

# City of Griffin

## Cemetery Department

### Interment and Burial Policies and Procedures July 1, 2016

As authorized by Code of Griffin, Georgia, Sec. 30-33, the Board of Commissioners has promulgated the following rules and regulations governing City-owned or maintained cemeteries, effective July 1, 2016:

#### Interment Permit Fee - \$ 150.00

The City of Griffin requires Interment Permits for all burials in its City-owned and maintained cemeteries. Interment Permits are issued by the cemetery superintendent, upon application from a Funeral Home, as representative of the family of the person to be interred. The Interment Permit must be completed and signed by an authorized funeral home representative and accompanied by payment of the full permit fee. No scheduling of burials or other activities within the cemetery will be approved until the permit issues. All grave openings shall be performed by licensed contractors, prequalified with the City. An interment permit for each burial must be issued before a grave is opened.

#### Monument Permit Fee - \$75.00

A monument permit will be required for installation of any marker, wall or steps placed within a cemetery. A separate permit is required for each lot or burial space. Permits are issued, upon application from the contractor or customer, by the cemetery superintendent. Cemetery staff will flag lot corners or grave space according to type of monument being placed. The city requires 2 business days minimum to mark designated lots or spaces. A signed Monument permit application, with payment of the full permit fee, **must** be delivered to the cemetery office before any activities may commence. Only licensed monument contractors may install monuments. Specifications for monuments are detailed in these regulations.

## Scheduling

The City of Griffin cemetery staff will schedule interments in the City's cemeteries on Mondays through Fridays, unless such day is a City-designated holiday. The funeral home will be required to notify the Cemetery Office staff for a weekday funeral no later than **12:00pm the day prior to the funeral** if the site is located in the New Oak Hill, New Rest Haven or Veterans Section of the cemetery. The Funeral Homes will be required to notify the Cemetery Office staff no later than **12:00 pm two days** in advance for the graves located in the Old Oak Hill or Old Rest Haven Sections. This allows for any site issues, such as hand digging of grave, if necessary. The Cemetery staff will locate and mark each interment location for burial according to the Interment Permit. Each gravesite will be clearly marked with a placard showing the name of the deceased and funeral home. The funeral home must notify Cemetery Staff before **12:00PM** on Friday for funerals scheduled for a Saturday, Sunday, or **Monday**.

Scheduling of funerals on holidays observed by the City is discouraged; however, special arrangement may be made with the Cemetery Superintendent, upon agreement to pay an added fee to cover employee overtime and benefit cost. Cemetery Staff must be notified before **12:00pm 3 days prior** to any City holiday for **holiday funerals**.

### Annual Holiday Schedule (As adopted January of each year)

New Year's Day	January 1, 2016
M.L. King Day	January 18, 2016
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
July 4 <sup>th</sup>	July 4, 2016
Labor Day	September 5, 2016
Thanksgiving Day (2)	November 24-25, 2016
Christmas Holiday (2)	December 25-26, 2016

Holiday schedules, as set forth above, will be updated annually and provided to local funeral homes.

## Funeral Home Responsibilities

The City contracts all grave opening and interment services with prequalified private contractors for burial services in its cemeteries. The funeral home will coordinate scheduling services, locating and marking of graves with City staff. The funeral home is responsible for graveside tent set-up and take-down. The funeral homes are responsible for providing escort services to the gravesite.

The Funeral Home should contact the Cemetery Office staff as soon as possible with funeral arrangements after meeting with the family with the following information:

- The name the cemetery the lot or burial space is in - Is the lot in the Old or New Oak Hill Cemetery, Old or New Rest Haven Cemetery? Behind the Library, or across Memorial Drive?
- Who may already be buried in the lot or burial space – is the deceased supposed to be interred next to someone already buried there?
- Does the family know if there is a preneed marker?
- For burials in Old Rest Haven and Old Oak Hill Cemetery it may be necessary for a designated family member to direct staff as to the exact location the excavation is to be done. Cemetery staff requires 2 additional alternative spots as options due to the possibility of unmarked graves in these cemeteries. Additional fees may be incurred if alternate spots are used. The family or their representative assumes responsibility for additional cost or any damages if an unmarked burial is discovered.

# CITY OF GRIFFIN VETERANS MEMORIAL CEMETERY REGULATIONS

## ELIGIBILITY REQUIREMENTS

1. BE HONORABLY DISCHARGED U.S. VETERAN BORN IN GRIFFIN/SPALDING COUNTY, GEORGIA. AND/OR
2. HONORABLY DISCHARGED U.S. VETERAN WHO HAS MOVED TO GRIFFIN/SPALDING COUNTY AND HAS PERMANENT RESIDENCY LOCALLY. AND/OR
3. HONORABLY DISCHARGED U.S. VETERAN WHO IS A SON, DAUGHTER, BROTHER, SISTER, MOTHER, FATHER OR SPOUSE OF THE VETERAN WHO MEETS THE CRITERIA OF 1 OR 2 REQUIREMENTS ABOVE.
4. BE THE SPOUSE OF AN HONORABLY DISCHARGED U.S. VETERAN WHO MEETS THE CRITERIA DESCRIBED IN SECTION 1 OR 2 ABOVE. IF THE SPOUSE OF THE VETERAN PRECEDES THE VETERAN IN DEATH AND IS BURIED IN THE VETERAN'S MEMORIAL CEMETERY, THE SURVIVING VETERAN MUST SIGN A BURIAL CONTRACT STATING THAT HE/SHE WILL ALSO BE BURIED IN THAT SPOT WITH HIS /HER SPOUSE IN THE SAME GRAVE PLOT.

## REQUESTING AN INTERMENT

THE INDIVIDUAL OR THE COMPANY WHO ARRANGES FOR THE INTERMENT SHOULD CONTACT THE OFFICE OF THE SUPERINTENDENT. FUNERAL HOME PERSONNEL WILL VERIFY ELIGIBILITY. THE FOLLOWING IS REQUIRED:

1. DISCHARGE PAPERS
2. VETERAN ADMINISTRATION DISABILITY FINDINGS
3. RECORDS OF DECORATION
4. OTHER SUPPORTING DOCUMENTS BEFORE ACTUAL NEED
5. FUNERAL HOME WILL BE RESPONSIBLE FOR RECEIVING AND INSTALLATION OF VETERANS ADMINISTRATION FOOTSTONE

## SPACE ASSIGNMENT

CEMETERY PERSONNEL WILL ASSIGN THE GRAVESITE. THERE ARE NO RESERVED BURIAL SPACES IN MILITARY CEMETERY. PLACEMENT OCCURS IN SEQUENCE AT DEATH.

## INSCRIPTION INFORMATION

THE MARKER WILL BE FLAT MARBLE FOOTSTONE

## GRAVE DECORATION POLICY

THE CITY WILL BE RESPONSIBLE FOR ALL DECORATIONS. YOUR COOPERATION AND UNDERSTANDING IS APPRECIATED. THERE ARE NO EXCEPTIONS TO THIS POLICY. THE CITY OF GRIFFIN WILL DECORATE THE MILITARY CEMETERY WITH SMALL U.S. FLAGS ON MEMORIAL DAY AND VETERANS DAY ONLY. FLOWERS, CONTAINERS, PICTURES, OR ANY OTHER DECORATIONS ARE NOT PERMITTED AT ANY TIME.

## Monument Regulations

### **First grade materials required**

All materials used shall be either granite or marble, except Section D, Block 1-A, Bronze Section. Only first grade granite, marble and bronze will be accepted as being in conformity with the specifications.

### **Prohibited materials**

Cement, artificial stone, composition, wood, plastic, tin, iron, etc., are prohibited, even for temporary use.

### **Coloring, painting, etc., prohibited**

The gold leafing, painting, coloring, enameling, lacquering, gilding, bronzing, etc., of letters or other parts of memorials is not lasting and is therefore considered undesirable.

### **Photographs prohibited**

The reproduction of a photograph on glass, porcelain, plastic or other materials attached to a memorial is prohibited.

### **Removal of improper objects**

- (a) If any memorial, bench, seat, vase, urn, or any structure or any item what so ever, or any inscription placed upon any lot of the old section of the cemetery, is determined by the board of commissioners to be improper, offensive, or injurious to the appearance of surrounding lots or grounds, then the board of commissioners shall have the right and duty to remove such item.
- (b) The provisions of subsection (a) of this section shall apply to the new sections, except that any bench, seat, or urn is prohibited unless it is an integral part of the approved and authorized memorial.

### **Burials aboveground**

Interments aboveground in mausoleums or tombs, either wholly or partially aboveground are prohibited except in the old section or in sections or lots in the new sections designated for that purpose, provided, the following general conditions are met:

- (1) A sarcophagus with one or more crypts shall be considered as a tomb. A building having a vestibule, fitted with a bronze door or doors and having one or more crypts, is a mausoleum.
- (2) Plans of the mausoleum or tomb and location on the plot are subject to the approval of the City of Griffin.

- a. A request for a permit to construct a mausoleum or tomb must be accompanied by a complete set of working plans which shall include front, side and rear elevations, longitudinal and cross section plan, together with foundation plans.
  - b. The city reserves the right to request changes in the construction plans that do not meet the requirements set forth in specifications for mausoleums and tombs as adopted from time to time by the board of commissioners, or to refuse a permit for the construction of a mausoleum or tomb which it considers to be inferior in construction or if inferior materials are specified for its construction.
  - c. Duplication of design is discouraged except under special conditions and may result in the rejection of a design which otherwise might be satisfactory.
- (3) Plans for a mausoleum or tomb construction permit will not be approved until:
- a. Plans have complied with specification and construction regulations set forth in specifications for mausoleums and tombs as adopted from time to time by the board of commissioners.
  - b. Provisions have been made for a satisfactory endowment for the care and maintenance of the tomb or mausoleum. The amount of the endowment or perpetual care fund shall be determined in each individual case by the board of commissioners, and will vary in accordance with the design, the material to be used and the cost of the mausoleum or tomb.
- (4) Caskets to be placed in mausoleums or tombs shall be metal or metal-lined and the crypt shall be hermetically sealed immediately after the interment is made.
- (5) Upon the completion of a mausoleum one key to each lock on or in the building must be deposited with the cemetery superintendent and remain permanently in possession of the city.

## **Bronze Section**

### **Type, design, size of markers Bronze Section**

- (a) On all lots in Section D, Block 1-A, All markers shall be of flat design, of enduring bronze, and securely set flush with the ground. Urns, planters, etc., must be attached to marker and be less than 11" in height.
- (b) In Block 1-A, family type or companion type memorial shall not exceed 48 inches in length, nor more than 14 inches in width. Individual markers shall not exceed 24 inches in length nor more than 14 inches in width. All memorials shall be straight line rectangles or squares with four right angle corners.
- (c) For the protection of the lot owner a certificate of warranty must be deposited with the cemetery office, stating the finish and quality of the bronze.

### **Specifications for bronze memorials**

- (a) All letters and numerals comprising the inscription, ornamentation and insignia on bronze memorials shall be hand-chased to maintain trueness and accuracy of form and line and be finely buffed and highlighted.
- (b) All exposed surfaces on bronze memorials shall be smooth and free of sand like roughness.
- (c) All bronze memorials must be free from all weakening effects of any character, including minor defects and imperfections which would be visible as you view it in position on your plot.
- (d) The background must be of appropriate sculptured texture, finished in a statuary bronze color secured by chemical means, providing a lasting contrast with the highlighted areas.

### **Monument Size Requirements**

Size of memorials in Oak Hill New Addition

#### **Die (Headstone)**

- (1) Height restrictions. In the sections of the new additions to Oak Hill Cemetery (except the Bronze Section D, Block 1-A covered in the above section) no memorial shall exceed 42 inches in height, as measured from ground, except vertical tablets or crosses which have special regulations.
- (2) Length limitations.
  - (a) Single grave lots. Upright monuments on single grave lots are only permitted in Section F and will not exceed three feet in length. All other single grave spaces in New Section must be in ground footstones and must be flush with surrounding surface.
  - (b) Double grave lots. Monuments on two grave lots shall not exceed six feet in length, except in Block 3, Section C, where no monument shall exceed five feet in length.
  - (c) Three grave lots. Monuments on three grave lots shall not exceed seven feet in length.
  - (d) Four grave lots. On four grave lots, the monument shall not exceed eight feet in length.
  - (e) Eight grave lots. On eight grave lots (all grave spaces being contiguous to each other), the monument shall not exceed ten feet in length.

#### **Monument Base**

- (a) Bases are required for all upright Dies and Foot markers when used as headstone.
- (b) The base lines of all monuments and memorials shall be straight line rectangles or squares with four right angle corners.

## Footstones

### (4) Length and width limitations

- a. Footstone must be securely set flush with the ground and must be no less than four inches thick, except in the Old Oak Hill or Old Rest Haven sections, where a footstone may match one already set. Footstones may be no more than 30 inches long, but must be a minimum of 24 inches long. Width may be no more than 15 inches wide, but must be a minimum of 12 inches wide.
- b. Footstones when used as a die (headstone) to mark a grave, must be no less than 6 inches thick.

## Vertical Tablets and Crosses

- (1) No memorial shall exceed 42 inches in height, except vertical tablets or crosses.
  - a. Vertical tablets or freestanding crosses may have a maximum height not to exceed six feet, including the base, provided the width of the die shall not exceed 40 percent of the overall height.
  - b. On crosses the thickness (or depth) of the die must be at least one inch for each foot of overall height with minimum of four inches if under four feet in height; vertical tablets shall have a minimum thickness of eight inches.
  - c. Any freestanding cross shall be mortised into the base with a minimum of a four-inch mortise and adjoined with a bronze or stainless steel dowel at least one-half inch in diameter and not less than four inches long.

## Regulation of walls and steps

Walls and steps of any kind are prohibited in the Oak Hill Cemetery New Addition. Walls may be constructed in Old Oak Hill Cemetery sections. A permit is required and must be constructed in accordance with the specifications, rules and regulations prescribed by the city as provided in Code section 30-134 must comply with the following:

- (1) Foundation. Excavation shall be to firm, hard clay, except in filled dirt when the footing shall be widened. The width of all footings shall be 1½ times the thickness of the wall. All footings shall be a minimum of eight inches in thickness.
- (2) Walls for enclosing lots shall be not less than eight inches thick up to a height of four feet nor less than 12 inches thick if over four feet in height.
  - a. Materials. Walls may be built of brick, sized stone, or poured reinforced concrete. All concrete block walls must be covered with brick, stone or acceptable alternative and shall have their cavities filled solid with mortar.
  - b. Mortar. Minimum requirements shall be one part of recognized commercial mortar mix to three parts of washed, sharp sand and water to a workable mixture.
- (3) Steps constructed in the old sections may have no portion of the steps outside the owner's lot.

## **Installation of Foundations and Footings**

It shall be the responsibility of Monument Contractors to install foundations and footings. All foundations and footings for monuments, walls and lot enclosures, mausoleums and tombs must be installed by the contractor under the supervision of city staff and in conformity with such specifications, rules and regulations as the city may prescribe.

- (1) All foundations shall consist of a mixture of one part cement, 2½ parts sand, and 4½ parts of stone, with a minimum of water for working conditions, or what is commonly known in the contracting trade as a five bag mix. Cement must be damp mixed.
- (2) Monument foundations must be not less than six inches deep with anchors three feet deep or to bottom of grave.
- (3) Footstone foundations must be not less than ten inches deep, with anchors two feet deep or placed directly on vault.
- (4) Mausoleums and tombs, both wholly or partially aboveground, shall have all foundation work done as a part of the construction contract and shall be done according to approved specifications of the city.
- (5) Slabs are permitted only in the old section. No foundation is necessary when a slab is placed directly on a vault.

## **Flowers and Decorations**

It shall be the duty of the lot owner or a member of the family of the deceased to contact the Cemetery office within four (4) days following the funeral service regarding any special requests in regards to the removal of any flowers, wreaths, or memorial arrangements that have been placed on gravesite. Failure to contact the Superintendent within four (4) days will be considered authorization for the cemetery personnel to remove any of the floral arrangements that have become unsightly or disarranged.

Floral arrangements or artificial materials will be removed by the Superintendent when they become faded, weather-beaten, or otherwise unsightly and objectionable to the general appearance of the cemetery. Special occasion arrangements (such as Easter, Mother's Day, Christmas, etc.) will be removed after 30 days. Seasonal or displaced flowers will be stored behind the Cemetery main office for reclaim. Unclaimed flowers will be disposed of after 30 days. In the interest of maintaining an orderly cemetery the use of wires, bricks, rocks and shepherd hooks is strictly prohibited. No planting is allowed in the New Section of the Cemetery unless contained within a flush in ground potholder installed by Monument Contractor.

# Contractors

## **Contractor Responsibilities**

Any contractor conducting work in the city cemetery must agree to exercise his/her best skill and judgment and to give proper supervision for the work and to maintain sufficient workmen and materials on hand so the job may be completed without delay. The contractor must make proper inspections of the owner's lot and no allowance will be made for any oversight of obvious conditions. Each stage of work shall be under the direct supervision of the contractor and or a capable foreman who shall have responsibility for all operations and shall recognize any authority duly exercised by the cemetery superintendent.

All work of any description shall cease while a funeral or interment is being conducted nearby, and the trucks and workmen will withdraw to a reasonable distance from the service. All workmen employed by outside firms and contractors while within the cemetery are subject to all regulations of the cemetery and supervision of the cemetery superintendent. The contractor must confine his equipment and supplies to the owner's lot or an area agreed upon with the cemetery. The contractor and any person employed by him shall abide by all rules, policies and regulations of the cemetery. The route and means of transportation of materials and supplies within the cemetery must be approved by the cemetery superintendent or designee. The contractor shall keep the plot as free from accumulations of debris and waste materials as possible. Once work has been completed, all debris, materials, supplies, etc., shall be removed from the site and the superintendent of the cemetery or designee shall be notified to inspect the premises for approval.

## **Liability for damages and violations**

The contractor shall assume all responsibility for damages created during the execution of any work in the cemetery and will be held liable for any violations of the rules, policies and regulations of the cemetery and or the laws and ordinances of the city. The contractor shall provide adequate protection for his work and shall bear the cost of repairing or replacing any damages done by him, his workmen, or his equipment. The Contractor will promptly inform Cemetery Superintendent of any issues with regard to any property damage that may occur. It is strongly recommended that contractor take photos prior to commencement of excavation activities, particularly in older sections of cemetery. These should be kept on file, noting any particular damages or discrepancies observed. Any damages to monuments, walls or property, incurred during excavation or mobilization of equipment, must be repaired within 90 days.

## **Insurance Requirements**

General Liability Insurance, with limits of not less than \$1,000,000 per occurrence, covering personal injury and property damage. Policy deductible must be \$5000.00 dollars or less; Automobile liability, with minimum limits of \$100,000/\$300,000/\$200,000; and Workers

Compensation (statutory coverage), shall be required of all contractors working in the City's cemeteries. Evidence of coverage in force shall be provided to the Cemetery Superintendent upon request.

The City of Griffin shall be named as ADDITIONAL INSURED on General Liability and Automobile Liability policies.

CONTRACTOR shall provide to City of Griffin 30 day notice of any material change or policy cancellation.

The same coverage requirements shall exist for any subcontractors working under a contractor.

Evidence of Participation in E-Verify.

All contractors and subcontractors shall provide the Cemetery Superintendent with evidence of participation in the E-Verify Program, together with a valid E-Verify registration number.

**Evidence of Occupation Tax payment required.**

Any person doing performing work as a monument contractor or interment contract in a City cemetery shall produce to the Cemetery Superintendent, upon request, a current Certificate showing payment to the City of an Occupation Tax, or exemption therefrom, before conducting any work in the cemetery.

**Revocation of privileges**

Any person who willfully or repeatedly violates these rules and regulations will be subject to having his privileges suspended or revoked at the discretion of the City of Griffin.