

CITY OF CHEYENNE



®

CEMETERY COMPLEX

OPERATIONAL

REGULATIONS

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INTRODUCTION

PURPOSE

In conjunction with state law and city ordinances and resolutions, these regulations set forth the administrative and operational policies of city-owned cemeteries within the City of Cheyenne Cemetery Complex for the mutual benefit of burial space owners, visitors and the city. Purpose of these regulations is to ensure that the sanctity of the grounds is preserved, and that the Complex remains dedicated to the everlasting peacefulness of those who reside within its boundaries. Regulations also provide a clear and concise set of management practices for Cemetery staff.

Burial space owners, visitors, and persons working directly or indirectly for space owners must abide by applicable city ordinances, resolutions and these regulations.

Written requests for service, or comments and suggestions, should be directed to the Complex business office located at the entrance to Lakeview Cemetery, 2501 Seymour Avenue, Cheyenne, Wyoming.

The city welcomes the public to the Complex and reminds all visitors to be respectful of the quiet beauty, mingled with local history, which surrounds them.

HISTORY

For many years the Complex has functioned as the final resting place for residents and has served as a repository of the city's history, reflecting the growth and development of Cheyenne and the West. City officials approved an ordinance in 1874 establishing procedures for registering death and burial vital statistics, and directing the city surveyor to plat the city cemetery (Lakeview), subdividing it into avenues and lots. Official

operation of this particular cemetery began with the issuance of Burial Permit #1 on May 21, 1875.

As time passed, additional properties were designated as cemeteries, expanding the area into what it is today... a Complex consisting of city-owned and managed Lakeview, Beth El and International Order of Odd Fellows (I.O.O.F.) cemeteries, and privately-owned cemeteries known as Mount Olivet and Cheyenne Jewish Cemetery. Record keeping services and grounds maintenance operations are provided for the privately-owned facilities through mutual agreement with the city, which may include provisions contained in these regulations.

Wyoming's history is the cumulative result of the efforts and deeds of those who pioneered, homesteaded, and worked hard to build what residents and visitors now enjoy. We ask that all visitors to the Complex assist in maintaining the dignity and beauty of the grounds.

AUTHORITY

The city has ordinances and resolutions governing administration and operation of city-owned cemeteries. The Mayor has the authority to designate specific administrative personnel to oversee the Cemetery Complex Division. Currently, grounds maintenance and operations are under the direction of the Parks and Recreation Department while cemetery records management and office services are under the direction of the City Clerk Department. The Cemetery Superintendent and Cemetery Sexton are designated by the respective department head to manage and supervise daily operations at the Complex. In the absence of the Superintendent or Sexton, each has the authority to delegate responsibilities to the other, or to other Cemetery Complex staff. For purposes of these regulations, wherever the word "Superintendent" occurs, the word "Sexton" may also be used.

The Superintendent is authorized to enforce these regulations relative to city-owned cemetery grounds and operations, including

but not limited to buildings, grounds, burial site preparation for opening and closing, interments and disinterments, equipment, conduct of funeral processions, traffic control, and conduct of visitors. The Superintendent also supervises grounds operations staff.

The Sexton has the authority to enforce procedures relative to cemetery records management, office services, fee schedules and payments, certificates and permits, and conduct of visitors.

Amendments to these regulations, including revisions to fee schedules, will be by resolution adopted by the Governing Body of the City of Cheyenne. City employees or retirees desiring Cemetery services are governed by City Personnel Rules and Regulations which are on file with the office of Human Resources.

BUSINESS OFFICE

Business office for the Complex is located at 2501 Seymour Avenue, Cheyenne, Wyoming. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, except for recognized City holidays or closures approved by the Mayor. Payments for City services are payable to the Cheyenne City Treasurer and should be submitted at the business office unless otherwise directed. Applications for purchase, transfer, interment and disinterment staff services, placement of memorials, nursery plantings and special services are also through the business office.



Business office: 2501 Seymour Avenue
Cheyenne, WY 82001
Office telephone: (307) 637-6402
website: www.cheyennecity.org

DEFINITIONS

For purposes of these regulations, the following definitions apply:

ADULT SPACE – A burial space for human remains in which a burial receptacle is 36" or more in length; a space utilizing remains of a deceased person meeting the definition of an adult by Wyoming law.

BABY SPACE - A burial space for human remains in which a burial receptacle is 36" or less in length; a space utilizing remains of a deceased infant.

BURIAL SPACE - A platted space for interment of human remains located in a cemetery within the Complex, as referenced by block, row, section, lot and space.

BURIAL RECEPTACLE (CASKET) - An appropriate container designed to enclose human remains for burial purposes.

CEMETERY RECORDS – Including, but not limited to ownership, perpetual care, burial, and interment and disinterment information maintained by the Cemetery Sexton and City Clerk.

CERTIFICATE OF OWNERSHIP WITH PERPETUAL CARE - A document issued by the City of Cheyenne signed by the Mayor (facsimile) and attested by the City Clerk which designates ownership and indicates payment of perpetual care of a burial space within a city-owned cemetery.

CITY OF CHEYENNE CEMETERY COMPLEX (also referred to as Complex) - Dedicated municipally-owned cemeteries known as Lakeview, Beth El and International Order of Odd Fellows (I.O.O.F.), and privately-owned cemeteries known as Mount

Olivet and Cheyenne Jewish Cemetery.

CITY-OWNED CEMETERIES - Dedicated cemeteries within the Complex known as Lakeview, Beth El and International Order of Odd Fellows (I.O.O.F.).

CREMAINS - Reduction of a deceased human body to ashes.

DISINTERMENT - The removal of interred human remains or cremains from a burial space.

DOUBLE DEPTH BURIAL - A single space within a platted lot designed for the interment of two human remains in separate caskets and vaults; one above the other.

GOVERNING BODY OF THE CITY OF CHEYENNE - The legislative body for the City of Cheyenne consisting of the Mayor and members of City Council.

GRAVE SITE - A burial space and nearby area utilized for memorial services in conjunction with interment of human remains.

INDIGENT - A deceased individual with no financial assets to pay for a burial space and affiliated city services for interment, and who was not receiving any supplemental income assistance through Federal, State or local programs. Indigent status is determined by the Board of Laramie County Commissioners through its County Attorney in accordance with Wyo. Stat. §18-3-504(c).

INTENT/REQUEST FOR SERVICE - Form required by the Cemetery Superintendent or Sexton to be submitted within established time frames set out in these regulations requesting Complex staff services.

INTERMENT - The act of final disposition of human remains or cremains, achieved through opening and closing procedures involving a burial space.

INTERMENT PERMIT - A permit signed by the City Clerk verifying the interment of human remains in a specified burial space within the Complex. Permits issued only upon receipt of a Burial-Transit Permit issued through the State of Wyoming, Health Department, or similar document from another State.

MAUSOLEUM - An above ground burial chamber entombment of human remains.

MEMORIAL - A monument, marker, monolith, tablet headstone owned by the space owner, or legal representative, which is placed upon a burial lot or space for family or individual identification in remembrance of a deceased.

PERPETUAL CARE - Preservation of a burial space as well as cemetery grounds, walkways, roadways, boundaries and structures, including but not limited to cutting and watering of sod and grass at reasonable intervals; mowing, trimming, raking and cleaning of grounds. Such care is subject to the arid weather conditions of Wyoming and other factors beyond the control of the city.

The term "perpetual care" does not mean: Maintenance, repair or replacement of any memorial placed or erected upon purchased burial space; planting and maintenance of flowers or ornamental plants; performance of any special or unusual work; repair or reconstruction of any marble, granite, bronze or concrete work on any burial space damaged by the elements, an act of God, common enemy, thieves, vandalism, malicious mischief makers, explosions, unavoidable accidents, insurrections, riots, or by order of any military or civil authority, invasions, or causes beyond the reasonable control of the city.

PERSON – An individual, partnership, corporation, organization, association, limited liability company or any legal entity recognized by state law.

PRIVATELY-OWNED CEMETERIES - Cemeteries within the Complex known as Mount Olivet and Cheyenne Jewish Cemetery whose records, grounds maintenance and operations are coordinated and provided by Complex staff through written agreement, and whose ownership is held by the Church of St. Mary and Mt. Sinai Congregation of Cheyenne, Wyoming respectively.

STILLBIRTH - A human birth after 20 completed weeks gestation in which the child shows no evidence of life after complete birth (Wyo. Stat. §35-1-401(a)(vi)).

VAULT - A burial support structure designed to protect a burial receptacle (casket) and preserve the future integrity of the grave site; usually composed of steel, concrete, fiberglass, polyesterine plastic, or copper.

VETERAN - A deceased person recognized by the Federal government as an honorable member, past or present, of one of the branches of the U.S. armed services.

CEMETERY COMPLEX OPERATIONS

ADMISSION

Access to cemeteries within the Complex is only through designated entrances. The city reserves the right to refuse admission or use of cemetery facilities.

GENERAL REGULATIONS

- A. Complex grounds are open to the public from 5:00 a.m. to 9:00 p.m.
- B. Visitors are expected to be respectful of the grounds.
- C. Vehicles may not be driven at a speed greater than 15 m.p.h.
- D. All vehicles and bicycles must remain on established roadways.
- E. The following are prohibited:
 - 1. Unauthorized gathering of flowers, either wild, cultivated or artificial.
 - 2. Injuring trees, shrubs, plants.
 - 3. Feeding or disturbing animal life.
 - 4. Depositing trash or rubbish, except in designate containers.
 - 5. Letting dogs, horses or any other animals be present without permission, except special guide animals.
 - 6. Heavy hauling trucks or commercial vehicles unless permission is granted by the Superintendent or Sexton.
 - 7. Firearms, except when used at a military funeral or special occasion, law enforcement, or with permission by the Superintendent or Sexton.
 - 8. Improper assemblages; disturbing the peace.
 - 9. Commercial advertising, such as signs, pamphlets and notices.
 - 10. Sale of merchandise, including flowers and plants, and the solicitation or sale of any commodity.

11. Enclosures around a burial space or lot, such as fences, hedges, copings or other enclosures.
12. Unauthorized placements upon a burial space, including boxes, shells, stones, boulders, toys, metal designs, ornaments, chairs, benches, unattached vases, glass, urns, wood or metal cases and similar articles.
13. Planting of trees, shrubs and flowers without prior approval by the Superintendent or Sexton.
14. Writing, marking, defacing or injuring any memorial, vehicle, equipment or structure within the Complex.

WORK ACTIVITY

Persons working within the Complex (Funeral home representatives, memorial and monument representatives, florists, contractual services providers) should conduct themselves with appropriate decorum.

The Superintendent or Sexton must authorize, in advance, any work activity conducted within the Complex. Those providing work services must:

- A. Obtain directions before commencing any work activity.
- B. Strive to avoid disturbing the sod or grass on any lot or grave, unless authorization for installing and caring for nursery plantings has been provided.
- C. Complete their work expediently and, upon completion, immediately remove any rubbish or debris created as the result of the work activity.
- D. Not disturb or interfere with any scheduled funeral procession or memorial service.
- E. Take care in the placement of memorials or structures:
 1. Guy posts must be set in walkways or drives; no ropes or guys may be attached to memorials or trees.
 2. When necessary, planks must be used for the protection of walks and turf.

BURIAL SPACE ORNAMENTATION

The Superintendent reserves the right to regulate burial space ornamentation to maintain the dignity of the grounds and to allow for routine maintenance tasks. The city is not responsible for ornamentation loss or damage that is caused by the elements, theft, vandalism, or other causes beyond control of the city.

Specific regulations relative to ornamentation and grounds maintenance are as follows:

A. Floral Arrangements, wreaths and blankets:

1. Glass vases or containers are prohibited.
2. Vases must be placed above ground.
3. Artificial sprays, wreaths, floral arrangements and grave blankets will be removed and discarded by city staff when they become unsightly or due to grounds maintenance operations.
4. [General Cemetery Complex grounds clean-up operations are conducted semi-annually \(1st week of March and 2nd week of September\). Persons wishing to s arrangements, wreaths, etc. should retrieve them prior to the clean-up time frames.](#)

B. Nursery plantings :

1. Planting of trees, flowers, shrubs and bushes within the Complex must be approved by the Superintendent.
2. The city is not responsible for the survival of any planting.

MEMORIALS (MONUMENTS AND MARKERS)

Memorials may be placed upon a burial space within city-owned cemeteries only after payment in full for the space, including perpetual care, has been received. All memorials to be placed within the Complex must be coordinated through the business office.

- A. Memorials placed within city-owned cemeteries must be composed of material, type and design which harmonizes with

the size and location of the burial space and adjacent spaces.

- B. Memorials placed within established Veteran sections of the Complex must conform to guidelines established by the U.S. Veterans Administration, Department of Veteran Affairs.

VETERAN SECTIONS

The following sections of Beth El Cemetery are reserved for honorably discharged Veterans (verification required) in accordance with Veterans Administration Guidelines for National Cemeteries:

- A. Designated Lots:
1. Section Q, east, Lots 1 - 76: designated for single and married Veterans.
 2. Section Q, west, Lots 77 - 145: designated for single (unmarried) Veterans. These burial spaces are purchased on an "as needed" basis only and are assigned by the Superintendent or Sexton.
 3. Sections O and P: designated for Veterans and their spouse(s).

CEMETERY VANDALISM, THEFT, DAMAGE

The city's policy concerning reported damage or loss within the Complex grounds is as follows:

- A. Responsibility:
1. Ornamentation, memorials, mausoleums, nursery plantings and other items placed upon or around a burial site may become lost, misplaced, broken or damaged due to numerous factors including but not limited to: natural elements, vandalism, theft and incidents beyond control of the city. The city is not liable for such damage or loss.
- B. Notification:
1. Upon discovery and determination that damage or loss has occurred, Complex staff will:

- a. Attempt to contact burial space owners if damage is within a city-owned cemetery or, if damage is within a privately-owned cemetery, contact a representative of the privately-owned cemetery.
- b. Failure to establish contact with burial space owners within a reasonable amount of time will result in the Superintendent determining what action, if any, may be appropriate. Any decision by the Superintendent will be on a case-by-case basis. Owners are encouraged to provide the business office with an accurate mailing address for these purposes.

CITY-OWNED BURIAL SPACES

USE; PURCHASE

Burial spaces are available only for the purpose of interment of human remains or cremains. All remains and cremains must be contained with an appropriate receptacle, such as a casket or urn. Purchase of city-owned burial spaces must be through the business office where records and maps denoting space locations are maintained. Spaces are available for purchase upon completion of appropriate Intent/Request for Service forms and payment, or arrangement for payment, of fees. A Certificate of Ownership will not be issued until all fees, including perpetual care, are paid in full.

RECORDS

Records containing space ownership, perpetual care, and persons interred and disinterred are maintained by the Sexton and City Clerk. For city-owned cemeteries, the Sexton may, with prior approval of the City Clerk, correct errors or omissions in any record because of additional information or due to re-platting of grounds. Any changes to records maintained for privately-owned

cemeteries within the Complex will be authorized by a recognized representative of the respective cemetery involved.

PERPETUAL CARE

Each burial space purchase includes a non-refundable perpetual care fee to assist with cemetery grounds care and maintenance of the space.

FEES

- A. All burial space fees, including the fee for perpetual care, must be paid in full before approval for interment will be given, except that a local funeral home representative may make payment arrangements with the Sexton to submit fees within five working days from the date services are provided.
- B. Fees for burial spaces, perpetual care, opening and closing, equipment, special staffing requests, certificates and permits are assessed per the current fee schedule.
- C. Special circumstances:
 - 1. Burial space will be made available, at a location assigned by the Superintendent, for the interment of indigent persons.
 - a. No fees for a burial space, Interment Permit or for opening and closing will be assessed for indigent burials; however, pursuant to state law, the Board of Laramie County Commissioners will be billed for the current perpetual care fee. The City of Cheyenne retains ownership of these spaces.
- D. An Interment Permit fee is not required for the burial of stillbirths or cremains.

INSTALLMENT PAY PLAN (PRE-PLANNING)

A 24-month installment pay plan is available to assist burial space purchasers.

A. Installment Plan:

- 1. Purchaser must deposit the current fee for perpetual care (non-refundable), and commit to monthly payments per a written installment pay plan agreement provided through the Sexton.

B. Payments Required:

- 1. Purchasers will be sent monthly statements through the city's accounting office advising of the monthly payment amount and due date.
- 2. Purchasers **MUST** make regular monthly payments in the minimum amount indicated on the monthly statements.

C. Additional Provisions:

- 1. Failure to Make Payments
 - a. Failure to make minimum monthly payments resulting in three consecutive payments not being made may result in procedures being instigated by the Sexton to refund monies paid toward the burial space, excluding the non-refundable perpetual care fee, and the written pay plan agreement will be determined void.
 - b. Unless otherwise approved by the City Clerk, failure to make payment in full within the 24-month period will result in a refund of monies paid toward the burial space, excluding the non-refundable perpetual care fee, and the written pay plan agreement will be determined void.
- 2. Certificate of Ownership with Perpetual Care:
 - a. Official ownership is not recognized until the burial space is paid in full and a certificate has been issued.
- 3. Responsibility is delegated to burial space purchasers to notify the business office of any change in mailing address.

PURCHASE RESTRICTIONS

To ensure that the needs of the general public are met, the following purchase restrictions on burial spaces apply:

- A. Number of Lots - No person may purchase/own more than 16 burial spaces.
- B. Any subdividing of burial spaces is prohibited.
- C. Owners of burial spaces are not allowed to re-sell their interest without approval of a Transfer of Ownership application, including requested supporting documentation and payment of applicable fees. Application forms are available from the Sexton.

BURIAL SPACE EXCHANGES, TRANSFERS OF OWNERSHIP, RE-PURCHASES, ABANDONMENT

- A. Burial space exchange
 - 1. Burial spaces of equal value and, if possible, in a similar location may be exchanged for a different site if available. Request should be made on forms provided by the Sexton. (NOTE: A new Certificate of Ownership will be issued.)
- B. Transfers of Ownership
 - 1. Application must be made on forms provided by the Sexton.
 - 2. Supporting documentation, if required, must accompany application.
 - 3. Authorization to transfer ownership may be denied if:
 - a. There is any indebtedness due the city by the owner of record.
 - b. The burial space is not vacant and the interests of the community (ie: notable persons, historic value, etc.) would not be served by transferring ownership.
 - c. An owner of record is interred in the burial space. (No ownership rights remain once an owner is interred in a burial space and there is no direct authority to change the original intent or desire of the original owner.)

(EXCEPTION: Legal actions necessary to distribute real property involved in estates/probates of a

deceased burial space owner.)

- 4. Approved transfers require a new Certificate of Ownership and payment of fee.
- C. Request to city to re-purchase a burial space:
 - 1. Application must be made on forms provided by the Sexton.
 - 2. Approved re-purchasing of a space will authorize reimbursement of fees paid at the time of original space purchase. (NOTE: Perpetual care and certificate fees are non-refundable.)
- D. Abandonment of burial space ownership:
 - 1. Procedures authorized by Wyoming Statutes will be followed by the city in declaring the abandonment of ownership and reclamation by the city of burial spaces.

INTERMENTS AND DISINTERMENTS

GENERALLY

Interments and disinterments are governed by city ordinance, these regulations and applicable state laws. All fees must be paid in full prior to any interment, except upon prior arrangement with local funeral homes.

- A. Requirements for Interment Permit issued by City Clerk
 - 1. Payment according to the current fee schedule.
 - 2. Verification of ownership of burial space, or written authorization for interment by owner or representative.
- B. City equipment for interment preparation and services
 - 1. Use of city burial service equipment for grave site services at city-owned cemeteries is optional.
 - a. If utilized, fees will be assessed for equipment use and

staffing according to the current fee schedule.

2. Grave site interment service equipment may include the following:

- a. Service Tent -

Pursuant to the Request/Intent for Service form, a service tent may be placed as part of the grave site preparations. If the Superintendent determines weather conditions will not allow for the safe placement of the tent or components of the tent, it will not be placed.

- b. Chairs -

Six chairs will be placed at the grave site memorial area.

- c. Casket Lowering Device

C. Memorial Service Processions

1. Persons responsible for the arrangement of funeral processions will direct those involved in the procession to the applicable grave site. The Superintendent will provide a funeral home representative with ample notice if an escort for any procession is required.

REQUESTS FOR INTERMENT SERVICES

Prior to interments or services provided by city staff, written notification requesting the services (ie: Intent/Request for Services form) must be submitted to the Sexton or Superintendent. Arrangements requested verbally or by telephone will not be finalized unless submission of the Intent/Request for Services form is within the following time frame:

- A. Form must be submitted at least eight Cemetery Complex working hours in advance of any scheduled interment or memorial service to allow for burial site preparation and staffing arrangements.
 1. During the work week, grave site memorial services involving an interment must be scheduled to conclude not

later than 4:00 p.m. **or overtime staffing costs will be assessed** according to the current fee schedule.

2. If city staff services are provided on a Saturday, Sunday or recognized city holiday, grave site memorial services must be scheduled to conclude no later than noon.

B. Emergencies / Disasters / Disease

1. A request for emergency interment services involving Complex staff must be made to the Superintendent upon justification of an emergency.
2. In the event of a disaster situation resulting in numerous interments within the Complex, staffing levels will be maintained at the Mayor's directive to provide for the timely disposition of human remains.
3. The Superintendent, upon approval by the Mayor, is authorized to waive any requirements contained within these regulations (not in conflict with state law or city ordinances) necessary for disaster situations.
4. Advance written notice must be given (by a licensed funeral home representative) to the Superintendent or Sexton of the intent to inter human remains of a individual who has died of a virulent contagious disease.

C. Interment Location

1. Any request for interment which involves opening and closing of a burial space must specify the exact location of the space.
 - a. All placement of cremains must be approved by the Superintendent. The practice of "scattering" cremains within city-owned cemeteries is not allowed.
2. All spaces to be utilized for vault and casket interments will be at least six inches from the adjoining space boundary; at least 5 1/2 feet in depth for adult space burials, and of a proportionate depth for baby space interments.
3. Special circumstances; request changes
 - a. Following verification and approval of the burial space location by the owner, or designated representative, the city is not liable for damages or costs involving any

- alleged error in misidentifying a burial space location.
- b. If specific location of a burial space cannot be verified, or instructions to locate are incomplete, which result in a space being unable to be opened where anticipated, the Superintendent may make a determination as to the site location as long as it does not interfere with another space owner's property, roadways, walkways or grounds operations.
- c. If Complex staff inadvertently and unintentionally err in locating a burial site, the city will provide notification to the burial space owner, or designated representative, as soon as possible. Depending on the circumstances, the city may pay the expense of correcting the error.
- d. If circumstances arise that result in delay of a scheduled interment, the city is not liable for inaction during the interim time period. (In some instances, the funeral home representative may be required to retain or reassume responsibility for human remains affected by the delay.)
- e. If, following written direction from the burial space owner, or designated representative, instructions concerning burial space arrangements are requested to be changed (particularly if burial space opening preparation has already begun by city staff) additional fees may be assessed.
 - i. Applicable fees may include burial space opening and closing, grave site placement of equipment, overtime staffing costs, or other fees according to the fee schedule.
 - ii. Unless approved by the Superintendent, fees must be paid before city staff proceeds with any change in work orders.

DOUBLE DEPTH INTERMENTS

- A. Double depth interments are allowed within burial spaces if approved by the Superintendent at the time of purchase.

- B. In all instances, the first interment must incorporate the use of a concrete vault for placement in the lower level of the space; second interment will be placed above the first.
- C. No approval will be given to disinter human remains interred in the lower level of the burial space.
- D. Double depth interment of cremains is not allowed.

BURIAL RECEPTACLES / VAULTS

An appropriate burial receptacle and a vault, approved by the Superintendent, must be utilized for each interment within city-owned cemeteries.

- A. Burial receptacles must be designed and manufactured for the purpose of containing human remains.
 - 1. Receptacles must be of adequate size to completely enclose human remains.
- B. Vaults utilized in conjunction with burial receptacles must be composed of appropriate materials as approved by the Superintendent, who has the authority to refuse any vault that is damaged or does not meet quality standards.
 - 1. Manufactured bases for vaults are optional.
 - a. Base design configurations relative to burial space dimensions must be reviewed by the Superintendent prior to interment preparations.
- C. The use of burial receptacles with vaults for interments within privately-owned cemeteries in the Complex is recommended.
- D. No vault is required for interment of cremains, other than an urn or other suitable cremains container. The city is not responsible for any damages incurred to cremain urns or containers placed above ground upon the burial space.
- E. No vault is required for entombment of human remains when placed within a mausoleum.

REQUESTS FOR DISINTERMENT SERVICES

- A. An application requesting the disinterment of human remains or cremains must be submitted to the Sexton

Superintendent by the burial space owner, or legal representative. Forms are available at the business office. For all disinterments involving a funeral home representative, an Intent/Request for Service form must also be submitted.

1. A licensed funeral home representative must be present at time of disinterment of human remains. This requirement does not apply to disinterment of cremains.
2. City staff will not accept any disinterment arrangements requested verbally or by telephone without the applicable forms being submitted at least 10 working days in advance, except upon special circumstances approved by the Superintendent.

B. The city is not liable for damages to a burial receptacle, vault, urn, memorial, or space ornamentation during the course of providing disinterment services.