



CITY OF DALTON, GEORGIA Policies and Procedures for: West Hill Cemetery

Section 1: Definitions

The following words, terms and phrases, when used in these policies and procedures, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cemetery lot or plot means and consists of enough land in which persons may be buried in single grave spaces, as defined in the plat of the cemetery and as described in the deed of the burial rights to the owner thereof.

Sexton means the city cemetery superintendent.

Section 2: Authority/Duties

(a). All cemetery plots, lots or burial spaces owned and purchased within the public cemeteries of the city, and all such plots, lots or spaces sold, shall be subject to the restrictions, covenants, rules and regulations in these policies and procedures and shall be subject to such other rules, regulations, amendments or alterations and ordinances as shall be adopted and regularly passed by the City of Dalton from time to time. A reference to such rules and regulations in the deed or certificate of ownership shall have the same force and effect as if fully set forth therein.

(b). The sexton is authorized to supervise the upkeep, care and operations of the City's cemeteries. In the absence of the sexton, the assistant sexton assumes the duties of this position.

(c). The sexton shall maintain a registry of all burials which shall include the name of person buried, date of burial, container or vault material, grave lot number, space number, attending funeral home and grave digger name or company.

Section 3: Interments

(a). All state and local health laws must be complied with prior to any interment in the City's cemetery.

(b). All interments must be inside containers of minimum standard as approved by the sexton (minimum standard is pine construction or equal).

(c). These containers must be in vaults, placed underground, at a minimum depth of 3 ½ to 4 feet, depending on the size of the vault.

(d). Vault construction shall be of fiberglass, steel or concrete only.

Section 4: Monuments/Burial Sites/Benches

(a). Before installation all monument contractors must secure a Marker Installation Request Permit from the sexton. (Copy attached).

(b). All monuments must be of solid materials base and die, marble or granite only.

(c). All monuments or memorials of four (4) foot height or less shall have a concrete foundation, not less than four (4) inches thick, of adequate strength and construction.

(d). All monuments or memorials of height between four (4) and six (6) feet shall have a concrete foundation, not less than four (6) inches thick, of adequate strength and construction.

(e). All monuments or memorials in excess of six (6) feet in height shall have the foundation designed by a licensed professional engineer. This design must be submitted to the sexton for approval before installation.

(f). All bronze monuments must be placed on a granite base.

(g). All foot markers and corner markers shall be installed so that the top of the markers are level with the existing ground.

(h). All mausoleum installations shall comply with the foundation standards attached to these policies and procedures. Mausoleums shall be constructed only of granite or marble.

(i). Benches will be permitted if design is deemed appropriate by the sexton, and shall be constructed of granite or marble only.

(j). No new improvements such as coping, walls, fences, walks, sidewalks, fixtures or enclosures will be allowed in the cemetery except as approved in writing by the sexton or constructed by the City of Dalton. Should such improvements be made

without written consent, the City shall have the right to remove, alter or change such improvements or alterations at the expense of the lot or grave space owner.

(k). No rocks, gravel, stones, blocks, bricks, wire, wire stands, signs, shells, crockery, glass, ceramics, figurines, toys or other materials deemed hazardous to personnel and maintenance equipment shall be allowed on grave sites.

Section 5: Floral Arrangement/Trees/Shrubs

(a). If any tree or shrub, situated in any lot, shall, by means of its roots or branches, become detrimental in any way to the adjoining lot, avenue or walk, it shall be the duty of the City, and it hereby reserves the right, to enter upon the lot and remove the trees or shrubs, or any part thereof. However, no tree growing in any lot or border shall be pruned or removed without the consent of the sexton.

(b). The City shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery when, in the judgment of the sexton, they become unsightly, dangerous, detrimental or diseased. The City shall not be liable for damage to floral pieces, baskets or frames in which or to which such floral pieces are attached.

(c). Only one floral arrangement shall be placed on the ground at each grave site. Arrangement shall be placed at the base of the monument. Any flowers which are determined by the sexton to be outside of the appropriate area may be removed by the City. Floral arrangements may be placed in monument vases and a saddle arrangement may also be placed on the monument stone.

(d). All floral arrangements shall be placed in clay or plastic containers. Glass, tin, wire or cement containers are prohibited. Any other type of container must be approved by the sexton.

(e). *New burials*: When a new burial is made on any cemetery lot, all flowers will be removed after ten (10) days, except as noted in Section 5 (c) above.

Section 6: Responsibility for Damage

(a). The city disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, a common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots or orders of any military or civil authority, whether the damage is direct or collateral.

ACKNOWLEDGEMENT

I hereby certify that I have received a copy of the above aforementioned Policies and Procedures adopted April 5, 2010 for West Hill Cemetery, along with a copy of the City of Dalton Cemetery Ordinance (Article I, Chapter 30).

This ____ day of _____, 20____.

(Signature)

(Print Name)

(Lot Number and Description)

Notary Public



MARKER INSTALLATION REQUEST FORM

DATE _____

VENDOR'S NAME _____

ADDRESS _____

PHONE # _____ FAX _____

MONUMENT PLACEMENT FOR _____

CEMETERY: WESTHILL

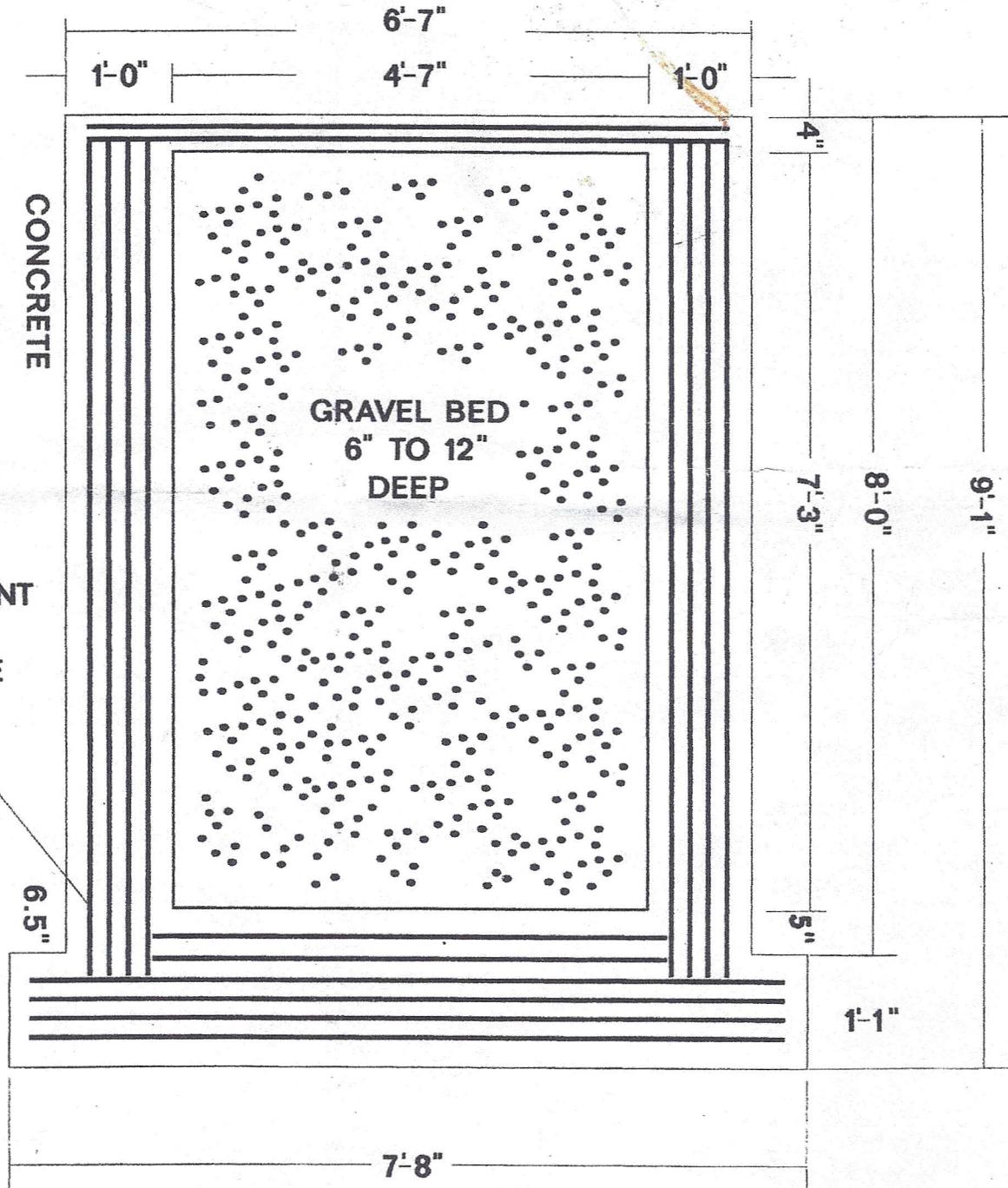
APPROVAL BY _____ DATE _____

CEMETERY SEXTON

IMPORTED STERWALD 2 CRYPT FOUNDATION

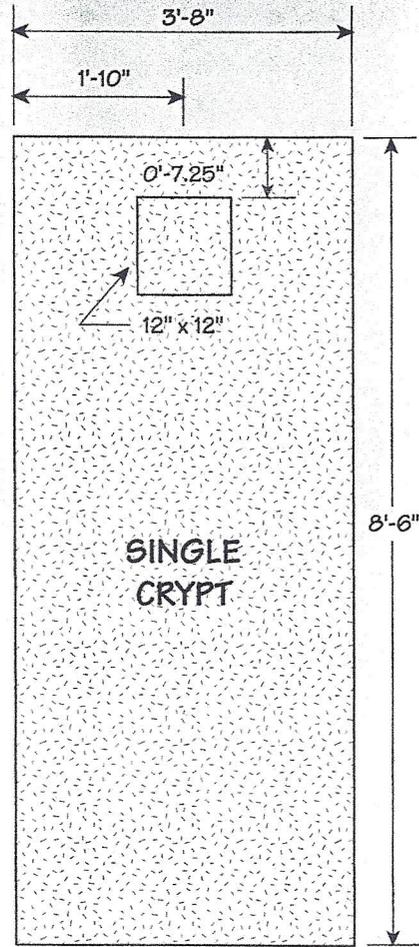
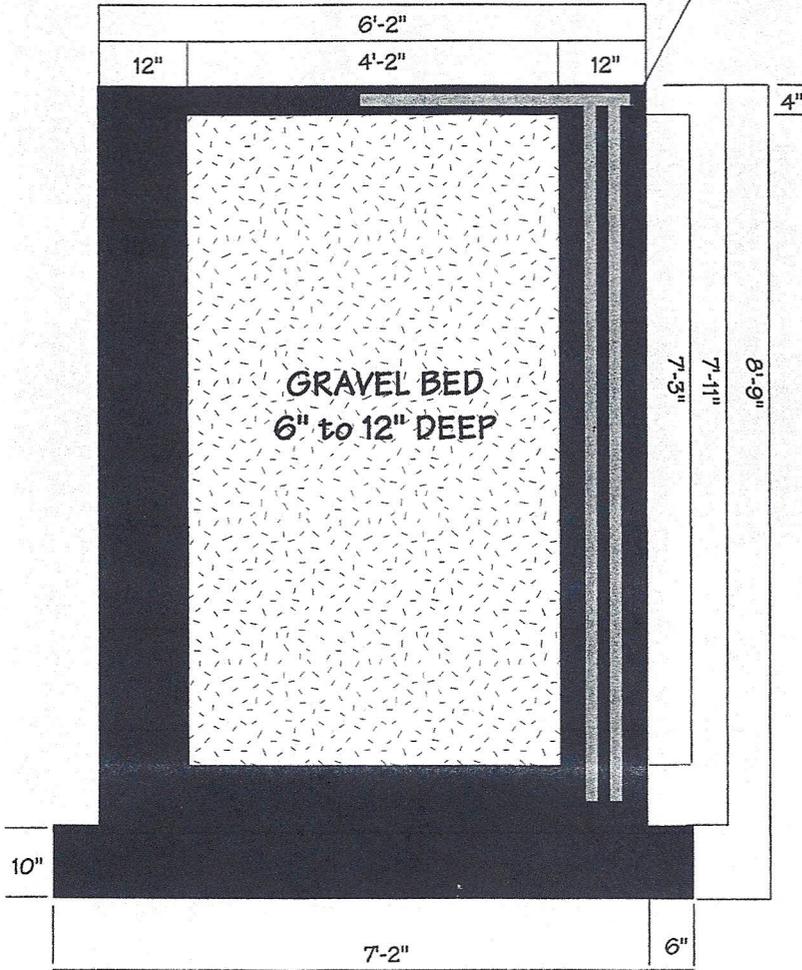
NOTES:
DEPTH OF CONCRETE
DETERMINED BY LOCAL
CEMETERY REGULATIONS
OR SOIL CONDITIONS
(SUGGEST 12" DEEP)

1/2" REINFORCEMENT
RODS
6" BELOW GRADE



CRYPT FOUNDATION PLANS

1/2" REINFORCEMENT RODS
6" BELOW GRADE



NOTES:

DEPTH OF CONCRETE DETERMINED BY
LOCAL CEMETERY REGULATIONS OR
SOIL CONDITIONS (SUGGEST 1' THICK)