

## **INTRODUCTION**

It is the desire of Richfield City Corporation to operate and maintain a cemetery that is beautiful, dignified and an appropriate final resting place for departed loved ones.

In formulating these policies and procedures, it has been our desire to offer as much freedom of choice as possible while still preserving those regulations necessary in maintaining a high standard of beauty and efficiency.

We sincerely hope that you will assist us in this effort by adhering to these rules. We also solicit your comments and suggestions regarding general maintenance and operating procedures.

## **DEFINITIONS**

**Administrative Office:** The administrative office is located at Richfield City Offices, 75 East Center, Richfield, Utah where the clerk/recorder is located and responsible for all cemetery records.

**Burial Rights:** The right to be buried in a cemetery space; however, the property on which the space is located remains in the ownership by Richfield City Corporation.

**Burial Transit Permit:** A permit that is required by the state to transport a deceased person from one state to the other for burial.

**Cremated Remains:** Cremated remains are the remains after a person has been cremated.

**Disinterment Permit:** A permit that is required by the state for the purpose of exhuming a burial to be transferred for burial in another place.

**Flat Marker:** A flat marker is one that is flush with the ground.

**Head of Household:** A single person who is at least 23 years old, a married couple or a domestic partnership shall be considered an individual or head of household for the purpose of these policies.

**Heir:** An heir is someone who has inherited or is entitled to the right from a parent who is no longer living.

**Indigent:** An indigent is a person who does not have the means with which a burial right can be purchased.

**Installment Plan:** An installment plan requires a non-refundable deposit of 25 % of the total cost of the space/s to be purchased and the remaining balance to be paid in full within one year. If full payment has not been received within one year, the space/s will revert back to Richfield City and a refund of the amount paid over the 25 % deposit will be given to the purchaser.

**Marker:** An identification tool made of stone that is placed upon a grave which contains information about the person buried in that particular space.

**Perpetual Care:** Perpetual care is defined as the general care and maintenance necessitated by the natural growth and ordinary care which may be provided at reasonable intervals within the budget limits of the cemetery. It includes the planting, cutting, and watering and care of lawns, upkeep of buildings, walks and roadways. It also provides for the care of trees, shrubs and flowers planted by the cemetery personnel. Perpetual care does not provide for maintenance of monuments, markers or flower vases.

**Permanent Container:** A metal or marble container permanently affixed to the marker or included in, but not separately attached to the concrete foundation.

**Person:** The term “person” shall mean individual, group, partnership, firm, corporation or association.

**Resident:** Any person currently residing within the incorporated limits of Richfield City or immediately prior to being placed in a health care institution.

**Retired Fireman:** A person who has volunteered for the Richfield Fire Department for 10 consecutive years can receive a \$100 discount on the purchase of a cemetery space.

**Retired Police Officer:** An officer who has been employed with Richfield City for at least 5 consecutive years before retiring can receive a \$100 discount on the purchase of a cemetery space.

**Slant Marker:** A marker that has a gradual slant from ground level to a height of no more than four (4) inches.

**Superintendent:** The superintendent is responsible for the general maintenance of the cemetery, enforcing cemetery policies and procedures, as well as assisting in the preservation of historical records. The Superintendent is under the direction of the City Manager.

**Upright Marker:** A marker that stands upright with a maximum height of thirty-four inches (34) from ground level.

**Veteran:** Any person who qualifies for Veteran Status that can provide proof of Veteran status can receive \$100 discount on the purchase of a cemetery space.

## LOT OWNERSHIP AND PRIVILEGES

### **A. Nature and Extent of Rights Acquired.**

- “ Upon payment of the purchase price of a space, the purchaser acquires the rights of burial in said space, subject to the policies and procedures of the cemetery.
- “ The city retains title to the cemetery property.
- “ A maximum of four (4) spaces shall be purchased by any one individual, who is head of household, on a one time basis. (Husband and wife or a domestic partnership are considered an individual.) A certificate of burial right will be issued to each purchaser after fees are paid in full. Any requests for more than four (four) spaces must be approved by the City Council.
- “ No interment will be permitted in, or placement of marker allowed, on any space not fully paid for.
- “ No space shall be sold without perpetual care.

### **B. Descent and Inheritance of Burial Rights.**

- “ Burials by or of heirs, after the original parties named on burial certificates are deceased, will require the permission of all living heirs of the original party named. The proper form for this purpose may be obtained from the Richfield City office. Richfield City Corporation shall, in no way, be held responsible for failure to properly determine the legal successor ship of the said space owner.
- “ The heirs are entitled to the same use of the space as the original owners and are bound by the same policies and procedures.

### **C. Transfer of Burial Rights.**

- “ Owners of burial certificates may transfer their burial rights to other parties by filling out and signing forms provided by the Richfield City office. Payment of fees associated with the transfer and recording are required before a new purchaser certificate is issued. The four (4) space limit will be considered before a transfer is authorized.
- “ The files located at the Richfield City office regarding the Richfield City Cemetery are to be considered the correct record. Any discrepancy between the administrative files and the certificate of burial rights will be considered a clerical error. Richfield City reserves the right to recall, correct and re-issue any certificate in question.

### **D. Resale of Burial Rights**

- É As stated in Section A, the purchase of a cemetery space does not include land, only the right of burial within that space.
- É If a space is being sold back to Richfield City or to another person, the space must meet the criteria of being a useable space. The determination of whether a space is useable will be the decision of the Richfield City Cemetery Superintendent.
- É An owner or heir holding title to a space may sell that space back to Richfield City at any time. The amount Richfield City is obligated to pay for said space is the amount originally paid by the owner at the time of purchase.
- É An owner or heir may sell a space to anyone at any time for a price to be set by the owner. If the second owner or heirs thereof determine to sell a space back to Richfield City, the amount Richfield City will pay for said space will be the amount originally paid by the first owner of record.

## **BURIALS**

### **A. General Requirements**

- É Interments are limited to human dead.
- É Interments will be arranged for only after the funeral director representing the family has contacted the cemetery office, or, if a family who is not utilizing an established mortuary wishes to make arrangements for burial, they must provide a Certified Death Certificate and a Burial/Transit Permit issued by the county and/or state of death, for the deceased to the City Office at least 24 hours (weekend/holidays excluded) prior to the burial.
- É Information for a decedent must be provided to Richfield City prior to the opening of the grave space. If a local mortuary is making arrangements with the City Office, the cemetery charges may be placed on a previously approved account. If arrangements are being made from an out of area mortuary or by a family member, full payment for all applicable fees must be paid in full prior to the opening of the grave space.
- É The person giving the order must provide the lot owner's name, address and other pertinent information for the burial report. This information is to include: the name of the deceased, date and place of birth, date and place of death, name and address of person responsible for disposition, complete name of mother and father (including maiden name); name and telephone of funeral director; date and time of service. (A newspaper obituary would be appreciated to be placed with a file.)
- É Notice for opening of a grave must be given early enough to allow at least twenty-four (24) regular working hours for the grave to be prepared. Extra time may be required during winter months.
- É Any grave space in Plats A or B where there is an existing headstone for a prior burial or a stone that has been placed as part of a pre-need funeral plan, will need to be moved to facilitate opening the grave. A monument company shall be contacted to remove the stone. The cost to move the stone will be billed a part of the fees associated with opening and closing of that space. (Spaces in Plats D, E and F were measured to be long enough not to have the stones moved).
- É Richfield City will not be responsible for any mistakes occurring from lack of precise and proper instructions as to the location of proper space on the lot where the interment is desired. It is preferable that when several spaces are available within a lot, a family member or representative come to the City Office and with the assistance of the Clerk, make the designation for the space desired. When it is not possible to open a specified space on a lot because of an existing older grave or other such circumstance, and the family has not responded to notification of the situation, the superintendent may, at their discretion, open a space where they deem best and proper, so as not to delay the funeral and interment.
- É The City Council shall from time to time designate spaces to be reserved for indigent persons.

### **B. Advance Payment of Burial Fee**

- É For families who would like to acquire burial space in the Richfield City Cemetery prior to need, spaces may be purchased through the Richfield City Office on an approved

installment plan. As mentioned before, no more than four (4) spaces per household will be allowed. An installment plan requires a non-refundable deposit of 25 % of the total cost of the space/s to be purchased and the remaining balance to be paid in full within one year. If full payment has not been received within one year, space/s will revert back to Richfield City. NO refund will be given to the purchaser for the deposit amount paid.

É The person ordering the opening of a grave will be held responsible for payment of all fees in preparation of the burial. Mortuaries shall be given 90 days from the time of burial to make full payment for the space used.

**C. Hours When Burials Are Permitted**

É No funeral, memorial or interment services will be allowed in the cemetery on Sunday or any of the holidays officially observed by Richfield City. On all other days, services will be allowed between the hours of 8:00 a.m. and 4:00 p.m.

É Additional charges will be made for interments made on Saturdays and for interments lasting longer or beginning after 4:00 p.m.

É Because of high numbers of traffic, people visiting and decorating family graves during the Memorial Day and Veterans Day weekends, no burials are to take place after 11:00 a.m. on the Friday before these holidays. Burials may resume after 8:00 a.m. the Tuesday following these holidays.

**D. Duty of Funeral Directors**

É The mortuary (funeral director), who is in charge of the funeral, must arrange the time for arrival at the cemetery so as to be finished with the service and away from the burial site before 4:00 p.m. If a service extends beyond 4:00 p.m., an overtime charge will be billed to the mortuary in charge of the burial.

**E. Vaults**

É Burial vaults are required for all burials and must be made of concrete or metal. Exceptions may be noted for infants and cremated remains. These containers may be made of concrete or a fiberglass composition material which has been approved by the cemetery superintendent. Outside wooden boxes are not permitted.

**F. Excavating and Refilling of Graves**

É The superintendent or someone employed by the Richfield City Cemetery will be in complete charge of every interment. No grave shall be opened, filled, refilled, or sodded except by the employees of Richfield City and under the direction of the superintendent.

**G. Burials Per Grave**

É One interment only shall be allowed in a casket, except a parent with an infant child, two children buried at the same time or a container with cremated remains. No more than one casket will be allowed in a grave, except when the contract for such space specifically provides for such.

É Double deep burials are not permitted. NOTE: An infant or cremated remains may be placed on top of a parent with consent of surviving immediate heirs. However, any headstone or marker indicating their presence must be flush with surrounding lawn and shall not have any attached vases.

É Cremated remains shall not be scattered on cemetery property

## **DECORATION OF GRAVES**

### **A. Funeral Flowers and Floral Pieces**

É Floral pieces will be removed without notice when they become unsightly. Space owners desiring to retain floral pieces must remove them within five (5) days after the interment.

### **B. Decorations and Containers**

É The placing of baskets, boxes, pots, jars, cans wires, bottles, nick knacks, etc., shall not be permitted on sodded areas or the concrete or stone base around the headstone except during the Memorial Day holiday. Any items placed on these areas are subject to removal as needed to perform on-going maintenance of the cemetery.

É Permanent containers must be a part of the marker or cast into the concrete foundation.

É All flower containers or vases in flat headstones must be of the sunken and a permanent part of the marker.

### **C. Artificial Flowers**

É Artificial flowers are permissible if placed in a permanent container, but the location and use of such flowers shall be subject to the policies and procedures set forth.

É Artificial decorations will not be allowed on sodded areas from April 1st to October 31st, except during the Memorial Day holiday, with the exception that flowers may be placed in permanent containers on above the ground level monuments.

É Artificial flowers and grave decorations are permitted on any location from November 1st to March 31st and on Memorial Day.

É Memorial Day decorations shall not be placed before 12:00 p.m. on the Friday before and must be removed before 8:00 a.m. on the next Monday following Memorial Day.

### **D. Fresh Cut Flowers**

É Fresh cut flowers are permitted in permanent containers anytime.

### **E. Planting or Excavating**

É No planting of any type of plant material, digging or disturbing the sod within the cemetery will be permitted.

## **MONUMENTS AND MARKERS**

### **A. Ownership and Responsibility**

É Monuments and markers on a grave space within the Cemetery are the property of the space owner, their heirs or the responsible party that ordered and had them placed; with the exception of the government issued military markers or headstones authorized for veteran burial, their ownership remains with the government. However, maintenance of the monument is the responsibility of the owner.

É The cemetery is maintained by city personnel who exercise great care in keeping the grounds groomed.

É Markers are subjected to extreme temperatures, snow, ice, sprinkler irrigation water and occasional nicks and chips from mowing, maintaining the grounds and opening and closing neighboring grave spaces.

É Richfield City will not be responsible for inadvertent scratches and chips that occur from routine maintenance or vandalism. Such happenings are conditions that go with the privilege of placing the monument in the cemetery.

É A recommendation would be to consult a monument dealer on monument materials suitable to handle conditions at the cemetery. Markers are subject to temperature extremes, snow, ice, sprinkler irrigation water and occasional nicks and chips from mowing equipment. It is also recommended that upright or slant markers have rough nosed base or edge rather than a polished smooth surface.

**B. Monuments and Markers**

É Because of water lines, sprinkler locations and roadways, any monument or marker erected in the Richfield City Cemetery shall be restricted to a size and dimension specific to its location within the cemetery limits.

É Persons ordering a monument from a monument dealer should check, or cause to be checked, the restrictions first, to insure that the stone will be permissible.

É Only one marker allowed per burial space unless two infants, two cremations or a combination of a burial and a cremation are buried in the same space. A second marker can then be installed but MUST be a flat stone installed at ground level.

É When it becomes necessary to remove a monument for a burial, the owner will be responsible to make the proper arrangements. Should the request be that cemetery personnel remove the monument, Richfield City shall not be held liable for any cost from damage which may occur during removal.

É If a monument company has been contacted to remove a monument for a burial, the monument company will also be responsible for returning the monument to its original location.

É The person placing the order requesting the removal of the monument will be responsible for charges relative to the removal of the stone.

**C. Requirements for Markers**

É Markers must be composed of metal, stone or concrete. All markers must be securely set in a finished grass level concrete or stone foundation of at least four (4) inches wide around the marker. Markers must be no higher than thirty four (34) inches from ground level, including the base.

É Concrete foundations of monuments or markers must be no wider than twenty-four (24) inches, and no longer than forty-six (46) inches for a single grave or eighty (80) inches for a double grave to the outer perimeter of the concrete foundation. However, in Sections A and B, a concrete foundation for a single monument may be limited to forty (40) inches due to the existing condition of the size of the adjoining markers.

É Originally in Section D of the City Cemetery, all markers were required to be flat or flush with the ground. On July 28, 2009 the City Council amended this section to allow all upright headstones.

É Section E was originally designed with alternating rows of upright and slant or flush markers. On March 27, 2001 the City Council amended this section to allow all upright markers.

**D. Additions to Markers**

É Vase and Flagpole additions to the monument will not be allowed. These must be included in the original base or foundation of the marker at the time of installation.

**E. Vases**

É All permanent vases must be attached to the stone foundation or cast into the concrete foundation at least two (2) inches from the edge of the stone or concrete foundation.

É Vases must sit above container so flowers do not lay on stone or grass or flowers must be at least four (4) inches above the container to allow for trimming around the edge of the foundation.

**F. Flagpoles**

É All flagpoles installed at grave locations throughout the cemetery must adhere to the following requirements:

É Flagpoles must be 1-inch pipe and 14 feet in height.

É Flagpoles must be removable.

É Flagpoles must be mounted in the concrete foundation on the south side of the marker, at least two (2) inches from the edge.

Flags will be allowed to fly during any holiday, but must be removed at any other time.

The placement and removal of the flags and flagpoles is the responsibility of family members and not the cemetery personnel.

Flagpoles are to be removed by the family when the flag is not flown. Flagpoles that have not been used to fly flags in the cemetery over a two (2) year period will be removed and placed by the cemetery maintenance shed.

**G. Shepherd's Hooks**

É Shepherd hooks will be allowed so long as there is four (4) inches of concrete on all sides of the base from the hook with the exception of the side of the stone or marker. The hook must be over the stone so that anything flown from the hook would fall over the stone and not onto the grass.

**GENERAL PLATTING AND LANDSCAPING**

**A. Boundaries, Roads and Waterlines**

The right to enlarge, reduce, re-plat or change the boundaries of the cemetery, or a section or sections thereof, from time to time, including the right to modify or change the locations of roads and drives, is hereby expressly reserved by Richfield City Corporation. The right to lay, maintain and operate pipelines or gutters for water supply or drainage is also expressly reserved.

**B. Location of Documents**

All original maps, records and other documents pertaining to the Richfield City Cemetery are on file at the administrative office.

## **REGULATIONS GOVERNING ACCESS AND CONDUCT**

### **A. Entrance Regulation**

Access to the Richfield City Cemetery may be restricted to daylight hours.

### **B. Improper Conduct**

Richfield City Cemetery has been dedicated for the burial of the dead. Any behavior or conduct not keeping with this purpose is expressly forbidden.

No person shall injure, deface, take or carry away from any grave or lot any monument, marker, tree, shrub, flower, ground or any other property or ornament in the Richfield City Cemetery.

### **C. Speed Limit**

The speed limit within Richfield City Cemetery is 10 miles per hour. Vehicles must stay on driveways while in the Richfield City Cemetery.

### **D. Animals**

Horses, dogs or any other type of pet or livestock are not permitted on the cemetery grounds.

### **E. Motorcycles, Bicycles and All Terrain Vehicles (ATVs)**

Only street legal vehicles are permitted in the cemetery, unless they are being used for maintenance by Richfield City employees. Cutting corners and driving on the lawns are prohibited. Bicycles are permitted, but are subject to the same requirements as motorized vehicles.

## **MISCELLANEOUS**

### **A. Office - Records**

The official cemetery records are kept at the administration office of Richfield City Corporation. The office is open weekday from 8:30 a.m. until 5:00 p.m., with the exception of holidays. All business pertaining to the cemetery should be transacted at the administrative office.

The location of all graves is shown by maps and by a system of recorded measurements from fixed permanent landmarks. All maps and records are on file at the administrative office.

All owners of lots or spaces are requested to notify Richfield City Corporation of any changes in their address.

### **B. Powers of the Superintendent**

The cemetery superintendent, subject to the direction of the city council, is responsible for enforcing the policies and procedures of the cemetery.

The superintendent may take such action necessary to protect property, graves, space owners and the cemetery from injury, and to preserve the peace and good order and prevent injury to the appearance of the lots, graves, grounds and buildings.

**C. Prices and Charges**

The city council may establish or amend by resolution the fees charged for any service within the cemetery.

Prices and charges will be furnished by the administrative office of Richfield City Corporation and are subject to change without notice.

**D. Contractors and Outside Workers**

Contractors and others having work in the cemetery must make their business known to the superintendent before work is begun. No work will be allowed in the cemetery on Saturday, Sunday or any of the holidays officially observed by Richfield City. All work must be completed between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

**E. Disinterment**

Disinterment must be arranged for through the administrative office. All fees and permits must be given to the administrative office before disinterment is completed. The written order of the space owner, his legal representative, or an order from a competent authority in compliance with law must also be given.

**F. Liability of Cemetery**

Richfield City Cemetery Personnel will, at all times, exercise diligence and reasonable care in the protection of the rights and property of the space owners, but shall not be liable for any damage or loss.

**G. Alteration and Repeal of Policies and Procedures**

Richfield City Corporation reserves the right to make, amend and repeal the policies and procedures of the cemetery and to make exceptions thereto; but such exceptions shall not amend or repeal any policies or procedures.

**H. Failure to Abide by Policies and Procedures**

Any person violating the provisions of the cemetery policies and procedures shall be guilty of a Class B misdemeanor and shall be fined accordingly.

Richfield City Corporation  
P.O. Box 250, 75 East Center  
Richfield, Utah 84701  
(435) 896-6439 (435) 896-6512 Fax

**Monument Permit**

Monument Company Name, Address & Phone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name, Address & Phone Number of Monument Purchaser

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Date & Time: \_\_\_\_\_

Monument Description & Dimensions:

**CHECK ALL THAT APPLY:**

Base Dimensions

Stone Dimensions

Upright  Length: \_\_\_\_\_  
(No longer than 46 inches for a single  
stone or 80 inches for a double stone\*)

Height: \_\_\_\_\_  
(Height of upright monument shall be no  
higher than 34 inches from ground level  
including the height of the base)

Raised  Width: \_\_\_\_\_  
(No wider than 24 inches)

Flat

Double

Single

Vases

In Concrete  In Stone

Flagpole

Shepherd Hook

**\* NOTE:** (Single stones in Sections A&B may  
be limited to 40 inches in length)

Name, Date and Location of Burial

Name of Deceased: \_\_\_\_\_

Death Date and or Burial Date: \_\_\_\_\_

Plat: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Space: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## CEMETERY FEES

### FEES:

#### RESIDENTIAL

Cemetery Space	\$ 350.00
Open/Close (Weekday)	\$ 250.00
“ “ (Saturday)	\$ 350.00

#### NON-RESIDENTIAL

Cemetery Space	\$ 600.00
Open/Close (Weekday)	\$ 250.00
“ “ (Saturday)	\$ 350.00

EXTRA WIDTH EXTRA LENGTH \$ 100.00

#### INFANT BURIALS

Open/Close (Weekdays)	\$ 150.00
“ “ (Saturday)	\$ 150.00

#### CREMATIONS

Weekday	\$ 150.00
Saturday	\$ 250.00

DISINTERMENT (Vaulted) \$1,250.00

MONUMENT REMOVAL \$ 150.00

OVERTIME AFTER 4:00 PM \$50/hr 1 hour min then every ½ hour

#### OTHER SERVICES

Transfer Fee	\$ 50.00 per space
Recording Fee	\$ 20.00 per transaction
Copies and Handling	\$ 1.00 per copy

VETERANS/PUBLIC SAFETY \$ 100.00 off space

\*Certain restrictions apply to this discount.

## NOTES