

ADMINISTRATIVE POLICY FOR THE TOOEELE CITY CEMETERY

This Administrative Policy for the Tooele City Cemetery shall control the various items as listed below:

1. Fee Refunds

Fees are refundable upon good cause shown and with approval of the Director of Parks and Recreation or the Mayor. Request should be in writing to the Cemetery Supervisor. Some examples would be: Tooele City re-purchasing unused burial spaces; refunding pre-paid opening/closing fees, after-hours fees, or Saturday fees when burial is arranged during regular business hours; etc. A memo recommending a refund of fees will be prepared by the Cemetery Supervisor to the Director of Parks and Recreation and to the Mayor explaining the reasons the refund is being recommended, and the name of the person the refund needs to be made payable to. Upon the Mayor's approval the signed memo requesting a refund be issued will be delivered to the Tooele City Finance department for processing.

2. Permits Required

All markers and monuments require a permit be obtained by the Monument Company as well as an inspection performed by the Cemetery Supervisor or designee prior to placement. All monuments and markers will be inspected at the Cemetery prior to being taken off of the truck for installation. The inspection will be performed by the Cemetery Supervisor or their designee from the Cemetery staff. The inspection process may include but will not be limited to the following criteria: overall dimensions for the specified lot or lots; height, width and depth; material; size of lawnmower strip; flower vases; etc.

3. Monuments and Markers

All monuments and markers placed in the Tooele City Cemetery must be made of granite, marble, or memorial bronze. Only one monument or marker may be placed at the head of any burial space.

a. Regular Burial Spaces

The following are maximum measurements and include the required 4" lawnmower strip around the monument or marker. Monuments and markers shall be limited to 32" deep X 42" long X 36" high on a single burial space and 32" deep X 90" long X 36" high on two/three burial spaces for a double/triple monument or marker in Blocks 1 through 14 of the cemetery. In the newer areas of the cemetery (Blocks 15, 16, 17 and continuing through any newly developed blocks), there shall be rows designated for tall (upright) with the above specifications. There will also be rows designated for flat (low) monuments or markers. The specifications for the flat (low) monuments and markers shall be 32" deep X 42" long X 3" high on a single burial space or 32" deep X 90" long X 3" high on two/three burial spaces for a double/triple monument or marker.

b. Head to Toe Burial Spaces

For head to toe burials, the monuments and markers must be set at the head of either burial space and cannot exceed the maximum measurements for a single burial space as outlined in 3.a. above.

c. Cremation/Infant Spaces (In Blocks 6, 8, 12, and 13)

Monuments or markers for designated cremation/infant spaces shall be no larger than 16" deep X 24" long X 3" high, this includes the required 4" lawnmower strip. Monuments and markers for cremation/infant spaces cannot have any vases.

d. Secondary Monuments and Markers

Up to four (4) secondary monuments or markers may be placed on top of any regular burial. Secondary monuments or markers placed on these grave spaces must be no larger than 20" deep X 24" long, this includes the required 4" lawnmower strip. Monuments, and markers must be set flush with the concrete border/mowing strip and at ground level. Secondary monuments and markers cannot have any vases.

e. Temporary Markers

The Cemetery will provide a temporary marker for a new burial where no existing headstone exists. The temporary marker will remain for six months or until a permanent headstone is placed, whichever occurs first. No other temporary markers are allowed in the Cemetery.

4. Lawnmower Strips

A lawnmower strip is required to extend 4" beyond all monuments, markers and vases. The lawnmower strip may be made of granite, marble, or concrete. The lawnmower strip must be flush with the ground, at least 4" wide beyond the monument, marker and vase, and at least 4" thick. No monument, marker, vase or other item may be placed on, or extend into, the 4" lawnmower strip.

5. Vases

Vases are only allowed on monuments or markers that are placed at the head of the burial space. No more than two vases will be allowed on the base or lawnmower strip of any primary monument or marker. Vases must be placed on each side of, or north and south of the monument or marker. Separate in ground vases that were not originally included in the monument or marker and/or 4" lawnmower strip are not allowed. No vases will be allowed on cremation/baby graves or secondary markers or monuments. Vases made of glass, porcelain, or pottery will not be allowed in the cemetery and cannot be glued to headstones. No other items can be permanently attached to the monument, marker or mow strip.

6. Benches

Donated benches will be placed in open areas within the Cemetery. All locations will be approved by the Cemetery Supervisor on a case-by-case basis. Benches may be no more than four feet long and two feet wide, made of metal, marble, or granite stone.

7. Burial Times

Burials arriving at the Cemetery after 2:30 p.m. will incur an after-hours fee.

8. Holiday Burials

The Cemetery will be closed for burials on all observed federal and state holidays. Due to Memorial Day decorations, burial requests for the Friday and Saturday before Memorial Day will be considered on a case by case basis. No burials will be permitted on Sundays.

9. Purchase of Grave

Purchaser must provide a Tooele City address to be considered a resident of Tooele City. Residents of Tooele City may purchase grave spaces for the current resident fee as established by Tooele City Fee Schedule. Purchasers residing outside of Tooele City are considered non-residents and shall pay the current non-resident fee for purchase of a grave space. The purchase price for each space includes perpetual care and must be paid for in full at the time of purchase. Owners of each grave space shall be issued a Certificate of Purchase of Right to Burial that lists the location of the grave space(s).

10. Decorations

Summer Months: (April 1st – October 31st) All decorations must be placed directly on the monument, marker or concrete border/mow strip. No decorations are allowed in the grass around the monument or marker during these months. To accommodate mowing, decorations outside of the concrete border/mow strip will be immediately removed and discarded. No shepherd hooks are allowed at all during these months. (Please see information specific to Memorial Day below.)

Winter Months: (November 1st – March 31st) All types of decorations are acceptable during these months as long as they are not damaging the Cemetery grounds or obtrusive to neighboring plots. Grave decorations will not be removed during these months unless they become worn or show weather damage.

Memorial Day: Memorial Day decorations will be allowed to be placed on the grass outside of the concrete border/mow strip four days prior and five days after Memorial Day. A complete clean-up of the Cemetery will take place beginning the Monday following Memorial Day and allowing one week for entire clean-up.

Funeral Flowers: All funeral flowers will be cleaned up one week following the services.

General Rules: Vases and/or trinkets made of glass, porcelain, or pottery will not be allowed in the cemetery and cannot be glued to monuments or markers. Porcelain photos and emblems/medallions will be allowed. Such items must be permanently affixed to the marker or monument in a way that will not interfere with the mowing and maintenance of the cemetery. No wire, nails, hangers, steel rods, tent stakes, etc. will be allowed to secure decorations to the ground, and will be removed to protect mowers during daily maintenance.

If there is a burial in the immediate area, decorations may be removed from surrounding burial spaces to prevent accidents. After the burial is completed, decorations will be returned to their appropriate burial spaces.

At the discretion of the cemetery supervisor, flowers and decorations that become worn or show weather damage will be removed and discarded.

No planting or excavating is permitted in the Tooele City Cemetery.

Tooele City Cemetery is not responsible for any decorations lost, stolen or damaged.

Complete Clean-up: Weather permitting, cemetery personnel will perform a complete clean-up of the Cemetery grounds on the following dates:

Beginning the last full week of March – allowing one week for the entire clean-up.

All decorations in the Cemetery will be discarded including items within the concrete border/mow strip.

Beginning the Monday following Memorial Day – allowing one week for entire clean-up.

Flowers in vases will be allowed to remain, all other decorations will be discarded.

Approved

Debra E. Winn

Debra E. Winn, Mayor

Effective Date

7 Feb. 2020