

**CITY OF ZEELAND, MICHIGAN**

**MUNICIPAL CEMETERIES**

**RULES AND REGULATIONS**

**Adopted: May 23, 1983**

**Last Revision: November 17, 2016**

## SECTION I

### IN GENERAL

#### **R-101 AUTHORITY**

Pursuant to the authority contained in Ordinance 614, which authorizes the Cemetery Commission to establish rules and regulations for the operation, maintenance, use and protection of municipal cemeteries of the City of Zeeland, the Cemetery Commission hereby adopts the rules and regulations contained herein.

#### **R-102 REPEALS**

All existing rules and regulations are hereby repealed.

#### **R-103 VALIDITY**

The invalidity for any section, clause, sentence or provision of these rules and regulations shall not affect the validity of any other part of such rules and regulations which can be given effect without such invalid part of parts.

#### **R-104 MORE STRINGENT REGULATIONS**

Where provisions of any applicable local, state or federal law, rule or regulation, impose greater restrictions or higher standards than those restrictions and standards contained in these regulations, then the provisions of such law, rule or regulation shall control.

## SECTION II

### CEMETERY MANAGEMENT

#### **R-201 RESPONSIBILITY**

The efficient management and operation of the municipal cemeteries is the responsibility of the City Superintendent. The City Superintendent may designate or employ such employees as are deemed necessary to administer the requirements of these rules and regulations and to supervise and operate the municipal cemeteries, in accordance with the city's personnel classification and position system.

#### **R-202 OPERATIONAL PROCEDURES**

Cemetery employees so designated will be responsible for consultation with lot owners, prospective purchasers and visitors, and render them such assistance and advice as is able to be given. All work usual or incidental to the care and maintenance of the cemeteries will be performed by such employees, except as may be authorized by the City Superintendent.

## **SECTION III**

### **CEMETERY LOTS**

#### **R-301 LOCATIONS**

Cemetery lots are currently available in various plats within the Zeeland Municipal Cemetery located at 220 E. Lincoln Avenue. Selected locations are available in previously platted sections referred to as General, Restlawn, Veterans, Babyland and Peck Street additions.

#### **R-302 PRICES**

Cemetery lot prices are established by recommendation of the Cemetery Commission and resolution of the City Council. Lots sold to non-residents of the city are priced at a higher rate. Purchasers receive burial rights but do not obtain ownership title to any portion of the cemeteries.

City Residency shall be determined by a person's "domicile". Evidence of a persons "domicile" shall be determined by ownership of a home and/or the rental of an apartment inside the City Limits of Zeeland, Michigan, or the address that is listed on the decedents tax return at the time of the decedents death.

#### **R-303 PERPETUAL CARE SERVICES**

The purchase price of all lots includes the provision of perpetual care for each lot by the City of Zeeland. The determination as to the type and amount of such care remains with the Cemetery Commission and the City Council, but is generally intended to include maintenance of the cemetery grounds (lawns, trees, drives, walks and buildings). Lots originally sold without provision of perpetual care are also now extended such care.

#### **R-304 SERVICES NOT EXTENDED**

The City of Zeeland does not provide maintenance services for urns currently existing on any lot, or for lot foundations or monuments. At the discretion of cemetery employees, such services may be provided for a charge imposed by the city.

## SECTION IV

### CEMETERY RECORDS

#### **R-401 PLATS AND LOTS**

A full and complete system of cemetery plats, lots, roads and walks, properly named and numbered by means of recorded measurements from fixed landmarks, shall be prepared for all cemeteries and the originals thereof shall be filed with the City Clerk for safekeeping. For operational purposes, duplicate copies may be placed in cemetery offices.

#### **R-402 BURIAL RIGHTS AND INTERMENTS**

A full and complete record of the ownership of all cemetery lots, and interments in the municipal cemeteries shall be maintained by the City Clerk, who shall be responsible for the issuance, safekeeping and permanency of such records. For operational purposes, duplicate copies may be placed in cemetery offices.

#### **R-403 MONETARY TRANSACTIONS**

(1) All transactions for which a monetary payment is required shall be in the form of a written instrument, deposited with appropriate cemetery personnel and regularly forwarded to the City Treasurer. If any person desires to make a payment in cash, cemetery personnel shall direct such person to the City Treasurer's office to make such a payment.

(2) In lieu of immediate payment, cemetery personnel may direct the City Treasurer to issue an invoice to the appropriate party; provided, that no lot may be used for burial purposes until appropriate payment has been received. The invoice issued shall require full payment on or before the payment due date of 30 days after date of the invoice. In the event of non-payment on the due date, the sale of the lots shall be considered null and void and the lots shall revert back to the city for sale to the general public.

(3) All monetary transactions involving municipal cemetery systems shall be subject to audit and appropriate accounting procedures as may be reasonably imposed by the city.

## SECTION V

### CARE OF LOTS

#### R-501 RESTRICTIONS

(1) No trees, shrubs or flowers shall be planted on any lot or in any part of the cemetery grounds except by and with the permission of cemetery employees.

(2) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and immediately after Memorial Day observances and will be disposed of when determined necessary by cemetery employees.

(3) Glass containers are not permitted to be used.

(4) No flowers or plants shall be removed from the cemetery or transferred from one lot to another without the permission of the lot owner or the city, as the case may be.

(5) Flower pots, upright vases and urns are prohibited in all areas of the cemeteries. Stone or concrete urns which were existent prior to July 19, 1965 are permitted to remain only as long as they continue to be in reasonable condition, as determined by cemetery employees.

Damaged or deteriorated urns will be removed, without notice, by cemetery employees and may not be replaced.

(6) Flower and plant containers that are movable are allowed on individual or group lots in the cemeteries, provided the height of such containers does not exceed 15 inches. The illustrated type of basket is recommended because it is visually attractive and is so constructed that it can be moved and will not readily fall over. All such containers shall be green in color. The location of such containers will be subject to determination by cemetery personnel, for purposes of reasonable grounds maintenance procedures. All such containers should be removed in the fall (for the winter months). Containers not removed will be removed by cemetery personnel, without notice, after October 1 annually, as time and weather conditions dictate.

## **SECTION VI**

### **INTERMENTS**

#### **R-601 PREPARATION OF LOTS**

- (1) A reasonable time shall be allowed for preparation of lots prior to a burial. All such preparation will be performed only by cemetery employees and authorized contractors.
- (2) The location of a burial shall not be changed after designation of the place of interment by the funeral director in charge, except by request of the owner and at his additional expense.
- (3) Lots will not be opened for burial purposes on Sunday or any legal holiday except by special permission of the Cemetery Commission.

#### **R-602 FUNERALS**

- (1) Funerals, while within the cemetery grounds, shall be under the control and direction of cemetery employees.
- (2) No burial will be permitted without a proper death certificate or burial permit, as provided by Michigan law.
- (3) Graves shall not be re-opened except in case of necessity for removal of a body to another location, or upon a legal order for official investigation.
- (4) No body except a human body shall be buried in any municipal cemetery.
- (5) All burials shall be within underground vaults of concrete, metal, plastic or similar material, of a type and material meeting generally accepted standards and approved by the city, except for cremated remains which may be buried in any suitable container with or without an approved vault.
- (6) No more than one body may be buried within any single lot, except that the remains of any single cremated body may be buried with the remains of any other single cremated body or with the remains of any other non-cremated body, either within or outside of burial vaults.
- (7) Within the Veterans Plat, only honorably discharged veterans of the recognized military services of the United States, and certain family members (provided veteran is buried in said plat), may be buried. For the purposes of this rule, a family

member is considered to include only a spouse, or in the event of an unmarried veteran, a father, mother or unmarried children.

Any variations to be decided by City Superintendent, or designate, with the advice of the Cemetery Commission Chairperson.

(8) From November 1 to March 31 annually, the city may prohibit graveside services whenever weather conditions and/or the level of snowfall on the ground creates difficult or impractical working conditions for cemetery employees.

(9) All Sunday burials will be prohibited in any Zeeland Cemetery.

### R-603

#### MONUMENTS AND MARKERS

(1) In the General, Restlawn, and Peck Street additions, lot owners may erect markers not to exceed a size of 48" long x 14" wide x 36" high for a double grave (including the base) **Any exceptions to these dimensions must have prior approval of the Cemetery Commission.** Single markers maximum length shall not exceed 40". Markers are to be made of natural stone, bronze, cast aluminum or other material of lasting quality. Monuments and markers shall not have raised embellishments and benches and chairs are not permitted due to maintenance difficulties.

(2) Within the Veterans Plat, only regularly prescribed markers (42" in height by 13" in width by 4" in depth - white marble upright - approx. 24" above ground) provided by the government of the United States may be erected in accordance with government regulations.

(3) Within the Babyland Plat, only regularly prescribed markers with the dimensions of 14" in length by 8" in width with a slant of between 6 to 8 inches, may be erected.

(4) Graves of honorably discharged veterans of the recognized military services of the United States will be provided a small veteran's accessory emblem of a size, type, and material approved by the city, provided the city is notified of such fact. These emblems will be installed by the city, without charge, in a uniform method and individual location determined by general city practices.

(5) All markers will be placed upon a solid foundation constructed by city employees or designate, of a size, shape, and material determined by the city.

(6) Monuments depicting family names, etc. may be erected to further identify a grouping of six or more graves, in all additions to the Zeeland Cemetery. All

monuments are to be made of natural stone, bronze, cast aluminum or other material of lasting quality, and the dimensions for such family monuments shall not exceed a size of 24 inches in width and 84 inches in length. Family monuments shall not have a maximum height limitation.

**R-604**

**COLUMBARIUMS**

(1) Each columbarium niche is limited to two (2) urns per niche and each urn cannot exceed 5 ½ inches by 5 ½ inches by 7 inches.



## SECTION VII

### FEES

#### R-701 FEES <sup>1</sup>

(1) Fees for cemetery services are as follows:

Services Rendered	Resident	Non-Resident
Adult Grave	\$350.00	\$2000.00
Babyland Grave & Burial	\$150.00	\$800.00
Adult Burial	\$450.00	\$800.00
Baby Burial in Adult Plot	\$200.00	\$300.00
Burial Cremains/Columbarium Opening	\$150.00	\$225.00
Burials After 3:30 PM **	\$100.00	\$100.00
Weekend Burials **	\$200.00	\$200.00
Disinterment	\$500.00	\$750.00
Disinterment & Reinterment	\$750.00	\$1125.00
Disinterment of Cremains	\$300.00	\$450.00
Columbarium 2 <sup>nd</sup> Opening-Weekday	\$50.00	\$50.00
Columbarium 2 <sup>nd</sup> Opening-Weekend	\$100.00	\$100.00
Transfer Fee	\$25.00	\$25.00
Columbarium Niche	\$550.00	\$1,700.00
Building Rental	\$150.00	\$150.00

#### R-702 Resident/Non-Resident Status Clarification (Medical Necessity)

If a person who meets the definition of being a city resident is forced to move from their place of residence because of a medical necessity, the Cemetery Supervisor may allow their charges to be based on a residential rate basis. If a resident is forced to go to a medical facility and his or her city residential property is sold they shall no longer be considered a resident and shall be charged the non-resident rate.

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<sup>1</sup> Amended on 9/21/2015

\*\*This fee is in addition to any other charges that apply.