

Pinckney Village Cemetery Rules & Regulations

Revised July 2015

1. Interments:

- a. No interment or dis-interment shall be made upon any lot except by permission of the Village Clerk or Cemetery Sexton.
- b. Interments or dis-interments shall be made by the Cemetery Sexton or by his/hers designated agent.
- c. Only one (1) interment will be permitted in a grave, except:
 - I. Two (2) infant interments in one (1) grave site.
 - II. Cremated remains will be permitted to be interred in the same grave as an adult is buried. However, only one cremated remains will be permitted per occupied grave. Furthermore, only two (2) cremains on a regular adult lot, with no other burials, is permitted.
- d. Up to two cremains may be interred in one niche of a columbarium when urns are not utilized. With urns, only one set of cremains will be interred.
- e. In order to properly maintain the cemetery grounds, the minimum interments receptacle required will be a cement rough box. Wood rough boxes will not be allowed for any burial.

2. Decoration of Sites:

The Cemetery reserves the right to remove all flowers, wreaths or other decorations from lots as soon as they become unsightly. Excess placements of décor will be removed without notice. Please speak with your family members to share the placement of one or two items only. It is our goal to keep the grounds neat, clean and respectful for all users.

- a. Lot decorations shall be deemed to include all structures, ornaments, plantings or other embellishments, with exception of monuments and markers. **The Village of Pinckney enforces certain rules regarding the decoration of cemetery lots and Columbarium niche fronts.**
- b. The following rules shall be observed with regard to the decoration of cemetery lots.
 - I. Copings, fences, curbs, benches, steps, stones, structures of wood or other perishable materials are prohibited. However, landscape edging is encouraged for use within twelve (12) inches from the front of the monument or marker. These structures or enclosures established on any lot previous to the adoption of these regulations which have, in the judgment of the Cemetery Sexton, become unsightly by reason of neglect or age, shall be removed.
 - II. No elevated mounds shall be built and no lot shall be filled above the grade established by the Cemetery Sexton.
 - III. Plantings of flowers are permitted within twelve (12) inches from the front of the monument or marker and receptacles for cut flowers will be permitted only if installed in-line, meaning east

and/or west of the monument or marker, with the markers or monuments on the gravesite. **The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited.**

- IV. Artificial flowers made from silk or similar materials will be permitted only as long as properly maintained and confined to receptacles intended for cut flowers. Such flowers shall be removed without prior notice by the designated Sexton when they become unsightly by reason of neglect or age.
- V. Winter decorations will be allowed on graves from November 15th until March 15th or two weeks before Easter, whichever comes first.
- VI. Arches for hanging baskets and urns shall be permitted only if properly installed and maintained, and only if installed in-line with markers or monuments as approved by the Cemetery Sexton. **No placement at the foot of the grave.**
- VII. **Floral décor is limited to one item per headstone and will be removed if it becomes unsightly.**
- VIII. The Cemetery Sexton will remove all flowers, trees, and shrubs which have become unsightly, dangerous or are encroaching onto another gravesite.
- IX. One (1) flag holder will be allowed for each veteran's grave.
- X. No deciduous tree or conifer shall be removed or pruned except under the direction and with the consent of the Sexton.
- XI. **Planting of trees, shrubs or flowering bushes is not allowed.** Existing trees and shrubs will be removed, without notice, if in the judgment of the Sexton they constitute a danger or they are encroaching on another's burial plot.

- c. The following rules shall be observed with regard to the decoration of Columbarium and niches.
 - I. Copings, fences, curbs, landscape edging, benches, steps, stones, structures of wood or other perishable materials are prohibited. These structures or enclosures established in the judgment of the Cemetery Sexton, become unsightly by reason of neglect or age, shall be removed.
 - II. A bench or benches will be provided near the perpetual garden and maintained by the Cemetery Board.
 - III. Plantings of flowers not permitted. The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited.
 - IV. Artificial flowers made from silk or similar materials will be permitted only as long as properly maintained and confined to receptacles intended for cut flowers. Such flowers shall be removed without prior notice by the designated Sexton when they become unsightly by reason of neglect or age.

- V. Winter decorations will be allowed on niche fronts utilizing approved niche front vases or hooks from November 15th until March 15th or two weeks before Easter, whichever comes first.
- VI. Arches for hanging baskets and urns shall not be permitted.
- VII. The Cemetery Sexton will remove all flowers, trees, and shrubs which have become unsightly, dangerous or are encroaching onto public areas or other niche fronts.
- VIII. One (1) flag holder will be allowed for each veteran's grave.
- IX. Only approved markers can be placed on niche front of Columbarium. See Sexton for details.

There are four ways in which decorations are usually removed:

- 1) Regular Maintenance: Items that are unsightly are typically removed each week during the growing season.
 - 2) General Cemetery Clean-up: All decorations are removed from graves four times each year, typically in the months of March, May, September and November. This is done to ensure a thorough cleaning of the properties. Notifications of these clean-up times are typically posted in advance on the cemetery gates and on the village website and the Pinckney Historical Cemetery Facebook page. Due to the volume of decorations being removed, it is impossible to make provision to claim items after they have been removed. Therefore, should families desire to retain items, they must be removed prior to the scheduled clean-up dates.
 - 3) Decorations not complying with Rules: Cemetery employees work in the various sections of the cemeteries on a regular basis. As part of their responsibilities, they maintain the beauty and safety of the cemeteries. As instructed by the Rules & Regulations, to ensure their safety, and the safety of all who visit the cemeteries, they are expected to remove decorations which are not in compliance.
 - 4) Wind and Theft: Decorations may also be removed by either of these causes. As it is impossible for employees to be everywhere at all times, the cemeteries cannot assume liability for decorations. When items are blown about, the grounds crew has no choice but to dispose of them as replacement at specific sites is not possible.
3. Location and design of Markers on a Lot:
- a. Monuments or markers shall be placed on the lot as directed by the Sexton.
 - b. No monument or marker shall be placed nearer than four (4) inches to a lot line.
 - c. No more than one monument or marker shall be placed at any one grave with the exception of a large family monument on a family lot of at least eight (8) graves.

- d. No monument or marker shall embrace two (2) or more graves, except on a two (2) or three (3) grave lot and then a double or triple grave marker is permitted.
 - e. When cremains are buried, at a later date, on a lot with a regular burial, the marker must be approved by the Sexton for size and location.
 - f. Only approved headstones can be placed on grave sites. The cemetery board has the authority to deny any market for inappropriate language or graphics that may be deemed offensive.
 - g. Only approved markers can be placed on niche front of Columbariums.
4. Installation and size requirements of Monuments and Markers:
- a. No monument or marker shall be set unless the proper foundation is installed by the Cemetery Sexton and the marker has his/hers approval.
 - I. Monuments and markers shall be on a foundation of a depth, size and material deemed adequate by the Cemetery Sexton.
 - II. All foundations shall be installed by the Cemetery Sexton or by his/hers designated agent.
 - III. The foundation will be from three (3) to four (4) inches larger than the monument or marker.
 - b. Those persons engaged in placing monuments and markers shall provide planking adequate to protect turf and shall remove materials and equipment immediately upon completion of their work. Markers and monuments will not be permitted to be delivered to lots until a proper order for a foundation installation has been placed with the Cemetery Sexton.
 - c. Grave markers cannot exceed 40” wide on a 44” foundation for a single grave site or 80” for a 84” foundation on a double grave site when centered over 2 side by side graves.
5. Damage and Vandalism:
- a. The Village of Pinckney shall not be held responsible or liable for any vandalism or damage including but limited to markers, monuments and plantings in the Pinckney Cemetery.
6. Sale or Transfer of Burial Spaces:
- a. All burial right agreements for grave sites or Columbarium niches shall be executed on behalf of the Village by the Village Clerk. Any person desiring to purchase a burial space in any Village cemetery shall make application and pay the required amount for the grave site selected to the Village. Upon the purchase of any burial space, the Village Clerk shall prepare and deliver to the purchaser, a duly executed burial right agreement for such burial space. The issuance of a burial right agreement

shall not constitute a right in land, but rather a right to burial of human remains only within the Village cemetery subject to the rules and regulations of the Village and the laws of the state.

- b. The Village Council shall determine the burial space purchase price and transfer fees by resolution and shall set such fees for cemetery services. The required charges shall be paid to the Village Treasurer and shall be deposited in the cemetery fund.
 - d. No transfer of the burial rights other than by inheritance shall be recognized. Any person owning any burial space who has not used a portion of such burial space and wishes to relinquish his/hers ownership, may convey the same to the Village, and will be paid seventy-five dollars (\$75.00) for the unused grave site of such burial space at the time of the reconveyance. If any person wishing to relinquish rights for any burial space is not the original purchaser of such space, then that person must provide written proof of ownership of burial rights by inheritance prior to any reconveyance under this/hers Section. Private sale of burial rights shall be allowed if registered with the Village Clerk's Office and payment of a ten dollar (\$10.00) fee.
7. Corrections of Errors
- a. The Cemetery reserves, and shall have, the right to correct errors that may be made by it either in making interments, disinterment's or removals, or in the description, transfer or conveyance of any interment right, either by cancelling such conveyance and substituting another interment license in lieu thereof of equal value and similar location as far as possible or as may be selected by the Cemetery, or, in the sole discretion of the Cemetery by refunding the amount of money paid on account of said purchases.
 - b. In the event such an error shall involve the misplacement by interment of the remains of any person, the Cemetery, upon written notification of the next of kin, shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. Moving of remains shall occur only after the obtaining of any necessary permits or authorizations as may be required by state law.