

**RULES AND REGULATIONS**  
**FOR OPERATION AND USE OF MUNICIPAL CEMETERIES**

**NOTICE**

The Cemeteries Division of the City of Saginaw is responsible for providing burial services and maintaining three City-owned cemeteries: Forest Lawn, Oakwood, and Brady Hill. It is recommended that persons wishing to purchase lots in any of those cemeteries first inspect them at the cemetery before coming to the Cemeteries Division Office. The Cemeteries Division Office may be contacted by visiting the Public Services building at 1435 S. Washington Avenue or by calling (989) 759 – 1656. Office hours are Monday through Friday from 7:30 a.m. through 4:00 p.m.

All arrangements for cemetery lots and services must be made at the Cemeteries Division Office and all payments made at the office of the City Treasurer in the City Hall. Acceptable payment methods include: cashier checks, money orders, cash or credit cards (a service fee applies).

**DEFINITIONS**

- A. GRAVE SPACE  
The term grave space is an area necessary to accommodate an interment.
- B. SINGLE SPACES  
Single spaces are individual graves.
- C. LOT  
The term lot is an area consisting of two or more grave spaces.
- D. INTERMENT  
Interment means the permanent disposition of the deceased person by burial. This may mean inurnment (burial of ashes) or entombment.
- E. MARKER  
A marker is a stone either flush or upright indicating the given names of the deceased on at least the face of the stone visible when facing the grave.
- F. MONUMENT  
A monument is a stone extending above ground inscribed with the family name only.
- G. LOT MARKER  
A lot marker is a metal or ceramic marker, used by the cemetery to indicate lot or grave corners.
- H. RESIDENT  
Means a person whose legal residence at time of grave space purchase was in the City of Saginaw. The residency or non-residency of all persons to be interred is governed by the residency status of the decedent.

## I. GENERAL REGULATIONS

Section 88 of the City Charter states that the City Council shall have the power to enact all ordinances deemed necessary for the establishment, maintenance and protection of all cemeteries owned by the City. Section 91.01(F) of the City's Code of Ordinances further provides that the City Manager is empowered, subject to the approval of Council, to make such rules and regulations pertaining to the conduct and use of the City's cemeteries as are necessary to administer same. The following rules are enacted in accordance with such provisions.

### A. CONDUCT IN CEMETERIES

1. Traffic laws of the City of Saginaw, Saginaw Charter Township, and the State of Michigan shall be strictly enforced. In addition, the following regulations shall be observed:
  - a) No driving off of established cemetery roads is permitted, except for maintenance personnel.
  - b) Drivers shall be responsible for any damage done in a cemetery as a result of the use of their vehicle.
  - c) No use of cemetery roads as public thoroughfares.
  - d) No driving in cemeteries in excess of 15 miles per hour.
2. Rubbish/refuse shall be placed in containers as provided.
3. Wild or domestic flowers, trees and shrubs are placed for the beautification of the cemetery and are not to be picked or mutilated.
4. Alcoholic beverages are not to be carried or consumed in the cemetery.
5. Pets are permitted in the cemeteries, but must be on a leash. Pet owners are solely responsible for the conduct of their pets at all times and must clean up any messes that are made by their pet.
6. Advertising is not permitted on or in the cemetery grounds.
7. Firearms will not be permitted in the cemetery except for authorized volleys at burial or memorial services.
8. No person(s) under the age of 18 shall enter a cemetery unless they are attended by an adult who is responsible for their conduct.

9. The City shall not be responsible for any damage to lots or structures or objects thereon, or for flowers or articles removed from any grave or lot.

## B. MAINTENANCE

The Cemeteries Foreman, within his or her sole discretion, may make exceptions to the maintenance rules and regulations. Such exceptions would be specific to a single instance and not be deemed an amendment to or repeal of any rule or regulation.

### 1. GENERAL CARE

- a) General maintenance shall be the City's responsibility. It applies to all lots and graves in all of the City Cemeteries. This includes: the upkeep of drives, buildings, sewers, water lines and fences, and annual spring cleanup, the cutting of grass and the raking of leaves.
- b) The City will remove all flowers, trees, hedges and shrubs which begin to encroach upon an adjoining lot or path.

### 2. GENERAL DECORATION RULES

- a) FLUSH BURIAL SPACES: The following decorations are approved for all burial spaces where flush markers are allowed in Forest Lawn, Oakwood and Brady Hill Cemeteries.
  - Cut flowers are permitted at any time in approved vases. One vase is allowed per interment.
  - Grave blankets are permitted from November 15<sup>th</sup> to March 1<sup>st</sup>.
  - Potted plants are permitted on Easter, Memorial Day, Mothers' Day and Fathers' Day. Potted plants may remain on the burial space for up to one week following the holiday.
  - American flags, not exceeding 12" x 18" in size, are permitted on Memorial Day, the 4<sup>th</sup> of July, and Veterans' Day. Flags may remain on the burial space for up to one week following those holidays.
- b) UPRIGHT BURIAL SPACES: The following decorations are approved for all burial spaces where upright markers are allowed in Forest Lawn, Oakwood and Brady Hill Cemeteries.
  - Planting of annual flowers is permitted within 12" (one foot) of the marker.
  - Grave blankets are permitted from November 15<sup>th</sup> to March 1<sup>st</sup>.
  - Movable potted plants are permitted within 12" (one foot) of the marker. They may be placed one week before Memorial Day until October 1<sup>st</sup>.

- American flags, not exceeding 12" x 18" in size, are permitted on Memorial Day, the 4<sup>th</sup> of July, and Veterans' Day. Flags may remain on the burial space for up to one week following those holidays.
- c) PROHIBITED DECORATIONS: No decorations or burial space improvements are allowed, except as defined above. Prohibited decorations and improvements include, but are not limited to, the following:
- Artificial flowers.
  - Artificial decorations including, but not limited to, ribbons, balloons, statues, signs, and toys, will be allowed except as may be attached to grave blankets and wreaths from November 15<sup>th</sup> to March 1<sup>st</sup>.
  - Glass bottles, jars, vases or other containers.
  - Shepherds hooks or hangers.
  - Fences, curbs, ornamental gravels and stones, benches and steps.
  - Permanent plantings including trees, shrubs, ground covers and perennials.

**Any decoration not allowed or approved shall be removed and disposed of without notice. Cemetery cleanups are scheduled for March 1<sup>st</sup> and October 1<sup>st</sup> of each year, and all decorations are removed at this time.**

#### C. GENERAL

##### 1. CORRECTION OF ERRORS

- a) The Cemeteries Foreman has the right to correct any errors made with regard to interments, dis-interments or removals. They can correct errors in the description, transfer or conveyance of interment property.
- b) In the event of an interment error, the Cemeteries Foreman has the right to remove and re-inter the remains in other property of equal value and similar location.
- c) The Cemeteries Division shall provide notice to the next of kin when such corrections are made.

##### 2. CONTRACTORS AND OUTSIDE WORKERS

- a) Anyone working in a City Cemetery must make their business known to the Cemeteries Foreman. They must receive a permit from the Cemeteries Foreman before they can begin their work.

## II. MONUMENTS AND MARKERS

### A. MATERIALS

1. Only granite may be used for markers or monuments. Bronze may be used for upright markers, but only if attached to a granite base.

### B. MONUMENTS

#### 1. REQUIREMENTS:

- a) For monuments on lots with upright or flush grave markers where upright monuments are permitted, no monument size restrictions apply except as limited by lot size.
- b) For monuments on lots restricted to upright monuments only, the monuments shall consist of two pieces and will be standard sized. On two grave lots, the die shall be 3' x 8" x 2' and the base size will be 3'10" x 1'2" x 6". On three grave lots the die size shall be 3'6" x 8" x 2' and the base shall be 4'4" x 1'2" x 6".

#### 2. RESTRICTIONS:

- a) The Cemeteries foreman must approve the location of a monument before it is set.
- b) A monument cannot be placed on a single grave space.
- c) Only one monument can be erected on a single lot.
- d) No monument can be placed upon a lot in a flush marker section.

### C. UPRIGHT MARKERS: These rules do not apply to lots or parts of lots acquired by transfer after March 24, 1963. Those lots are now restricted to flush markers.

#### 1. Where permitted, single upright markers shall consist of one piece.

- a) The length must be between 16 and 24 inches.
- b) The width must be between 10 and 16 inches.
- c) The height must be 18 inches or less.

#### 2. Double upright markers can consist of one or two pieces.

- a) The length must be between 40 and 60 inches.

- b) The width must be between 12 and 16 inches.
  - c) The height must be 26 inches or less.
3. Three grave upright markers can consist of one or two pieces
- a) The length must be between 48 and 60 inches.
  - b) The width must be between 12 and 16 inches.
  - c) The height must be 26 inches or less.

#### D. FLUSH MARKERS

- 1. Single flush markers
  - a) The length must be 24 inches.
  - b) The width must be 12 inches.
- 2. Double flush markers
  - a) The length must be between 40 and 50 inches.
  - b) The width must be 12 inches.
- 3. Triple flush markers
  - a) The length must be between 48 and 60 inches.
  - b) The width must be 12 inches.
- 4. Veteran section markers
  - a) Markers must be government issued, flush, granite stones.
  - b) The stones must be 24 inches long and 12 inches wide.
- 5. Infant and children's markers
  - a) The length must be between 16 and 20 inches.
  - b) The width must be between 8 and 10 inches.

E. LOCATION

1. Markers are placed at the head of graves.
2. No marker shall be placed nearer than 4 inches to a lot line.
3. Only one marker may be placed upon a single grave.

F. INSCRIPTION

1. Markers are placed so that the inscription can be read from the nearest path or road.
2. Inscriptions on all markers at the same end of a lot shall read from the same direction.
3. On flush markers, all inscriptions or designs must be sunk.

G. INSTALLATION

1. The methods and materials used for installation of all monuments and markers shall be determined by the Cemeteries Foreman.
2. All markers, monuments and permanent vases shall be installed by Cemetery personnel.
3. Markers and monuments cannot be delivered to lots until the installation order has been paid for.

H. MAUSOLEUMS

1. Mausoleums may be built on any section of the City Cemeteries except for sections with flush markers and single grave sections.
2. The location and complete plans shall be submitted to and approved by the Cemeteries Foreman prior to the beginning of any work.
3. Entombed caskets shall be hermetically sealed.
4. Duplicate keys for mausoleums are kept by the Cemeteries Division.

### III. FUNERALS AND INTERMENTS

#### A. FUNERALS

1. All funeral processions within the Cemeteries shall be directed by the Cemeteries Foreman.
2. Workmen engaged in the vicinity of a burial shall suspend their labors during services at a grave.
3. Cemetery personnel will remove the funeral designs and floral pieces as soon as they, in their sole discretion, become unsightly.

#### B. INTERMENTS

1. No interments shall be made on Sundays or City of Saginaw recognized holidays.
2. No interment shall take place without a burial transit permit.
3. No grave will be opened unless the grave space, interment fees, and any additional costs have been paid in full at least 24 hours prior to the burial service.
4. The use of a tent and full graveside trim can be supplied at an additional cost if desired.
5. A casket is required for all adult interments. It must be approved by the Cemeteries Foreman. The casket must also be enclosed in a permanent outside container.
  - a) The container must be installed by Cemetery personnel.
  - b) The following are considered permanent outside containers: concrete boxes and concrete, copper or steel burial vaults.

#### 6. INTERMENT RESTRICTIONS

- a) Only one interment in a single grave shall be permitted.
  - The exception is that a container of cremated remains may be buried at the foot of a grave, room permitting. A second right of interment fee would apply.
- b) The Cemeteries Supervisor is not responsible for errors in the location of graves that arise due to improper instructions from lot owners.
- c) All burial requests, need to be made in writing. No telephone burial orders will be accepted. The City of Saginaw burial form is available on the City of Saginaw website.

- d) At least 24 hours of notice must be given for the opening of a grave. If a death occurs on the weekend and the burial is planned for the following Monday, the interment must be called in by 9:00 a.m. on Monday morning. The interment must be scheduled to allow the interment to be completed by 3:00 p.m. In cases where this cannot be done, an extra charge shall apply.

#### **IV. DIS-INTERMENTS AND REINTERMENT**

- A. Dis-interment cannot be made without a dis-interment/re-interment permit.
- B. Graves cannot be opened for inspection except for official investigation. A signed court order would be required.
- C. No dis-interments shall be made between May 1<sup>st</sup> and October 1<sup>st</sup> of any calendar year, unless otherwise required by court order.
- D. All markers shall be removed at the time of a dis-interment.

#### **V. PRICES AND CHARGES**

All charges for the purchase of graves/lots or any services provided by the Cemeteries Division must be paid in full prior to the rendering of such services.

##### **A. CONDITIONS OF GRAVE OR LOT PURCHASES**

- 1. All lots and graves shall be sold subject to these rules and regulations.
  - a) No grave space shall be used for any purpose other than the burial of human remains and the placing of appropriate memorials.
  - b) The City of Saginaw may impose specific charges against lots or grave spaces.
  - c) No mortgage or other encumbrance shall be given to any grave space or lot.
  - d) The purchase of burial rights for the purpose of resale or speculation is prohibited.

##### **B. CONDITIONS OF TRANSFER**

- 1. The transfer of lots or parts of lots to another party shall be recorded in the Cemeteries Division Office. The Cemeteries Division Office will notify the Controller's Office. A recording fee is applicable. No person shall be recognized as owner or part owner until so recorded.

2. All lots or parts of lots on upright sections of the City Cemeteries where ownership has been transferred after March 23, 1964 shall be restricted to flush markers.
3. Upon the death of a lot or grave owner(s), the ownership of the lot(s) or grave(s) transfers to the owner(s) heirs as designated by will, trust, or law.
  - a) It is the responsibility of the heirs to provide the City with proof of transfer of ownership, to the City's satisfaction. The City shall in no way be held responsible for a failure to properly determine the legal successorship of any lot owner or purchaser.

C. SINGLE SPACES

1. VETERANS' MEMORIAL PLOTS

- a) Certain sections of Forest Lawn and Oakwood cemeteries have been set aside for the burial of honorably discharged veterans that are City of Saginaw residents. Burial spaces in these sections are provided at a reduced purchase price.
- b) Veterans' memorial plots shall receive the same type of care as other flush marker sections.
- c) The City will supply suitable United States flags yearly for all veteran graves. The flags are placed by various veterans' organizations prior to Memorial Day. All flags are removed within one week of the holiday.

D. INDIGENT GRAVE SPACES

1. The City of Saginaw will provide a grave to qualifying adult indigents for a reduced purchase price.
  - a) The location of the grave is at the discretion of the City.
  - b) The decedent must be a resident of the City of Saginaw at the time of death. Proof of residency is required.
  - c) A case number issued by the Michigan Department of Health and Human Services must be provided to the City prior to the burial being scheduled. It will serve as proof that the decedent is indigent.

**EFFECTIVE DATE:**

**These regulations shall become effective 9/10/2019**