

# TOWN OF NORFOLK

## Cemetery Rules and Regulations



Adopted 6/4/81  
Approved: Town Meeting 6/2/82  
Amended 9/13/88  
Approved: Town Meeting 5/31/89  
Amended 5/25/95  
Approved Town Meeting 11/21/95  
Amended 9/4/96  
Approved: Town Meeting 11/19/96  
Amended 9/17/98  
Approved: Town Meeting 11/17/98  
Approved: Board of Selectmen  
Amended 2/7/12

**NORFOLK CEMETERY RULES & REGULATIONS**  
**DEFINITIONS**

**FACE:**

That side of a monument inscribed with the family name.

**HOLDERS, METAL:**

A metal container set flush to the ground and for temporary display of cut flowers only.

**LOT:**

A piece and/or pieces of land with approximate dimensions conveyed by deed, for a consideration for the purpose of burial.

**MARKER:**

A commemorative object flush with the ground and of material, dimension acceptable to the Director of Public Works and used for denoting a single grave when set at the foot of a grave, or used in place of a monument when set at the head of a lot.

**MONUMENT:**

Also commonly referred to as a headstone. A commemorative object of material acceptable to the Director of Public Works and set above the ground used to designate the deceased in a single grave or the family name in the multiple grave lot.

**PERPETUAL CARE:**

Shall be confined to grass mowing and grass trimming only.

**RESIDENT:**

Any person whose place of permanent dwelling is within the confines of the Town of Norfolk.

**RELATIVE:**

Immediate family - Husband, wife, father, mother, son, daughter, grandparent

**VETERAN:**

Any person who qualifies for veteran's status under the laws of the United States or

## NORFOLK CEMETERY RULES & REGULATIONS

### GENERAL (Section 1)

- 1-1 Lots and graves are sold to the residents of Norfolk only. Lots are not transferable to non-residents. A deed given for any lot is subject to the Rules and Regulations as contained herein or as amended.
- 1-2 The first interment in a lot must be a resident of Norfolk or a relative of the purchaser, who is a resident. Lots and an interment fee are to be paid for before any interment may be made.
- 1-3 Lots shall be held indivisible and upon the death of the owner, the rights and privileges granted shall vest in his heirs-at-law, in accordance with the laws of the Commonwealth, subject to conditions in the deed.
- 1-4 Transfer of lots and graves within the immediate family only, must be approved by the Director of Public Works.
- 1-5 Multiple tiered lots may be permitted in those lots where mechanical equipment has the accessibility to excavate. However, any multiple tier interments must have prior approval of the Director of Public Works, or designee of the Highway/Grounds/Cemetery Division.
- 1-6 Two bodies may be interred in one grave, conditions permitting, and as approved by the Director of Public Works, or designee of the Highway/Grounds/Cemetery Division.
- 1-7 Forty-eight hours advance notice wherever possible is required for interments.
- 1-8 A lot may be purchased only when a death occurs. Additional lots may be purchased at the same time for other members of the immediate family.
- 1-9 A lot may be purchased by any person over the age of 59 who has been a resident of Norfolk for at least 20 years or by his/her spouse who has been a resident of Norfolk for at least 20 years. Persons who qualify under this provision may purchase lots for all relatives.
- 1-10 A lot may be purchased in the Pondville Cemetery upon the death of a family member by non-residents for the burial of said family members so long as the deceased is a relative of a person who was the owner of a lot or lots in said cemetery.
- 1-11 Lots and graves in the Veterans Section are to be sold to or for the burial of a veteran or

his or her spouse.

**SCHEDULE OF SERVICE CHARGES  
FOR CEMETERY DIVISION**

For Monday morning burial, it will be the responsibility of the undertaker in charge to notify the Director of Public Works, or his designee by noon on the preceding Friday or an extra fee of \$400.00 will be charged.

**PRICE OF LOTS**

Single Grave	\$500.00
Lot for Cremation	\$200.00

**Veterans Section Norfolk Cemetery**

Veteran	No Charge
Spouse	\$400.00
Lot for Cremation (Veteran & Spouse)	No Charge

**GRAVE OPENING/DISINTERMENT**

No charge for indigent	
Adult Grave	\$500.00
Baby Grave (under 3 feet)	\$100.00
Grave for Cremation	\$150.00

***Additional Fees:***

Winter Grave (Dec. 1 to April 1)	
Additional	\$150.00
Holiday or Saturday	\$300.00

**PERPETUAL CARE**

Minimum (Single Grave)	\$300.00
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**Veterans Section**

Veteran	\$200.00
Spouse	\$200.00

**FOUNDATIONS**

Per Square Foot	\$ 50.00
Minimum	\$ 100.00
Set Lot Marker	\$ 100.00
Veterans Flat Marker (Bronze/Granite)	No Charge

The Town of Norfolk will absorb the cost of both the grave and perpetual care for those persons who have been legally ascertained to be indigent.

All interments must be made in permanent containers

All work must be done during normal working hours under supervision of the Director of Public Works, or his designee.

No interments or disinterment shall be made on Sunday nor on the following holidays: New Year's Day, Memorial Day, July 4th, Thanksgiving, or Christmas.

- 1-11 A Fee of \$100.00 must be paid in advance for services of the Director of Public Works, or his designee.
- 1-12 The Director of Public Works, or his designee, will be in full control of funerals, burials, disinterment, persons and traffic within the cemeteries. Vehicle speed limit is 10 mph.
- 1-13 The roads in the cemeteries are built and maintained for the lot owners and are not to be used for pleasure driving.
- 1-14 The cemetery may be closed to the public without notice, at the discretion of the Director of Public Works, or his designee.
- 1-15 Visitors are requested not to walk across lots unless on their way to visit graves.
- 1-16 The receiving tomb is for temporary use only, and under no circumstances shall a body be considered buried by reason of being placed therein.
- 1-17 A permit must be secured from the Director of Public Works, or his designee for any private work done on any lot in the cemetery.
- 1-18 No unleashed dogs are permitted on cemetery grounds.
- 1-19 Cremation section lots are located in a specified section of the cemetery and utilize an area of 16 square feet. Cut flowers will be the only embellishment allowed in the cremation section except potted flowers for Memorial Day commemoration.

**FLOWERS (Section 2)**

- 2-1 Flowers will be left on the grave for 48 hours.
- 2-2 Planting or work of any nature on lots may be done only after permission has been

secured from the Director of Public Works, or his designee.

- 2-3 Metal holders for cut flowers are permitted in all areas of the cemeteries.
- 2-4 Evergreens or shrubs will not be allowed in single grave sections of the cemeteries.
- 2-5 Cement vases, urn boxes or containers of any kind for growing plants will not be allowed. However, potted plants and flowers may be placed for Memorial Day only.
- 2-6 The Town of Norfolk is not responsible for any flowers or other decorations placed on the graves.
- 2-7 Potted plants, baskets and flowers will be removed ten days after Memorial Day.
- 2-8 Flowers are to be planted on the face side of the stone only.
- 2-9 The width of a flower garden shall not exceed the width of the monument.
- 2-10 No creeping plants or shrubs shall be planted ( e.g. rosebushes, ivy, etc.)
- 2-11 The height of any shrub, where permitted, shall not exceed the height of the monument.
- 2-12 The width of the shrub shall be one-third the height.
- 2-13 Imitation flowers will be permitted at all times.
- 2-14 No plants of any kind shall be placed around or on foot markers.
- 2-15 If any tree or shrub situated on any lot shall, by means of their roots or branches, or otherwise, become detrimental to the adjacent lots or avenues, it shall be the duty of the Director of Public Works, or his designee. to enter into such lot and remove the obstruction.
- 2-16 The picking of wild or cultivated flowers is prohibited.

**MONUMENTS, MARKERS, BOUNDS (Section 3)**

- 3-1 Monuments and markers may be erected subject to the approval of the Director of Public Works, or his designee.
- 3-2 All new monuments in the Town Cemeteries shall not exceed:
  - 1 Grave.....2-2 x 1-2 x 3-0 High
  - 2 Graves.....3-0 x 1-0 x 3-0 High

3 Graves.....3-6 x 1-0 x 3-0 High

- 3-3 Only one monument will be allowed on a lot.
- 3-4 All work of setting and handling of monuments will be under the supervision of the Director of Public Works, or his designee.
- 3-5 No monuments or markers can be set or any lettering done on existing stones before an order signed by the lot owner has been filed with the Director of Public Works, or his designee. ***No stone setting or lettering allowed on Saturday.***
- 3-6 The Town of Norfolk is not responsible for any damage to monuments or markers resulting from circumstances beyond its control (e.g. vandalism, Acts of God, etc.)
- 3-7 Payment for foundations must be made before monument is set.
- 3-8 The erection of a monument or marker will not be allowed until the lot has been paid for in full.
- 3-9 All grading, excavating for graves and vaults, construction of foundations, setting markers and all other work in the cemetery must be done by vendors approved by the Director of Public Works.
- 3-10 All corner markers or bounds as approved by the Director of Public Works shall be set level with the surface of the lot.
- 3-11 Fences, curbing, iron railings, and hedges are prohibited.
- 3-12 The grade of a lot shall not be changed without the consent of the Director of Public Works
- 3-13 The Town of Norfolk will not be responsible for loss of, or damage to any portable article left on any grave, lot or any part of the cemetery.
- 3-14 Advertisement of any description will not be allowed.
- 3-15 Writing on or defacing monuments, fences or other structures is prohibited.
- 3-16 Markers shall be set level with the surface of the lot, except where a raised one is not existing.
- 3-17 Only monuments described as follows will be allowed in the Veterans Section:
- 3-18 American Light Gray Granite Flat Marker – 24 inches long, 12 inches wide, and 4 inches thick.

**MISCELLANEOUS (Section 4)**

- 4.1 Any use, decoration, monument, holder, article, planting or event not specifically enumerated herein shall be deemed prohibited.
- 4.2 No memorial or other service may be held at the cemetery without prior approval of the Cemetery Superintendent.
- 4.3 Christmas wreaths, grave pillows (3x2) and other seasonal adornments **may be** placed on graves from December 1 through January 20.
- 4.4 Statues, vigil lights, wind chimes, breakable objects and similar items **are not** permitted on cemetery grounds.
- 4.5 Adornments which are offensive, inconsistent with the dignity of the cemetery or hazardous to cemetery personnel are prohibited.

**TOWN OF NORFOLK  
BOARD OF SELECTMEN**

\_\_\_\_\_  
James M. Tomaszewski

\_\_\_\_\_  
Date

\_\_\_\_\_  
James C. Lehan

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert J. Garrity

\_\_\_\_\_  
Date