



LITCHFIELD CEMETERY RULES AND REGULATIONS

1. LEGAL TITLE

The City of Litchfield sells only the exclusive right of burial in a columbarium niche or a specific grave space, or grave spaces, known as burial lots. The legal title to all land in the cemetery remains in the Litchfield Cemetery, and all grave spaces will be held subject to the laws of the State of Minnesota relating to cemeteries. The exclusive right of burial is subject to the rules, regulations and fee schedules in effect at the time of interment.

2. RECORD

A complete record of all burials, including a diagram of the location of every grave, shall be kept in the files of the City Hall located at 126 North Marshall Avenue, Litchfield, Minnesota.

3. DEFINITIONS

CITY. Meaning the City of Litchfield, Minnesota, owning and controlling the cemetery.

CEMETERY. A tract of land used for burials or above-ground interment.

COLUMBARIUM. An above-ground structure of vaults, known as 'niches', to hold cremation urns.

INTERMENT. Disposition of human remains or cremains by burial or entombment.

CREMAINS. Cremated human remains.

LOT. A space in the cemetery reserved for the interment of human remains. The term includes and applies to one or more than one adjoining grave, or a columbarium niche.

GRAVE. A space of ground reserved for one full body interment, two cremains, or one full body interment and one cremain.

MONUMENT. A memorial of granite or other approved material that extends above the surface of the lawn.

MARKER. A memorial of granite or other approved material that does not extend above the surface of the lawn.

4. PURCHASE OF LOTS

All fees or charges shall be set by the City and are payable to the City at the City Hall located at 126 North Marshall Avenue, Litchfield, MN 55355.

No lot shall be reserved with the intent to purchase.

Upon full payment of the purchase price, the City of Litchfield will issue a deed describing the lot location and the deed shall be recorded in the records of the City. Description of the grave will be in accordance with the cemetery maps, which are kept on file at the City Hall.

5. CONDITIONS OF LOT PURCHASE

All sales of lots are subject to reasonable rules and regulations as the Council may adopt relative to the use of the cemetery, including the rules and regulations within or those hereafter adopted.

No lot shall be used for any purpose other than the burial of human remains and the placing of appropriate memorials, as per the rules and regulations of the cemetery.

The City reserves, and shall have, the right to correct any errors that may be made by it either in making interments, disinterment, or removals, or in the description, transfer, or conveyance of any interment property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location, as far as possible, or as may be selected by the City, or in sole discretion of the City, by refunding the amount of money paid on account of said purchase. In the event that such error shall involve the interment of remains of any person in such property, the City reserves, and will have, the right to remove or transfer such remains so interred to other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

6. TRANSFERS AND REPURCHASE OF LOTS

No transfer of any lot will be held valid until the consent of the City has been endorsed and all information has been recorded on the books of the City.

No lot can be sold between two private parties. All sales, transfers and exchanges must be done through the City.

The City will repurchase any unused lots at the original price paid for the lot if known; if unknown, the current rate will be paid. The original deed and/or written request to sell the lot(s) must be submitted to the City.

7. DESCENT OF LOTS

Upon the death of an owner, a columbarium niche or cemetery lot, unless disposed of, shall descend free of all debts as follows:

- (1) To the descendant's surviving spouse;
- (2) If there is no surviving spouse, then to the descendant's eldest surviving child;
- (3) If there is no surviving child, then to the descendant's youngest surviving sibling;

- (4) If there is no surviving spouse, child or sibling, then, if not sold during administration of descendant's estate or otherwise provided for by will, the City may convey the lot to any of the descendant's parents, siblings or descendants as it deems fit.

8. BURIAL INFORMATION

The lot owner and his or her spouse or children may be buried on the lots he or she owns. The burial of any other person on the lot needs consent of the owner. The owner shall be the same as appears on the records of the City of Litchfield.

A single grave may contain one of the following: one full body interment, two cremains, or one full body interment and one cremain.

A concrete vault is required for all full body interments. A vault for cremains is not required, but highly recommended.

No burial services will be held on Sundays.

Burial services must take place before 4:00 p.m. Monday – Friday or 1:00 p.m. on Saturdays. Any burial after these times will be assessed an additional fee.

Saturday burials will be assessed an additional fee.

The City of Litchfield reserves the right to charge an additional fee if a burial service arrives more than ½ hour after the scheduled arrival time.

No scattering of cremains is permitted. Cremated remains must be buried in a proper container or placed in a columbarium niche.

9. DISINTERMENT AND REMOVAL

Removal of a body by the heirs so that the lot may be sold for profit to themselves, or removal contrary to the expressed or implied wish of the original lot owner is forbidden.

A body may be removed from its original lot to a larger or better lot in the cemetery when there has been an exchange or purchase for that purpose.

The City shall assume no liability for damage to any casket or burial case in making the disinterment and removal.

10. GRAVESITE FLOWERS AND DECORATION REGULATIONS

Only one planter stand per lot is allowed. Metal framework, shepherd hooks or items of the same nature are not allowed.

All plants, artificial and planted flowers must be placed in urns, vases or pots in planter stands. Artificial flowers must be securely fastened to the urn, vase or pot. No glass containers of any kind will be allowed.

Additional flowers will be allowed one week prior to Memorial Day but must be removed within seven (7) days after. Remaining flowers and items will be removed by the City without notification.

Christmas or holiday wreaths are allowed during the holiday season. Any wreaths not removed after the first week of the new year will be disposed of by the City.

The City reserves the right to remove all flowers, plants, trees, decorations, or other similar things without liability to the owner whenever any of these objects become unsightly or unsafe, detrimental or diseased.

The placing of boxes, shells, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles upon lots shall not be permitted; if such items are placed, the City may remove them.

All objects not described above, including balloons, banners, food and beverages, knick knacks, shepherd hooks, solar lights and lanterns, stuffed animals, wind chimes, windmills, windsocks, and statuary not incorporated into a monument, are prohibited and may be subject to immediate removal.

The City highly recommends removing planters and planter stands by October 15th. The City will assume no responsibility for damage to or theft of stands left all year.

The City will not be held liable for lost, misplaced or broken urns, vases or pots that are damaged by elements, thieves, vandals or other causes beyond its control.

Exceptions

There will be a grace period of 6 months immediately after a burial allowing shrines, monuments and remembrances to be kept in place. The City will not be held responsible for damage or loss of property left at the cemetery in conjunction with this exception. Any items remaining after the grace period that are not in compliance with the rules and regulations will be removed by the City.

Flags and markers placed to acknowledge military service may be kept year-round.

11. GRAVESITE MARKING

Most lots in the cemetery are marked by a stone, brick, metal or concrete post, at each corner set level with the ground. Markers of any other description are detrimental to the appearance of the cemetery, are considered unnecessary, and are, therefore prohibited.

No fence and no stone or cement coping shall be constructed around any lot. No lot shall be graded higher than the general level of the cemetery. No mound shall be built over any grave.

12. MONUMENT AND MARKER REGULATIONS

The City will not be held responsible for any damage to a temporary marker.

Markers must be laid flush with the ground and placed at the foot end of the burial lot. Markers must have a minimum 4" concrete or granite border.

Monuments are allowed in Divisions 1, 2, 3, 4, 5 and 8. They are placed at the head end of the lot. Monuments must be set on a concrete pad or granite foundation and have a minimum 4" border around the monument base.

Monuments and markers placed on a single grave may not exceed 44" in total width, including the 4" border.

A marker is allowed upon a lot that also has a monument and must be placed at the foot end of the lot.

No more than two markers shall be placed upon any single lot without prior approval by the City. This includes any military marker.

Markers and monuments may only be installed when ground conditions are appropriate.

The City of Litchfield is not responsible for the marker, monument, concrete or granite border cracking or chipping due to natural elements or vandalism.

13. PLANTING REGULATIONS

No trees or shrubs shall be planted or grown upon any grave or plot in the cemetery without prior written approval by the City.

Where permitted, the planting of trees, shrubs, flowers or other plants, by lot owners, shall be subject to the approval of the City Administrator, and in harmony with the City plan.

No trees shall be planted in or around Division 8.

14. CARE AND MAINTENANCE BY CITY

The City of Litchfield shall provide general care for the cemetery which includes maintenance of road ways, mowing grass, trimming and caring for trees and removing fallen leaves. It does not include providing special care such as watering flowers, plants or vases temporarily placed on the graves.

The City shall have the right to remove trees, shrubs, plants or any structures now located upon any lot, which has or shall become by reason of age or otherwise, unsightly or detrimental to the lot upon which they are located or to any adjoining lot or avenue and shall have the right to remove any such which may be placed on a lot contrary to any of these regulations.

No person other than City forces shall be allowed to mow any grass within the cemetery.

15. GENERAL REGULATIONS

Bringing of firearms into the cemetery is prohibited, except by military escort accompanying a veteran's funeral, memorial services, or by police officers while in the line of duty.

No person may remove any object from any place in the cemetery or make any excavation without the written permission of the City.

No person may obstruct any drive or path in the cemetery or in any way injure, deface, or destroy any structure, grave, flower, tree, or other thing in the cemetery.

No person may drive any vehicle at a speed exceeding ten (10) miles per hour. All automobiles must remain on the roadways. The driving or parking of any motor vehicle across or upon any grave or lot is prohibited.

No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.

No person may drive or park any snowmobiles, ATV's or motorized off-road bikes in any part of the cemetery.

Any person causing damage to the cemetery lawn or any monument or marker shall either immediately repair the damage to the satisfaction of the City or reimburse the City for the cost of repair of all such damage.

Pets shall not be allowed on the cemetery grounds.

16. FEE SCHEDULE

LOT PRICING

Lots in Divisions 1 through 7 \$300 per single lot

Lots in Division 8 \$645 per single lot

INTERMENTS

Full Body Interment \$445 Monday - Friday
\$565 Saturday

Cremation Interment \$185 Monday - Friday
\$285 Saturday

Columbarium Interment \$0 Monday – Friday (Included in Niche Price)
\$145 Saturday or after hours

DISINTERMENTS

\$600

*No weekend, holiday or winter

OTHER

Frost Charge (December – March) \$105

After Hours and Late Arrivals \$145

COLUMBARIUM PRICING

single niche \$1,355	single niche \$1,355	single niche \$1,355	single niche \$1,355	double niche \$2,295	double niche \$2,295	double niche \$2,295	double niche \$2,295
single niche \$1,355	single niche \$1,355	single niche \$1,355	single niche \$1,355	double niche \$2,295	double niche \$2,295	double niche \$2,295	double niche \$2,295
single niche \$1,155	single niche \$1,155	single niche \$1,155	single niche \$1,155	double niche \$1,895	double niche \$1,895	double niche \$1,895	double niche \$1,895
single niche \$845	single niche \$845	single niche \$845	single niche \$845	double niche \$1,395	double niche \$1,395	double niche \$1,395	double niche \$1,395

*Pricing includes opening and closing during normal working hours and granite faceplate.

17. COLUMBARIUM

Ownership of interment space in a columbarium shall be considered the same as ownership of other cemetery property and shall descend according to state law.

A single niche shall contain the cremains of only one body. A double niche may contain up to two cremains.

Opening and closing of a columbarium niche for the interment of cremains during regular business hours is included in the sale price.

A granite faceplate is included in the sale price; engraving not included.

No permanent memorials will be allowed on or next to the columbarium.

Fresh cut flowers will temporarily be allowed to be placed at the base of the columbarium but will be cleaned up by the City during regular maintenance.

Flexibility will be allowed the first sixty (60) days following an interment. In no way shall any temporary memorial cover or block another niche.

Adopted by the Litchfield City Council April 4th, 2016