



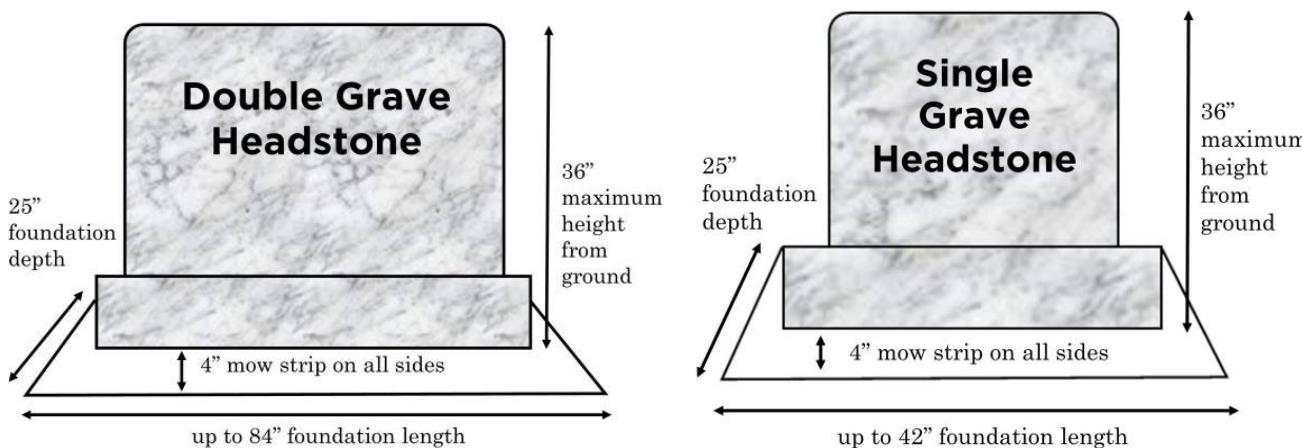
## City Cemetery Policies and Regulations

### 13.48.130 Grave Markers

Grave Markers or Memorial Structures are personal property. All memorial structures within the Cemetery are the property of Burial Right owners, their heirs, or the responsible party. All care and upkeep of memorial structures is the responsibility of the owner and heirs. The City shall not be responsible for the repair or replacement of markers, including damage caused by nature or vandalism, unless the City caused the damage or destruction to the marker.

A. Size. A memorial structure and the concrete foundation must fit within the boundary of the Grave or Graves. All headstones, markers or monuments shall have a stone or cement foundation, level with the ground, extending outward from the perimeter of the base of the headstone or marker. The foundation shall be a minimum of four inches (4") on all sides, with a minimum thickness of four inches (4"). With the exception of holes placed for vases, the foundation must be a solid structure of concrete or stone. Memorial structures will be of stone, concrete or a non-corroding durable composition and must be contained within the cement foundation.

1. For a headstone marker or monument that will be placed over a single grave, the foundation shall not exceed forty-two inches (42") in length by twenty-five inches (25") in depth including a required four-inch (4") mow strip on all sides. The headstone, marker or monument shall not exceed a maximum height of thirty-six inches (36") above the surrounding or finished grade.
2. For a double headstone, marker or monument, which will be placed over two (2) or more graves, the foundation shall not exceed eight-four inches (84") in length by twenty-five inches (25") in depth including a required four-inch (4") mow strip on all sides. The double headstone, marker or monument shall not exceed a maximum height of thirty-six inches (36") above the surrounding or finished grade.



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- B. Type and Placement. Upright memorial structures shall be allowed in the Cemetery. All headstones, markers and monuments shall be placed at the head of the Grave, which is located at the west end of the gravesite. Exceptions to this shall apply only where one additional flat headstone, supplied by the Veteran's Administration, may be placed at the foot of the Grave, which is located at the east end of the gravesite. The owners of Burial Rights or relatives of deceased persons interred in the Cemetery are required to erect and maintain, in a manner satisfactory to the City, and at the expense of the owner or relatives of the deceased, all headstones, markers or other suitable memorial structures. Permanent grave marker must be placed within 12 months of burial.
- C. Materials. All headstones, markers and monuments must be made of real bronze, glazed granite or other permanent materials. Headstones, markers and monuments shall not be made of wood, sandstone or any other material which is susceptible to decay.
- D. Re-placement of Markers. Any headstone, marker or monument that impedes the opening or closing of any Grave will be removed and replaced at the owner's expense by a licensed monument company.
- E. Inscriptions. The name of the deceased person shall be plainly inscribed on all headstones, markers, and monuments.
- F. Setting of Markers and Setting Fee. Any headstone, marker or monument shall be placed by a licensed and insured monument company only. The monument company must contact the City by completing a headstone placement request form prior to setting a headstone, marker or monument in the Cemetery. Memorial Structures will not be set from October 31 through April 1, unless approved by City Sexton. A setting fee, as established in the Highland City fee schedule, will be charged to the monument company at the time the request is submitted. If additional setting dates are required, a fee will be charged for each date.
- G. Temporary Markers are offered to families at the time of burial and will be assessed a fee according to the Highland City fee schedule.