

Rules & Regulations . . . City of Dover Cemeteries

Dover Burial Park, Maple Grove, Fourth Street Cemetery

The purchase of lots in the City of Dover Cemeteries may be made through the Superintendent. Upon payment of the full purchase price of the lot a proper receipt will be given, a copy of which will be presented to the Service Director who will deliver a deed for the lot purchased and will keep a copy of such deed recorded in his records.

An amount equal to or exceeding the state law requirements will be placed in a permanent endowment fund, the income from said fund to be used only for the general maintenance of the cemetery. The remaining portion of the lot purchase price will be placed in the general operating fund of the cemetery.

Lots may also be especially endowed and the income only from the amount so paid will be used for the special care of the lots, in addition to the care given them from the income of the permanent endowment fund.

In the case of Maple Grove and Fourth St. Cemeteries, lots there which were sold without the endowment feature may also be endowed to insure their care at the rate of \$1.50 per square foot.

Holders of deeds for lots acquire the right of burial only, and are subject to the rules and regulations contained herein or that might be made in the future by the officers having control of said City of Dover Cemeteries. These lots are exempt from taxation. No lot shall be used for any other purpose than for the burial of the human dead.

Terms for the purchase of lots is as follows. In case of preneed purchases, that is when no immediate burial is to be made, lots will be paid for in a 90 day same as cash basis. In the case of an at need purchase, that is where a grave space is to be used immediately, at least that one space to be used must be paid for before any grave will be opened on said lot. The balance will then be paid on a 90 day same as cash basis. At the end of said 90 day period if no monies have been paid on lot purchased, the City of Dover reserves the right to repossess any unpaid lot.

No monument may be erected on any lot unless the purchase price of the lot is paid in full. No monument will be allowed on any lot having less than 99 square feet of surface and in no case will more than one monument be allowed on one lot. Monuments may be placed only in the center of the lot. The length of the bottom base of any monument is restricted to one-half the frontage of the lot and the area of the base shall not exceed 10 percent of the surface of the lot. No monument exceeding 5 feet in height above the surface of the lot may be erected. All monuments shall be constructed of northern granite. The following applies to all cemeteries. Grave markers or foot markers shall be of northern granite, or with bronze set in concrete and placed flush with the surface of the

grave, and no head stones or foot stones will be allowed. No curb or fence of any kind may be erected on or around any lot and the only markers allowed are the corner stones placed by the Superintendent.

No monuments may be erected upon any lot between the first day of December and the first day of April of any year except by special permission of the Superintendent. All monument and marker foundations shall be placed by the Cemetery Department under the direction of the Superintendent. All monuments shall be erected upon a concrete base extending not less than three feet below the surface of the ground. All monument foundations shall be not less than eight inches larger than the monument base. Grave markers shall be upon a concrete base extending two feet below the surface of the ground. Payment for the base must be made before the monument is placed. A current price schedule is available in the office of the Superintendent. All extensions for flowers will have square ends and no holes will be placed in the foundation. In the case of flush markers, no vases will be permitted to be mounted either in the marker or in the foundation.

In no case shall a lot owner plant or cause to be planted upon any lot, any tree or shrub without first securing permission as to type, location and size. Should it be desired to plant flowers on any lot, permission must be secured from the Superintendent and these flower beds must be maintained and kept weed free or they will be reseeded by the Superintendent.

Flowers will be permitted on the graves at the following times: May 25 through June 10 and November 15 through March 15. At no other times will grave decorations be allowed on the grave unless placed on a concrete base attached to the monument foundation. Decorations placed on the graves at times other than the above mentioned periods will be disposed of promptly by the Cemetery Department. At no time shall grave decorations be placed in any glass container or should any decoration constructed of glass be placed on the graves.

A beautiful new Garden Mausoleum is the latest addition to the Dover Burial Park. Completed in June, 1993, this Mausoleum offers a dignified and reverent alternative to earth burial.

It is our desire to maintain this building in a clean and uncluttered manner. Therefore, the following regulations have been adopted concerning the decorations to be used to honor those entombed.

Only one arrangement for each person entombed will be permitted at any one time. The arrangement must be appropriately tagged with the name of the person entombed. If not properly tagged, they will be removed. Decorations should consist of fresh cut flowers or potted plants such as chrysanthemums, tulips, etc. Permanent planters or artificial

flowers will not be permitted except during the winters months (Nov. 15th to March 15th). During these dates, artificial or natural arrangements may be used.

At no time will flowers or decorations be allowed to be hung, taped, or glued or wired to crypt or niche front. This may stain or permanently mark the granite.

These decorations will be taken down immediately and discarded.

No glass containers of any kind are permitted. These will be discarded immediately. Dover Burial Park will in no way be responsible for any decorations placed at the Mausoleum. We recommend that no decoration of sentimental value be brought to the Cemetery. We will try to avoid removing any decoration prematurely, however, Dover Burial Park will be the final authority on when a decoration is unsightly and the proper time for the decoration to be removed. Live decorations will be removed every Thursday morning.

The plucking of any plant or flower, or writing, scratching, marking or in any way defacing monuments, markers, buildings, fences, trees or shrubbery on or about said cemeteries is strictly prohibited. In no case shall a lot owner or other person apply any chemical herbicide, fertilizer, or lawn or animal control or like material without securing permission from the Superintendent. In order to maintain a high standard of care and to eliminate sunken graves, the Cemetery requires the use of an outside container or vault and that such vault be constructed of reinforced concrete or steel. The Cemetery will not permit more than two (2) interments per grave space. This includes cremated remains.

In order to maintain the natural beauty of the cemetery and to be reminded that the cemetery is a sacred memorial to the burial of the dead, the following clarifications to the general rules and regulations of the cemetery are set forth.

No lights, lighted trees, bushes or shrubs shall be permitted at any time. Eternal candles will be permitted if placed in a location approved by the Cemetery.

No shrubbery may be planted on any lot without first securing permission from the Cemetery. Flowering bushes such as rose bushes, azaleas, rhododendrons, etc. are not permitted to be planted on the lots.

Flowers may be planted in a flower bed next to the monument foundation. However, flowers may not be planted around any flat markers. All flower beds shall be maintained by the lot owner. If a flower bed becomes unsightly, the Cemetery shall have the right to remove the flower bed and reseed. Flowers may be on the graves from May 25 to June 10. Items on the graves after this period will be removed by the Cemetery Department. Decorations planted in an approved flower bed or on a concrete base attached to the monument foundation will not be removed.

Winter decorations may be on the lots from November 15 to March 15. Multiple decorations are not encouraged. A general rule shall be not more than two decorations per grave. It should be noted that nothing of sentimental value should be placed on the lots. Showy or otherwise gaudy displays are not encouraged. This detracts from the natural beauty of the Cemetery.

No glass or breakable items shall be placed on the graves. No balloons or other inflatable items shall be permitted at any time. In no case shall wire be used to secure any decoration to a monument or used in other ways.

In the case of in-ground vases, only cut flowers shall be used. These will be disposed before mowing. Artificial flowers should not be used in in-ground vases.

No trees shall be planted on any lot. All trees and major shrub areas are planned and planted by the Cemetery.

The Cemetery, City of Dover or any persons connected with the operation of the Cemeteries assumes no responsibility for decorations placed in the Cemetery. Decorations are placed at the patrons risk. If any decoration is determined to be in violation of any of the above rules, the Superintendent shall have the right to remove such decorations. If removal of items is done, Superintendent will notify the lot owner of the removal and shall hold such items for a period of not more than 10 days for pick up by lot owner.

The cemetery will be open for interments from 8 a.m. to 4 p.m. every day. However an additional charge for Saturday will be charged per the current price schedule. Also, an overtime charge will be assessed any funeral entering the cemetery after 3:30 p.m. unless extreme scheduling conditions exist for a Funeral Director. There shall be no interments on the following days: New Years Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. There shall be no interments on any Sunday.

The Superintendent shall be contacted before the setting of time of any funeral to avoid conflict with another funeral. Notice of not less than 12 working hours shall be given for the opening of any grave. A burial order must be signed by a member of the family of the deceased at the time of arrangements for the interment. All funeral processions while upon the cemetery grounds shall be under the direction and control of the Superintendent.

Charity burials will be made only on an order signed by the Mayor or Service Director of the City of Dover, a copy of said order must be kept on file with the cemetery records.

The following should be considered general policies of the cemetery. All persons are

reminded that cemetery grounds are sacredly devoted to the burial of the dead. Visitors will be admitted to the cemetery during daytime only; any person or persons found in the City Cemeteries in the nighttime will be arrested as a trespasser or trespassers and prosecuted accordingly. No children will be admitted to the cemetery grounds unless accompanied by a parent or some person responsible for their conduct, except by permission of the Superintendent. No person or persons will be permitted on the grounds with a dog or dogs not on a leash. NO firearms will be permitted on the cemetery grounds except in the case of military funerals and Memorial Day services. Motor vehicles may be operated on cemetery driveways at the speed not greater than 15 M.P.H. and such vehicles shall at all times be operated and parked on driveways only, except for cemetery equipment necessary for carrying on the work of the employees of the cemetery.

The cemetery shall reserve the right to remove any unsightly, diseased or otherwise undesirable tree, shrub or other plant that detracts from the beauty of the cemetery.

The cemetery reserves, and shall have, the right to correct any errors that may be made by it in making interments or in the conveyance of property.

The Cemetery assumes no liability for any damage to any monument or marker.

The Superintendent shall have the power to enforce all rules and regulations and to exclude from the property of the City Cemeteries any person or persons violating the same. The Superintendent shall have charge of grounds, buildings and at all times shall have supervision and control of all persons in the cemetery, including the conduct of funerals, traffic, employees, plot owners and visitors. The Superintendent also has the right to interpret any item not specifically covered in these rules.

The Superintendent shall keep a strict account of all money for any work connected with the City Cemeteries and make due report of same to the City Auditor, showing the amount received, the work performed and other matters connected with the receipt of money and will take a receipt from the Auditor and keep his receipts and books on file in the cemetery office for the inspection and checking of his accounts.

The City of Dover will repurchase cemetery lots from its patrons provided the following conditions are met.

1. The City will only repurchase lots in Dover Burial Park.
2. Only 75% of the original purchase funds are to be refunded, as 25% of said monies are required by law to be placed into an endowment fund. Mausoleum purchases shall not be refundable.
3. Lots must have been in the original owners possession for at least ten (10) years to be considered for repurchase.
4. In the event of any unusual circumstances, the Superintendent of Cemeteries, the Director of Public Service and the Chairman of the Cemetery Committee shall

- comprise a committee to have discretionary powers as needed in the repurchase of lots and their decision shall be final.
5. A line item shall be established in the Cemetery budget. Amount per year shall be determined in the normal budgetary process of the Cemetery Superintendent.
 6. Repurchased lots shall be available for resale at current values.

A patron of the Dover City Cemeteries may choose to make prepayment of interment charges under the following terms and conditions.

1. Patron shall pay the current established interment rate then in effect, plus an Administrative fee.
2. All monies will be deposited in an escrow account established solely for the express purpose of prepayment of interment charges.
3. At the time of patron's decease, monies equal to the established rate then in effect will be withdrawn from the prepayment account and deposited in the current general operating fund of the cemetery.
4. The patron will be required to sign a prepayment contract which shall specify the rights of patron and also the obligations of the City. No assignment shall be made of the contract without the consent of the City in writing.
5. Funds are non-refundable as they are placed in an irrevocable trust pursuant to ORC 1721.211 regarding merchandise and services trust account.

The Superintendent of Cemeteries shall have the right to interpret any rule or regulation not specifically covered in the rules.

The Cemetery office is located at the Dover Burial Park and is open from 7:30 a.m. to 4 p.m. weekdays or by appointment evenings or Saturdays. The office will not be open holidays. A current price schedule of all charges is available at the cemetery office.

These rules and regulations have been revised and updated by the Director of Public Service of the City of Dover, Ohio, in accordance with the Ohio Revised Code pertaining to the operation of Municipal Cemeteries.

Passed by Dover City Council
Ordinance #24-05

Mayor: Richard P. Homrighausen
Service Director: David F. Douglas
Superintendent of Cemeteries: Scott Harmon