

CITY OF SALLISAW ADMINISTRATIVE POLICY		Policy Number:	7.002.00	Revision	1
		Effective Date	04/08/2019		
Subject:	CEMETERY REGULATIONS				
Department(s):	Parks; Administration				

Purpose

The purpose of this policy is to establish standards for the operation and management of the Sallisaw City Cemetery.

Background

The Sallisaw City Cemetery is a perpetual care cemetery owned, operated and maintained by the City of Sallisaw. Great effort is put into upkeep and maintenance, with a focus on its history and the community it is a part of. The City strives to create a welcoming, peaceful environment for visitors and families where loved ones can be memorialized.

Definitions:

- **Lot:** Applies to a space sufficient in size to accommodate four (4) to eight (8) burial spaces.
- **Space:** Applies to a space of sufficient size to accommodate one adult interment.
- **Interment:** The permanent disposition of the remains of a deceased person by cremation or burial.
- **Monument:** For the purposes of this policy a monument shall mean a headstone, footstone or other marker made of granite or other material.
- **Mausoleum:** An external, free-standing structure constructed as a monument enclosing the interment space or spaces of a deceased person or persons.
- **Cremains:** The ashes of a cremated human body.
- **Columbarium:** An above ground structure with recesses designed for the purpose of interring the cremains of the deceased.
- **Columbarium Niche:** An individual recess within a columbarium, either single or double, designated to contain the cremains of the deceased within a cremation urn or container.

Policy/Procedure

1. All operations are under the direction of the City Manager or their designee.

2. All records of interments are maintained by the City Clerk's office.
3. The City is responsible for operation and maintenance of the cemetery, including, but not limited to, grounds maintenance, selling of lots and spaces, selling of columbarium niches, maintaining accurate records of sales and burials, and coordinating interments.
4. The City performs all perpetual care requirements of the cemetery.
5. All fees and charges established for the cemetery shall be set and approved by the Board of City Commissioners.

Purchase of Burial Sites and Niches:

1. Upon full payment of the purchase price of a lot, space or columbarium niche, the City will issue a cemetery deed showing ownership of the property purchased.
2. The City of Sallisaw will not buy back lots, spaces or columbarium niches once they are sold.
3. The City shall have the right to assume at all times that the lot(s) owner(s) acquired a lot(s) for the interment of the owner and/or members of the owner's family.
4. Transfer of ownership: The owner of a lot, space or columbarium niche may transfer ownership of the property to others as they wish. Any transfers must be coordinated with the City Clerk's office in order to maintain correct ownership records.
5. Anyone wishing to make improvements, to include landscaping or planting, must receive authorization from the City of Sallisaw prior to initiating work.

INTERMENTS AND DISINTERMENT

1. Funeral arrangements will be handled by appropriate funeral home personnel and scheduled with the proper City personnel.
2. Interments will not be allowed unless all cemetery fees and burial space costs have been paid.
3. Interment services may take place at the gravesite or at the gazebo located on cemetery property. If the gazebo is to be utilized for services it must be arranged in advance with the proper City personnel through city hall.
4. Only human remains are allowed to be interred in the cemetery.
5. The City of Sallisaw assumes no responsibility for errors resulting from any instructions provided by any lot owners or funeral homes except when those instructions are in writing and have been approved by proper City personnel.

6. All interments, which includes the burial of cremains, or disinterment shall be under direct supervision of cemetery personnel. No interments or disinterment will be made at the Sallisaw City Cemetery until proper arrangements have been made with city personnel, location of burial verified, and all laws governing interments have been met. Disinterment of a body will not be made without the proper authority, in accordance with the laws of the State of Oklahoma.
7. All caskets shall be interred inside a concrete or steel box, or equivalent.
8. For convenience, safety and appearance, only equipment belonging to the City of Sallisaw or that of vault companies shall be allowed at the grave site.
9. For traditional burial, grave spaces shall be dug by cemetery personnel only.
10. For placement of cremains, a family member may be allowed to dig the small hole required for interment, but only after verification of the location and recording of all vital information with the proper city personnel.
11. In spaces that contain a traditional burial, only two (2) placements of cremains will be permitted.
12. In spaces containing only cremains, three (3) placements will be permitted.
13. Placement of interments:
 - (a) For adult interments; one adult will be allowed in a single space.
 - (b) Infant children are allowed to be placed at the foot end of an adult grave provided it does not interfere with an established roadway or path.
 - (c) Two (2) infant interments are allowed in one space provided space is available and it does not interfere with an established roadway or path.
14. Columbarium Interments
 - (a) Cremains may be placed in individual niches in a columbarium.
 - (b) A columbarium shall have no attachments to the niche plates other than the standard name and date plaques.

Monuments and Markers

1. All monuments placed at grave sites must meet the requirements of the cemetery.
2. All monuments, markers, footstones, mausoleums, etc. shall be set on permanent, noncorrosive material, and have prior authorization and approval from the cemetery personnel.

3. All contractors, manufacturers or persons installing footings, foundations or concrete pads, shall contact cemetery personnel prior to installation. No footing, foundation pads or permanent fixture shall be placed on any cemetery lot or space without advanced approval.
4. All footings, foundations and pads shall be located entirely on the respective grave space or spaces and shall not extend into any walkway, street or adjacent grave space or lot.
5. All monuments and/or markers weighing up to 1,000 pounds shall be placed on a concrete pad at least 4 inches thick and extending 6 inches horizontally beyond the edge in all directions, but not to exceed 24 inches horizontally beyond the edge in all directions, not to exceed 24 inches in width and 48 inches in length for any one, single grave space.
6. Monuments weighing in excess of 1,000 pounds shall be placed on a concrete pad at least 6 inches in thickness extending horizontally at least 6 inches beyond the edge of the monument in all directions.
7. Any person or persons installing any monument marker or above ground obstruction shall be totally responsible for removing all excess soil or construction debris created by them, and shall clean the area to the satisfaction of cemetery personnel. These persons shall be totally responsible for the repair or replacement of all damages to existing trees, shrubs, streets, walkways, monuments and markers, as well as any damage to adjacent grave spaces, including ruts or tire marks caused by them.
8. All monuments must be set in line with other existing monuments where possible. If monument cannot be set in line with others, the location must be approved by cemetery personnel.
9. All footstones or other markers shall be installed at existing ground level so as to not interfere with maintenance or mowing.
10. All monuments, markers, footstones, etc. shall be installed during normal working hours of the City of Sallisaw Monday through Friday, 7:30 A.M. to 3:30 P.M. No work of this type is to be performed after the time stated, or on weekends or holidays.
11. The City is not responsible for leveling or straightening monuments or other markers.
12. The City is not responsible for any damage to monuments, markers, footstones, etc. caused by others.

Visitor Rules

1. The cemetery is open daily from sunrise to sunset.
2. Any person disturbing the tranquility of the cemetery by noise or other improper conduct will be asked to leave the grounds.

3. No person may discharge any firearm or have possession of any firearm within the cemetery grounds at any time except for use during military services, Memorial Day observations, or use by law enforcement personnel.
4. Beer or other intoxicating liquors are prohibited within the confines of the cemetery.
5. Vehicles driven upon cemetery property shall use established roadways.
6. Skateboards are not allowed on cemetery property.
7. ATV's, except those utilized by cemetery personnel for maintaining cemetery grounds, are not allowed on cemetery property.
8. It shall be unlawful for any person or persons to enter the cemetery after sunset without prior authorization from cemetery personnel.
9. It shall be unlawful for any person or persons to remove wreaths, flowers or any other decorations, except by the person who placed them, or their authorized representative, unless they are removed by cemetery personnel for maintenance or mowing.
10. It shall be unlawful for any person or persons to damage or deface, or cause to be damaged or defaced, any monuments, markers, trees, shrubs, buildings, fences, roads, driveways or anything within the Sallisaw city cemetery boundaries
11. No visitor shall allow any animal to run freely within the cemetery grounds.
12. Persons engaged in work in the vicinity of a burial must suspend their labor during the services at the gravesite.

Decorative Trees, Shrubs and Other Items

1. No person, firm, or corporation shall plant or set out any tree, shrub, flower, cactus, bush or other decorative item on any space, lot, boundary or fence row without prior approval from cemetery personnel.
2. Decorations and flowers of any kind shall not be placed on the ground from April 1st through October 1st, except as provided below:
 - (a) Memorial Day: Decorations and flowers may be placed on the ground two (2) days prior to Memorial Day and seven (7) days following Memorial Day. All decorations and flowers placed on the ground and left longer than 7 days following Memorial Day will be removed and disposed of by cemetery personnel.
 - (b) All flowers and decorations placed on the ground any time other than stated in this section are subject to removal.

3. Cemetery personnel shall have the right to remove trees or shrubbery when they are deemed dead, diseased or detrimental to any adjacent lot, monument, walkway or driveway because of roots, branches or otherwise.
4. No lot or grave shall be defined by fence, railing, coping, hedge or other enclosure of any description.

Donations and Memorial Gifts

1. Donations for the perpetual care of the cemetery may be made to the City of Sallisaw. These funds will be placed in the city's Cemetery Perpetual Care Fund and be designated for cemetery use only.

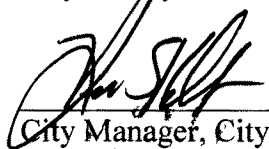
References: NA

Rescission Date: NA

This policy shall remain in effect until rescinded or otherwise modified and approved by the Board of City Commissioners.



Mayor, City of Sallisaw Date: 4/8/19



City Manager, City of Sallisaw Date: 4/8/19

Attest:



City Clerk Date: 4/8/19

Revision History: 04/08/2019