



PARKS & RECREATION

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

I AUTHORITY FOR RULES AND REGULATIONS

These Rules and Regulations are Established pursuant to the authority of Chapter VIII of the City Code entitled "Cemeteries".

II LOT SALES

All sales of lots or any grave space in any City Cemetery shall be made only with provision for perpetual care, at sale prices fixed by the City Council and subject to these Rules and Regulations. The purchase of all cemetery property is subject to the approval of the City or its designated representative. No individual or group of individuals may purchase more than eight (8) grave spaces without the express approval of the City or its designated representative.

It shall be unlawful for any person to buy or otherwise acquire any municipal cemetery property for the purpose of resale or exchange for profit. The purchase of municipal cemetery property for the purpose of speculation is expressly prohibited.

Purchasers, on payment of the sale price in full, shall be given a deed thereto in fee simple. Spaces may be purchased on the installment plan by payment of twenty percent (20%) of the purchase price, the balance to be paid in equal monthly installments over a period not exceeding two (2) years. Outstanding balances shall be evidenced by notes on each lot or space. Monthly installments shall bear interest only when an installment payment is past due and not paid within thirty days of the due date. Interest on delinquent installments shall be computed and made at a rate of six percent (6%) per annum from the due date to the time of making payment. But it is expressly understood and agreed that should any installment remain overdue and unpaid for thirty (30) days, the City of Greensboro may, without notice, declare the whole of the unpaid balance due and payable and all previous payments shall be forfeited forthwith. An interment shall not be made on any lot or grave until all outstanding balances and interest charges shall have been paid in full. No deed shall be delivered until the purchase price is paid in full.

III **FREE GROUND**

In those cases where it is determined by the Cemetery Superintendent and confirmed by the guidelines provided by the Guilford County Social Services that a resident is impoverished and unable to pay for a grave, a grave and all related services may be provided without charge. Such documentation as is required to make the determination shall be furnished to the Cemetery Superintendent. The location of the lot, date and time of the service will be at the discretion of the Cemetery Superintendent.

IV **NOTIFICATION TO CITY OF CHANGE OF OWNERSHIP**

If a change in ownership of any lot located in the cemeteries controlled by these regulations occurs it shall be the responsibility of the buyer to notify the Cemetery Superintendent of such change and to furnish the superintendent with a copy of the instrument used to affect the conveyance.

V **INTERMENTS**

All interments in graves shall be restricted to the members of the family or relatives of the owners or such other persons as the owner may choose to admit. Prior to interment the owner or his authorized representative shall authorize such interments by executing an "Authorization for Interment" form if required or requested by the Cemetery Superintendent.

VI **PERMIT REQUIRED FOR BURIAL**

No interment of a body or disposition thereof in any crypt, vault or cemetery of the City, shall be made without a permit from the appropriate authority when such body is brought in from out of state.

VII **PERMIT REQUIRED FOR DISINTERMENT/EXHUMATION OR
OPENING OF EXISTING GRAVES**

No grave, vault or tomb within any cemetery of the City shall be opened or disturbed, nor shall any body be removed from any grave, vault or tomb without a permit from the County Health Officer and the consent of the grave owner or members of the family of the deceased. The Cemetery Superintendent and employees of the division shall not allow an exhumation without a permit and the signed consent of the owner or their legal representative.

VIII **RECORD OF INTERMENTS AND REMOVALS**

A complete record shall be maintained of all interments in and removals from the City Cemeteries. The record shall give the name of the cemetery, section, lot number, size and location of the graves on the lot, the name of the deceased and the date of such action.

IX **OPENING OF EXISTING GRAVES OR EXHUMING BODIES**

No person will open any existing grave or exhume a body in any City Cemetery without the authority of the Cemetery Superintendent. The opening of any grave and the exhumation of all bodies will be done under the supervision of the Cemetery Superintendent in accordance with the laws of the State of North Carolina and at such fees as may be approved by the City Council. All disinterments/exhumations will be

done only between the hours of 7:00 AM and 10:00 AM, Monday through Friday.

X PAYMENT OF FEES

All fees incident to applications and requests from funeral homes for opening graves or other services for which a fee is provided by the City Council shall be payable prior to interment. Provided, however that funeral homes licensed to operate in the City of Greensboro may elect to be billed monthly for fees incurred, subject to the approval of the Cemetery Superintendent. Such bills will be mailed as soon as practical following the last day of each month and shall be paid no later than thirty (30) days from the billing date. In the event payment is not received in accordance with this section the Cemetery Superintendent may decline to provide services for any funeral home in arrears and may revoke that business' election for monthly billing. If the bills are not paid in accordance with the provision of this section, the Cemetery Superintendent may require that all further fees incurred shall be paid prior to interment.

XI GRAVE SPECIFICATIONS

The width of graves shall be not less than three inches greater than the outer burial container width on each side. A minimum of fifteen (15) inches of soil shall be placed over the outer burial container and the grave made approximately level with the lot. Graves shall be seeded as conditions allow.

XII OUTER BURIAL CONTAINERS

Concrete, metal, or fiberglass outer burial containers shall be used for all burials. Wooden or other short term materials for outer burial containers may not be used. This requirement may only be waived by the Cemetery Superintendent in those cases where free ground is authorized. An outer burial container shall not be required for the interment of ashes.

XIII MAINTENANCE OF LOTS

No person shall place or cause to be placed on any lot in a City Cemetery any stone, planting, or obstacle other than an approved marker or monument. Placing of coping or any other type of enclosure of whatsoever kind around a lot or lots or around a grave shall not be permitted. No iron or wire work and no seats, benches, or urns shall be permitted. Upon request, boundaries of lots shall be located by the Cemetery Division at no additional cost to the lot owner. Mowing, seeding, and all maintenance of lots shall be performed by the Cemetery Division.

XIV PERMITTED PLANTINGS

No person shall plant, remove, or maintain any tree, shrub, or ground cover in a City Cemetery without the permission of the Parks and Recreation Director or Cemetery Superintendent or their designee.

The Cemetery Superintendent is authorized to allow the plot owner's permission to install and maintain small flowering trees and dwarf evergreen shrubs, provided that such trees and shrubs are planted in line with monuments or in such areas so as not to substantially interfere with the maintenance of the cemetery. All trees and shrubs must

be trimmed in a manner to encourage upward growth and not interfere with future adjacent grave openings. All approved plantings must be within the boundaries of the owner's lot. ONLY the owner or its representative is allowed to plant anything on lots.

Application for permission to plant trees or shrubs shall be made to the Cemetery Superintendent and shall be made by the owner or owner's designated representative. Detailed plans showing the plantings desired shall be furnished with any application.

In regard to public requests for additional plantings and with the intent to maintain a safe, beautiful and low-maintenance needed cemetery system, the following serves as a recommended guideline to be followed, which could be subject to exception by way of written pre-approval from the Parks and Recreation Director, Cemetery Superintendent or their designee:

- Newly planted trees should be eight feet or more in height, except when planted by individuals on their family plot and only allowed in common areas;
- New trees will not be allowed within five feet of any paved street;
- Shrubs may only be placed in designated natural areas, with the shrub's adult form (height and width) taken into consideration. Trees or shrubs which produce excessive litter (i.e. sweet gum, female ginkgo) or that could provide a hazard to participants, volunteers or staff will not be permitted (i.e. thorns, vines, etc.).

The City reserves the right to trim, prune or remove from any lot or space any tree or shrub which is installed in violation of these regulations or which become unsightly or detrimental to walks, roads, or other lots. Other plantings not presently conforming to these regulations shall be made to conform therewith. The Cemetery Division will be held harmless when the decision is made to remove any existing tree or shrub that is interfering with maintenance practices or grave opening procedures, or which is detrimental to the overall appearance of the cemetery.

No plantings will be permitted in sections that are subdivided and platted into grave sites after May 1, 1974.

XV MEMORIALS

The City reserves the right to approve and prescribe the kind, size, design, language, wording including symbols, craftsmanship, quality and material of memorials, inscriptions, monuments or markers placed or requested to be placed in City Cemeteries. Only those memorials conforming to the specifications contained herein shall be allowed. Permission for any installation shall be secured from the Cemetery Superintendent. All stone work, monuments, headstones, and markers must be approved as being in conformance before installation, which shall be under the Cemetery Superintendent's supervision. Any installation of memorials without the Cemetery Superintendent's approval is prohibited and memorials so installed or otherwise not conforming to these regulations may be removed by the City with all costs incurred billed to the company in violation. Companies installing

markers/monuments in violation of these Rules and Regulations may have their privileges to perform work in all City Cemeteries suspended for up to six (6) months by the Cemetery Superintendent. Companies with repeated violations may have their privileges to perform work in the City Cemeteries suspended permanently by the Cemetery Superintendent.

1. **DEFINITIONS**

- a. **Memorial** Any monument, marker, headstone, tablet or other object memorializing the deceased.
- b. **Monument** A memorial of granite, marble, or other natural cut stone approved by the Cemetery Superintendent extending above the surface of the ground and being of such size and inscription as to mark two or more graves.
- c. **Headstone** A memorial of granite, marble, or other natural cut stone approved by the cemetery, extending above the surface of the ground and being of such size and inscription as to mark an individual grave.
- d. **Marker** A memorial of granite, marble or other natural cut stone approved by the cemetery, which is installed flush with the ground and of a size and inscription as to mark an individual grave.
- e. **Tablet** A flat piece of granite, marble or other natural cut stone approved by the cemetery, used as a base for a memorial of real bronze and of a size as to mark an individual grave, herein called a small tablet or of such size as to mark two or more graves, herein called a large tablet.
- f. **Grave Ledger** A tablet of granite, marble or other natural cut stone approved by the cemetery which covers an entire grave and is installed flush with the ground.

2. **MEMORIALS ALLOWED**

- a. If located in an area approved for upright memorials a *single grave* is allowed one headstone and/or one marker or small tablet. Headstones shall not exceed forty-two (42) inches in length, including the base, thirty-six (36) inches in total height as measured from the ground and sixteen (16) inches in width at the base. In Section 13 of Forest Lawn Cemetery no individual upright markers will be allowed. Only family markers, for two or more graves, are allowed on alternating rows. A marker shall not exceed twenty- eight (28) inches in length and sixteen (16) inches in width and shall be installed flush with the surface of the ground. A small tablet may not exceed thirty (30) inches in length, eighteen (18) inches in width and shall not project above the surface of the ground. If the grave is located in a section of any cemetery approved only for flat markers then only a marker or small tablet installed flush with the ground may be used.

- b. If located in an area approved for upright memorials, a lot consisting of two or more graves is allowed one (1) family monument or large tablet in lieu of any headstones. In addition, one marker will be allowed for each grave space within the lot. Markers must meet the same dimensional requirements as set forth for single graves except as set forth in paragraph (c) below. A large tablet may not exceed sixty (60) inches in length, twenty-four (24) inches in width, and shall not project above the surface of the ground. On lots of less than fifteen (15) feet in width a family monument shall not exceed seventy-two (72) inches in length including the base, forty-eight (48) inches in total height as measured from the ground, and sixteen (16) inches in width at the base. On lots of fifteen (15) feet or more a family monument shall not exceed ninety-six (96) inches in length including the base, forty-eight (48) inches in total height as measured from the ground, and sixteen (16) inches in width at the base. If any grave is located in an area approved only for flat markers then only a marker or small tablet installed flush with the ground may be used.
- c. **No** family monument or large tablet will be allowed if individual headstones exist nor will individual headstones be allowed if a family monument or large tablet exists. Only one family monument or large tablet will be permitted on any lot.
- d. The dimensional requirements for family monuments set forth above shall apply to all lots of standard size or less. Lots exceeding twenty (20) feet in length or width are not considered standard size and the following provisions apply:

Upon a finding by the Cemetery Superintendent that a family monument exceeding the dimensions provided for a standard lot would not unduly interfere with grounds maintenance or future burials and would not be injurious to the general appearance of the section in which the lot is located, the Cemetery Superintendent may authorize the installation of an oversized family monument; provided however that no such monument shall exceed thirty-six (36) inches in depth and fifty-four (54) inches in height nor shall the length exceed forty percent (40%) of the lot width or ten (10) feet whichever is the lesser. All measurements shall include the monument base.

- e. Monuments designed in the shape of an open cross (i.e. NOT a cross etched or engraved on a solid surface) may not exceed a total height of seventy-two (72) inches including the base, as measured from the ground. All previous requirements pertaining to the allowed dimensions of markers and monuments also apply to crosses. The design of all such crosses/monuments shall be approved by the Cemetery Superintendent prior to installation in accordance to Section XV above.
3. **Conformance**
In the event that a lot currently has installed thereon markers which project above the ground, any new marker to be installed may project above ground to the same height. If grave ledgers exist on the lot additional ledgers of equal size may be installed.

4. **Inscriptions**

Inscriptions on memorials shall be carefully spaced and accurately set in line, both vertically and horizontally. Names, dates, wording, symbols and emblems shall be arranged so as to result in an orderly and neat appearance. No paint or other artificial coloring shall be used. Inscriptions shall contain no words, pictures, symbols, or emblems of an inflammatory or insulting nature and shall be in keeping with the propriety and sanctity of the cemetery. Memorials not meeting these requirements will not be allowed.

5. **Materials Permitted**

No memorial will be permitted which is not of cut natural stone or real bronze. No wood, artificial stone or other manmade materials will be permitted.

6. **Location of Memorials on Lots or Graves**

The location of monuments, headstones, markers, and tablets shall be determined by the Cemetery Superintendent. Every effort will be made to meet the desires of the owner, however, the location of graves on a lot, space available, and the location of memorials on adjoining lots will be considered. Memorials are to be located by the Cemetery Superintendent in such a manner as to insure proper installation and maintain uniformity of cemetery appearance insofar as possible.

7. **Manner of Installation**

All memorials shall be erected upon sound foundations. Foundations will be as long and as wide as the memorial base and shall extend to undisturbed soil. In all cases foundations will be installed in such a manner as to prevent sinking or movement of a memorial.

8. **Installer Responsibilities**

Persons or firms installing memorials shall secure the Cemetery Superintendent's or his designee's approval of foundations and shall clean the site of debris and materials upon completion of work. In the event of a memorial or marker sinking or moving the installing firm or individual will make all necessary repairs within fifteen (15) days of the request or the Cemetery Superintendent may withhold permission for further installations until all repair work is completed.

9. **Exceptions Where Non-Conforming Markers Exist**

Where memorials which do not conform to the dimensional requirements herein currently exist on a cemetery lot, the installation of any new memorials of the same size must be approved by the Cemetery Superintendent.

10. **General Prohibitions**

Only those memorials as are specifically allowed by these Rules and Regulations and approved by the Cemetery Superintendent as conforming herewith will be

authorized. Only plantings authorized by the Cemetery Superintendent in accordance with Section XIV above will be permitted on graves or lots. All items not specifically permitted are hereby prohibited and may not be placed upon any lot or space within the cemeteries.

11. General Supervision

The City of Greensboro shall take reasonable precaution to protect lot owners and the burial rights of lot owners within the City Cemeteries from loss or damages; however, the City distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, whether the damage be direct or collateral. The City shall not be responsible for any plantings, memorials, or private equipment located within the cemetery.

XVI HEIGHT OF MARKERS

Monuments, markers, headstones, footstones or other physical grave markers located within any City owned cemetery will not extend above the surface of the ground more than one inch on any cemetery property which is not designated an upright monument area.

XVII MAUSOLEUMS

Crypts, tombs, or mausoleums above ground are discouraged in City Cemeteries as being injurious to the appearance of the grounds. No permit will be issued for the erection of a vault, tomb, crypt, or mausoleum above ground except on a plot in a section specifically designed for these structures. No design will be approved which is not structurally solid and sound, not architecturally ornamental or exceptional in design in order to prevent deterioration. Section 15 of Forest Lawn Cemetery is hereby set aside and designated for use exclusively for the erection of above ground mausoleums. Mausoleums shall not be constructed in any other section of the municipal cemeteries. All structures shall be placed on the lot equidistant from the side lot lines and shall be set back ten (10) feet from the front lot line. The base of the structure shall be fixed at an elevation of nine (9) inches below the elevation of the center of the pavement on the drive abutting the front of the lot.

XVIII WORKING ON PRIVATE LOTS

No person shall open any grave, install any marker or monument, place or remove any sod, earth or gravel on any private burial lot except under the direction of the Cemetery Superintendent and by consent of the owner.

XIX INJURING PROPERTY

No person shall injure, damage, or deface in any way whatsoever any well, pump, building, fence, marker, monument, seat, bench, chair, railing, enclosure, tree, shrub, vine, bulb, flower, or other thing placed, put or growing in any cemetery.

XX REMOVING OR DEFACING MARKERS

No person shall remove the property stakes from any burial plot, or any marker, or any monument which may have been installed at any grave, nor deface, injure, or destroy any such marker or other monument in any manner.

XXI TRASH OR WASTE

No person shall deposit or cause to be deposited any trash, filth, or unclean or offensive substance including any excess dirt from any monument installation or any other excavation in any cemetery.

XXII CONDUCT IN CEMETERIES

Without prior approval from the Parks and Recreation Director or their designee, no person shall:

- Use City Cemetery property for drop-in recreation, equipment/vehicle storage, discharge fireworks or firearms.

Other personal conduct by any guest/visitor deemed to be unreasonable or unlawful in accordance to Parks and Recreation Rules and Regulations 19-1 and City of Greensboro laws and ordinances inside cemetery property is prohibited.

Unreasonable behavior includes, but not limited to:

- Failing to comply with rules, regulations and staff directions;
- Trespassing outside of established operating hours;
- Failure to remain on designated plots, roads and trails;
- Failure to remove pet or service animal waste;
- Behavior that deters the peace of the other guests and/or services

XXIII VEHICLES AND RECREATIONAL TRANSPORTATION CONSIDERATIONS

- The speed limit for all traffic is 15 mph;
- All motor vehicles and bicyclists must remain on designated roads and / or paths as directed by Cemetery personnel and be operated in accordance to State, local laws and ordinances;
- Unless prior written approval is received by the Parks and Recreation Director or their designee, horseback riding is prohibited. Exceptions would be considered for services and/or ceremonies;

XXIV SERVICE ANIMALS AND PETS

Pets and service animals are permitted, and must remain on leashes at all times. Owners are responsible for the behavior of their pets and/or service animals and are required to remove all waste.

XXV HOURS OF INTERMENT

The City of Greensboro requires a minimum of twenty-four (24) hours notice to schedule an interment. Services shall generally be scheduled only between 8:00 AM and 3:00 PM. In the event that there are special circumstances which do not make it feasible to schedule services within these hours, then a service may be

scheduled at other reasonable hours by payment of additional fees and with the permission of the Cemetery Superintendent.

XXVI VETERANS BURIALS

The portion of Forest Lawn Cemetery shown on the plat thereof as the Veterans Circle and which has been reserved for the burial of veterans shall be known as the Forest Lawn Soldiers and Sailors Memorial Plot; and the portion of Maplewood Cemetery shown on the plat thereof as Veterans Circle and which has been reserved for the burial of veterans shall be known as the Maplewood Soldiers and Sailors Memorial Plot.

XXVII REQUIREMENTS FOR BURIAL IN SOLDIERS AND SAILORS MEMORIAL PLOT

The Forest Lawn Soldiers and Sailors Memorial Plot and the Maplewood Soldiers and Sailors Memorial Plot shall be reserved exclusively as a place of honor for the burial of persons who have served as members of the military or naval forces of the United States of America and who have been honorably discharged from the service of the United States military; provided that such persons or their immediate family including parents are residents of Greensboro. For the purpose of the City fee schedule and the determination of eligibility for burial, a veteran whose home was in Greensboro at the time of entry into the military or naval forces shall be deemed to be a resident.

XXVIII PERMISSION FOR BURIAL

The Cemetery Superintendent is hereby authorized to issue permission for burial in the Soldiers and Sailors Memorial Plot upon satisfactory proof of eligibility thereof based upon the requirements of the preceding section.

XXIX RECORDS TO BE SECURED

Before issuing any such permission for burial, the Cemetery Superintendent shall secure such information as is available with respect to the following matters concerning the deceased: Name, Service Serial Number, Home Address, Date of Birth, Place of Birth, Branch of Military Service, Date and Place of Enlistment and Date of Death. Such information shall be permanently preserved as part of the City Cemetery records together with a record identifying the grave where the deceased was buried.

XXX HEADSTONES

All headstones erected in the Soldiers and Sailors Memorial Plot shall be of upright marble and conform in size, color and design to the type of headstone furnished free by the United States government for marking the graves of soldiers, sailors, or marines and shall be set at a uniform height above the ground level.

Inscriptions on such headstones shall likewise conform in style and arrangement to the form of inscription on headstones furnished free by the United States government.

XXXI OPERATING HOURS

All City Cemeteries shall be closed from sundown until 8:00 AM during the entire year. No person, other than law enforcement personnel or Cemetery Division employees may enter any City Cemetery while it is closed without the permission of the Parks and Recreation Director or their designee. The Parks and Recreation Director or their designee may change hours of operations needed, but not to interfere with previously scheduled services.

XXXII TENTS AND OTHER PRIVATE PROPERTY

If used, tents will be erected by the funeral home and shall not remain at any graveside for more than seven (7) days. The City assumes no responsibility for any private equipment due to damages of any type.

XXXIII FLORAL ARRANGEMENTS

Flowers may only be placed in vases that are part of a memorial or in metallic flower vases. Only one (1) flower vase may be placed on a grave. No glass vases, jars, wire stands, metal cans, baskets loose flowers, wires, sand, rocks, bricks, or anything, which in the opinion of the City is unsightly, will be allowed on any lot. All such articles and materials shall be removed without notice and the City shall not be responsible for the loss or destruction of any property. Artificial arrangements designed to be placed on top of a family memorial will be permitted. The City will not be responsible for any damage or staining that this type arrangement might cause to the memorial. On special occasions such as Easter, Mother's Day, Father's Day, Memorial Day, Veteran's Day, and Christmas potted plants, wreaths on stands, and seasonal arrangements including flags will be permitted. Families wishing to save such items placed on graves should remove them within thirty (30) days following the occasion. From November 1st through March 1st when it is not necessary to mow, artificial wreaths will be permitted. All cut or artificial flowers shall be removed when they become wilted, impaired, or unsightly. All live funeral pieces and cut flowers will be removed within seven (7) days of the interment. The City shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached beyond the acceptance of such pieces for a funeral service held within the cemetery. The City shall not be responsible for lost, misplaced, stolen, broken or damaged flowers, vases, or any type of arrangements.

XXXIV AMENDMENTS AND CHANGES

The City of Greensboro reserves the right to amend or change these Rules and Regulations at any time without prior notice.