone are prohibited.
- 5.6 Beginning October 1st of each year, cemetery staff will remove all flowers, vases, baskets, etc. Lot owners must remove any items they wish to keep prior to this date. Urns may be left on burial lots during the winter months, but must be emptied and turned over.
- 5.7 Winter decorations are permitted from November 1st through April 30th. After April 30th, any decorations remaining will be removed and discarded by cemetery staff.
- 5.8 Planting of evergreens, trees or shrubs is prohibited without the written permission of the cemetery superintendent.
- 5.9 Any tree or shrub that is not maintained, becomes unsightly, encroaches on a neighboring lot or obstructs the normal operation of cemetery staff shall be removed by the cemetery staff at the expense of the owner or heirs, including the cost of replacement of the sod, if necessary.
- 5.10 Cemetery staff is not responsible for the care and trimming of any plantings on individual lots.

6.0 FLAGS AND FLAG HOLDERS

- 6.1 Flags and flag holders may be placed on lots or graves of veterans by representatives of various veterans' organizations, not to exceed one week before Memorial Day and must be removed within two days after Flag Day, June 14.
- 6.2 Flags and holders that remain after June 16 will be removed by cemetery staff.
- 6.3 Pine Grove Cemetery is not responsible for safekeeping of flags or flag holders.

7.0 INTERMENTS

- 7.1 No interment shall be made until the proper permits are provided to the cemetery superintendent.
- 7.2 No interment shall be made until the grave space which is to be used has been paid in full, including any annual or perpetual care fees.
- 7.3 No interments are scheduled on Sundays or federally recognized holidays.
- 7.4 Written authorization for interment must be submitted from the owner of heirs to the cemetery superintendent prior to any interment.
- 7.5 Personal representatives of the deceased may authorize the funeral director to act as the agent of the family in scheduling burial dates. Such authorization must be given in writing to the cemetery superintendent.
- 7.6 Requests for interment must be made at least 48 hours prior to the requested time of interment.
- 7.7 Interments are scheduled from April 1st through November 1st. Winter burials may be scheduled, depending upon remaining snow and frost levels as determined by cemetery staff.
- 7.8 For deaths that occur during winter months, spring and summer interments may be scheduled through the cemetery superintendent beginning April 15th.
- 7.9 Personal representatives of the deceased must give written approval of the location of the grave to be used.
- 7.10 Remains being interred must be in a concrete vault, steel vault or cement liner.
- 7.11 Cremains can be buried in an occupied lot as space allows. This service would incur a user fee detailed in Appendix A.
- 7.12 Fees for interments can be found in Appendix A.

8.0 DISINTERMENTS

- 8.1 No disinterment shall be made until the proper permits are provided to the cemetery superintendent.
- 8.2 No disinterment shall be made without signed authorization from the next of kin.
- 8.3 No disinterment shall be made until all perpetual care fees are paid.
- 8.4 Pine Grove Cemetery shall assume no liability for the damage of any casket, burial case or urn.

8.5 Fees for disinterments can be found in Appendix A.

9.0 PERPETUAL CARE

- 9.1 Perpetual care is a one-time payment that funds annual maintenance of cemetery grounds which includes mowing, seeding, tree maintenance and raking of fall leaves.
- 9.2 Half of the proceeds from every lot sold are dedicated to the perpetual care fund.
- 9.3 Annual care billing for lot maintenance had been an option for lot owners, but has been phased out over time.
- 9.4 Perpetual care does not include maintenance, repair or replacement of any monuments, tomb, mausoleum or marker.
- 9.5 Perpetual care shall not include filling or rising or sunken graves where permanent containers were not used.

10.0 OTHER SERVICES

- 10.1 Requests for additional services must be made to the cemetery superintendent.
- 10.2 Additional services require payment of the associated fee, detailed in Appendix A.
- 10.3 Available services include the application of fertilizer, installation of government markers, removal of shrubbery, lifting of sunken markers, repairing of sunken graves, tree removal, stump removal, straightening of monuments, photocopies of records and maps and genealogy research.

11.0 VISITORS

- 11.1 The Pine Grove Cemetery is open daily from sunrise to sunset from May 1st through October 1st.
- 11.2 From November through April, entrances to the cemetery may be closed due to poor road conditions.
- 11.3 Visitors are asked to maintain a quiet and peaceful atmosphere.
- 11.4 Children must be accompanied by an adult at all times and are prohibited from climbing on any monuments or memorials.
- 11.5 Pets must be leashed and their waste properly removed.
- 11.6 Vehicles must follow the speed limit of 5 mph and are urged not to pass a funeral procession or any lot where a burial service is in process.
- 11.7 No firearms are allowed in the cemetery except at military funerals.
- 11.8 Vehicles must not be parked on the grass.
- 11.9 Visitors are prohibited from picking flowers or injuring trees or shrubs.
- 11.10 Solicitation of business on cemetery grounds is prohibited.

APPROVED

Pine Grove Cemetery Price List

Appendix A

Lot Sales		
Lot Location	Burial types allowed	Price
Section H	Full & cremation	\$700 per space
Section I	Cremation (3 spaces)	\$500 per space
Chapel Section	Full	\$750 per space
Chapel Section	Cremation	\$450 per space

All other lots	Full & cremation	\$500 per space
Interments	Price for Weekday	Price for Saturday
Adult (full)	\$725	\$825
Child (full)	\$525	\$625
Infant (full)	\$325	\$425
Single Urn (cremation)	\$400	\$475
Double Urn (cremation)	\$625	\$775
Double Urn in vault (cremation)	\$650	\$800
Urn/vault combo	\$425	\$500

Disinterments	Price
Disinterment & Reinterment (full)	\$1,700
Disinterment (full)	\$1,000
Disinterment & Reinterment (cremains)	\$500
Disinterment (cremains)	\$400
Other Services	
Installment of Government marker	\$75
User fee for burial of cremains on grave space with existing interment	\$150
Fertilize & weed	\$125 up to 6 graves
Fertilize & weed	\$200 up to 12 graves
Removal of shrubbery	\$50
Markers lifted	\$50
Straightening of Monuments	\$75
Repair sunken graves	Price quoted after evaluation
Photocopies	\$1 per page
Small map	\$2
Large map	\$5
Genealogy	\$5 per search