

VILLAGE OF NEW RICHMOND CEMETERIES

RULES AND REGULATIONS

1. The Cemeteries are open from 8AM to dusk every day.
2. Visitors shall observe good order while in the cemetery. Loud talking, loud music, excessive vehicle noise, or any other types of disruptive behavior is not permitted. No intoxicating beverages, drugs, or hallucinogens shall be permitted in the village cemeteries.
3. There shall be no littering of waste paper, weeds, grass, garbage, trash, etc.
4. Pets (with the exception of service dogs on a leash) are not permitted in the cemeteries.
5. Posted GREENMOUND cemetery traffic sign regulations must be followed. The maximum speed limit is 15 MPH. Note: The cemetery driveways are narrow with few pull-off points for traffic traveling in the opposite direction to pass. The only major parking area is between sections K and I.
6. Shrubs, trees, bushes, vines, monument foundations, unrecorded cremations, benches, fountains, glass items or any construction is prohibited without consent of the Village Administrator.
7. All mowing / trimming of cemeteries shall be completed / by the Village or contracted service agents.
8. All burials must be human and are to be made in a concrete or metal vault. Cremation remains must be placed in an approved impervious urn, vault or other approved impervious container. IE: Ceramic and Marble urns must placed in an impervious vault. Sprinkling of Cremation remains (ashes) are only permitted in a designated scatter area.
9. A maximum of four interments are permitted in a 4'x10' full size grave site. A secondary level is limited to Cremation remains. The depth of the first level interments will determine second level viability and the associated Open /Close and Exhumation Fees. Note: Some sites within the cemetery may be limited to one level of cremation remains or an above ground columbarium; due to topography or substrate conditions. At least 1 foot of earth must overlay all in ground burial vaults.
10. The following interment options are a sample of possible single level grave site usage options.
 * Note: The first 2 ft. of a site is normally reserved for markers, but can be used for interment with the marker overlaid.

INTERMENT OPTIONS ---Site Dimensions -->	10'length x 4'width								6'x4'		4'x4'		4'x2'		2'x2'			
95"x 39"x39" Full Adult Casket / Vault	Interment area length used	8																
48"x21"x24" Infant Casket/Vault				4		4					4							
36"x16"x14" Cherub Casket/Vault				3														
21"x10"x9" Cherub Casket/Vault					2							2						
15"x15"x18" Single Urn/Vault								2		2							2 *	
15"x15"x17" Single Urn/Vault							2	2			2				2			
15"x15"x12" Single Short Urn/Vault			2	2		2	2				2				2			
16"x13"x12" Universal Urn /Vault				2		2	2											
15"x30"x18" Double Urn/Vault								2	2	2					2			
Number of Occupants Per Grave Site			1	1	2	2	3	1	3	4	2	3	2	1	1	2	2	1
Unused feet of interment area length		0	6	4	1	2	4	2	2	6	0	0	0	0	0	0	0	0

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HEAD / FOOT MARKER REQUIREMENTS:

11. All markers must be granite, bronze or other approved material. Temporary aluminum markers must be legible for a period of one year. The marker description (composition, dimensions, weight) and placement and associated foundation should be approved by the Village Administrator before purchase.

HEAD MARKER REQUIREMENTS - grave site width							FOUNDATION REQUIREMENTS						
Grave Site Dimensions	2' W x		4' W x 10' L				Foundation Dimensions	2' W x		4' W x 10' L			
Graves per marker	1	2	1	2	4	6		1	2	1	2	4	6
Maximum width	12"	36"	36"	60"	72"	96"	Minimum width	20"	44"	44"	68"	80"	104"
Maximum length	16"	16"	16"	16"	16"	16"	Minimum length	24"	24"	24"	24"	24"	24"
Maximum height	1"	36"	48"	48"	48"	48"	Minimum depth	24"	24"	24"	24"	24"	24"
							Maximum Height Above Grade	0"	0"	12"	12"	12"	12"

Note: The first 2' of 10' length grave sites is reserved for placement of a Head Marker / Monument to minimize potential settling of subsequent interments. Some lots are restricted to ground level head markers or an approved columbarium. Interments made in the monument area may require an extended time frame before foundation/monument installation. **The resale / transfer of unused site(s) may be prohibited, if a common marker overlays unused site(s).**

12. All markers must have level concrete foundations that extend 4 inches outward from the edges of the marker and leave at least 2 inches of space between it and an adjoining unshared grave site. It must be installed at ground level (except where required to maintain a level base with a maximum of 1' above ground). This will minimize the need for trimming grass and minimize a potential contact with service equipment. The foundation must have an adequate depth to support the selected marker. Some areas may restrict foundations and associated markers to the slope of the ground.

13. Only ground level markers may be used at the foot of a grave due to maintenance/mower access requirements. Foot markers may be prohibited in some grave site areas (noted on section maps).

FOOT MARKER REQUIREMENTS					FOOT MARKER FOUNDATION REQUIREMENTS				
Grave Site Dimensions	2' W x		4' W x 10' L			Restricted to 8' – 10' length pre-approved sites			
Graves per marker	n/a	n/a	1	n/a	n/a	Foot marker not shared by grave sites			
Maximum width			24"			Maximum foundation width 32"			
Maximum length			12"			Maximum foundation marker length 20"			
Maximum Height			1"			Foot marker foundation preferred at ground level Minimum foundation Depth Below Grade 24"			

WARNING: Foot markers are susceptible to heavy maintenance traffic.

14. Grave marker upkeep shall be the responsibility of the family / owner(s) of the grave(s). The Village and its representatives will not be responsible for any damage, vandalism, or upkeep of markers. All rubble and broken grave markers will be subject to action deemed necessary by the Village Cemetery Administrator(s).

ORNAMENTATION:

15. Ornamentation is restricted to the head marker area above the ground where it will not impede mowing, trimming and other maintenance Tasks. Monuments with built in or top mounted flower holders, will aid in this process.

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No other add on devices should extend beyond the maximum monument height of 4'. Sheppard's Hooks or other extended decoration devices should not extend more than 18" above a monument. They must be removable, anchored within 1 inch of the foundation and not extend beyond the monument area. An owner may present other ideas for approval to the cemetery Administrator (IE: Allowing extension of the marker base for approved decorative containers).

16. Ornamentation of foot markers is prohibited due to access requirements for maintenance / mowing access.

17. Decorations are permitted throughout the year. Decorations will be left in place for two week after any major holiday. The cemetery maintenance personnel may discard decorations as conditions dictate. The recorded owner(s) of the grave(s) shall be the controller in respect to the placement, care and maintenance of flowers and/or decorations on the grave(s) within village guidelines.

18. Any ornamentation deemed unsightly will be removed and discarded. Any objects(s) that are determined by the village personnel to be obstructing the maintenance of the cemeteries shall be removed. They will be stored for a period of 3 - 6 months before disposal after written or oral notification of recorded owner(s) is attempted.

SALE AND TRANSFER REQUIREMENTS:

19. The deed must specify the full name of the owner(s) and associated contact information. The owner(s) or beneficiaries are responsible for notifying the Village of any changes in ownership as soon as possible and pay the applicable transfer fees to insure that the Village can properly administer the deeded property.

20. A grave must be paid in full before burial can be made or markers or ornamentation placed.

21. Opening and closing fees must be paid in full at the time of burial or as arranged by the authorized agent. A maintenance fee is required for each interment for maintenance and administrative costs.

22. The full names of occupants and related documentation of death are required for appropriate identification for interment. This includes cremation remains held for later interment.

23. Graves may be reserved for purchase for 180 days at the option of the Village Administrator. A Payment Plan may be accepted. Failure to comply with arrangements will result in the return of site(s) to the Village and the return of any payments made less the cost of a transfer fee.

24. All sales and transfers must be approved by the Village Administrator. No graves may be sold for profit. A transfer fee is required for grave transfers before an existing deed can be modified and a new deed is created. A partially used grave is only transferable to direct heirs.

25. Violation of cemetery rules may result in fines and /or arrest as specified in village ordinances.

26. The Village of New Richmond and its employees are not responsible for any accident or injury that may occur on village property.

NOTE: These rules and regulations are subject to change to maintain compliance with the Ohio Revised Code chapters 517 and 759 and to enhance administrative processes and procedures.

The current version of this document is available on the Village website or at Village Hall.