

CITY OF ANTIGO

MUNICIPAL CEMETERY POLICIES and GUIDELINES

Antigo, Elmwood and Bohemian National Cemetery



Antigo Cemetery Department
700 Edison Street • Antigo, WI 54409
715.623.3633 Extension - 131 • www.antigo-city.org

TABLE OF CONTENTS

<i>Cemetery Management</i>	3
<i>Ownership and Transfer of Rights</i>	4
Ownership, Purchase and Prices of Spaces	
Transfer / Sale of Lots or Spaces	
In the Event of Death of the Owner	
<i>Lot and Space Guidelines</i>	5
General Information	
Arborvitae	
Cremation Section	
New / Restricted Sections	
<i>Flowers, Memorials and Gifts</i>	6
Potted Flower Placement	
Annual or Perennial Flower Plantings	
Potted Flower and Annual Planting Placement and Removal Guidelines	
Memorial and Gift Graveside Placement	
<i>Rules for Visitors</i>	7
<i>Rules for Burial, Burial Pricing and Burial Restrictions</i>	8-9
General Rules for Burial	
Cremation Burial Requests	
Burial and Monument / Marker Staking Pricing	
Per Space Burial and Veteran Burial Restrictions	
<i>Disinterment and Removal</i>	9
<i>Rules for Monuments</i>	10-11
Monument Dimensions	
Flush Marker Information	
Temporary Monuments or Markers	
Monument Material and Construction	
Monument Work and Placement by Contractors and/or Monument Companies	

CEMETERY MANAGEMENT

1. The Antigo, Elmwood and the National Bohemian Cemeteries are owned by the City of Antigo.
2. The Cemetery Supervisor / Director is hired by the City Council and under their direction.
3. The Council reserves the right to adopt all additional Rules and Regulations, or to amend, alter or repeal any rule, regulation or prices.
4. The Cemetery Supervisor / Director shall be responsible for the following:
 - a. Have charge and care of the Cemeteries
 - b. Selling of lots and graves
 - c. Drafting Deeds
 - d. Maintaining records of all interment, sales and orders for work on private lots
 - e. Charge of all funerals when entering the cemetery
5. All business shall be transacted through the office, such as placing orders for work, bills paid, complaints made, and lost and found articles reported.

The Office of the Supervisor / Director is located at 700 Edison Street and serves as office for the three cemeteries.

OWNERSHIP and TRANSFER OF RIGHTS

Ownership, Purchase and Prices of Spaces

1. All lots shall be sold subject to the rules and conditions provided, or which may be hereafter passed by the Council and the Deed of conveyance shall so state.
2. The price of spaces shall be set and approved by the City Council and available in the Supervisor / Director's office.
3. Restricted, Cremation or Flush marker only sections opened or developed by the City will cost 50 percent less than the cost in a traditional section.
4. When a lot is paid for in full, a good and sufficient Deed for Cemetery purpose only shall be issued by the City Clerk and the Mayor.
5. No lot shall be used for any other purpose than for the burial of the human dead, and the placing of appropriate markers as memorials.
6. No person will be recognized as owner or part owner of a lot unless his or her name appears on the books of the Cemetery.

Transfer / Sale of Lots or Spaces

7. The transfer / sale of lots or spaces to another party must be reported at the office of the Supervisor / Director for recording and a deed must be on file, before said party will be allowed the use of the same.
8. Persons desiring to allow the interment of bodies other than the names listed on the deed must secure an affidavit for same, signed by the owner or by the legal representative, to be filed with the Supervisor / Director.

In Event of Death of the Owner

9. If the owner of the space is deceased and someone else wishes to be buried in the space an affidavit must be filed in the office of the Supervisor / Director, signed by the Heirs of the owner of the space, and in the case of minors, by their Guardian, who shall be authorized to sign orders for interments, and give other needful directions regarding the use of the lot.

LOT and SPACE GUIDELINES

General Information

1. The Cemetery Authorities will not be responsible for any damage to lots or structures thereon, or for flowers or articles removed from any grave or lot. Any damage or loss should be reported to the Supervisor / Director who will endeavor to discover the offender.
2. The owners of lots wishing to make improvements to their lots must consult the Supervisor / Director, as all work is done under his / her supervision.
3. No fences or obstructions will be permitted within the Cemetery. To maintain the proprieties of the place, the Cemetery Officials explicitly reserve the right to forbid enclosures of the grounds which may be considered as interfering with the general design or good appearance of the Cemetery.
4. The general care of lots (which covers mowing the grass), is assumed by the Cemetery.
5. No one except an employee of the Cemetery will be allowed to disturb the sod on any lot or grave.
6. Mounds over the graves shall not exceed 4 inches and shall be seeded.
7. No tree shall be planted, removed, cut down or destroyed within the border of any lot without the consent of the Cemetery Officials.

Arborvitae

8. Removal of all arborvitae shrubs (in all sections of City-owned cemeteries) will begin in 2011. No new plantings or arborvitae will be allowed as of January 1, 2012. Memorial trees planted in designated cemetery or park areas will be considered instead of the arborvitae. Interested families will need to contact the Park, Recreation and Cemetery Department for memorial tree planting information.

Cremation Section

9. Block two, Section "A" and Block three, Section "A" is designated as a Cremation Section. Lot sizes are 36" x 36" with only one cremation per space authorized. Flowers, trees, shrubs, etc. are not authorized.

New / Restricted Sections

10. The northern half of blocks developed or opened after January 1, 2011 will only be permitted to have flush markers. Flowers, trees, shrubs, etc. are not authorized.

FLOWERS, MEMORIALS and GIFTS

Potted Flower Placement

11. Potted flower arrangements are allowed under the following conditions:
 - a. Must be firmly attached to upright monuments
 - b. Placed on a shepherd's hook directly next to the marker or monument, so it is touching the monument or marker at its base.
 - c. Placed on an authorized concrete pad in front of the marker (*see number 14 – Small Memorials or Gifts, section k*).
 - d. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

Annual or Perennial Flower Plantings

12. Annual or perennial flower plantings are allowed at grave sites under the following conditions:
 - e. The foliage may not exceed a two foot planting area from the front of the base of the marker or monument.
 - f. Plants must have a cocoa bean or wood mulch perimeter of at least one foot from the base of the planted flowers. The mulch is not to exceed the width of the marker.
 - g. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

Potted Flower and Annual Planting Placement and Removal Guidelines

13. Annual Flower Arrangement Removals and Placement must adhere to the following:
 - h. Summer flower arrangements or annual plantings must be removed by October 1, or as approved by the Supervisor / Director, to maintain a neat and orderly appearance. If the owner wishes any kept for future use, they must remove them before then, this applies to watering utensils as well.
 - i. Fall and winter arrangements may be attached to the marker or hung from a shepherd's hook after October 1.
 - j. If arrangements appear to be abandoned or unkempt they will be removed at the discretion of the Cemetery Department at any time. In no event will the Cemetery Officials be responsible for articles placed on lot.

Memorial and Gift Graveside Placement

14. Small memorials or gifts may be placed at gravesites if they adhere to the following:
 - k. If small memorials or gifts are placed at the grave site, they must be on a concrete pad. The concrete pad cannot exceed the width of the marker or monument and must be placed directly in front of the monument or marker – not to exceed two feet.
 - l. If anything is placed on any lot which shall be offensive or injurious or which violates any rule, it will be removed without notice.
 - m. Not authorized in the cremation, new or restricted sections (*see number 10 – Lot and Space Guidelines*)

RULES FOR VISITORS

15. All persons are reminded that the Cemetery is sacredly devoted to the interment of dead and that a strict observance of all proprieties due such a place will be required of them.
16. Visitors are requested to keep on the paths and avenues and to refrain from walking over lots to make a short cut through the Cemeteries.
17. No automobile or other motor vehicle shall be operated or driven within the Cemetery at a speed in excess of ten (10) miles per hour.
18. Any person or persons found loitering on the grounds after dark will be liable for arrest.
19. The throwing of rubbish on the avenues walks or any part of the grounds is strictly prohibited.
20. All persons are strictly prohibited from plucking flowers, either wild or cultivated, or from breaking any tree shrub or plant and from writing upon, marking, defacing or in any manner injuring any marker, monument, fence or structure in or belonging to the Cemetery.
21. Dogs will be allowed in the Cemetery only when confined in a vehicle, or on a leash. Pet waste must be properly disposed of.
22. Weapons are not allowed on Cemetery property, except military, attending funerals and authorized Peace Officers.

RULES FOR BURIAL, BURIAL PRICING & BURIAL RESTRICTIONS

General Rules for Burial

1. No burial will be permitted in any lot or grave in the Cemeteries until laws regarding burials, as may be in force in the City of Antigo, have been complied with.
2. The Supervisor / Director shall not be held responsible for any mistake from want of precise and proper instructions for the particular space in lot where interment is wanted.
3. Full burials must be processed through a funeral home.
4. Unless required by the Board of Health no burials will be made on Sunday, a declared City Holiday, or Legal Holiday.
5. No grave shall be dug unless the lot or grave has been paid for.
6. No interment shall take place without the Burial permit and payment made for opening of the grave, and any charges there may be due for work or services on the grave or lot.
7. Summer Burials
 - a. Orders for interment should reach the Cemetery Department at least one business day before the time of interment scheduled for a Tuesday through Thursday.
8. Winter, Saturday and Monday, Burials
 - b. The Cemetery Department must receive at least two business day notice for a Saturday, Monday, or winter burial. This allows staff adequate time to prepare the grave site.
9. For convenience, safety and appearance, the Cemetery does not permit any other equipment but its own and/or a Vault Company, to be used for service at the grave, such as lowering device and lining.
10. No grave shall be opened by any workman, but those employed by the Cemetery under the direction of the Supervisor / Director. At least two workmen are required to open and close a grave site for a full burial. Only one workman is required to open and close a cremation interment.
11. Workmen engaged in the vicinity of a burial must suspend their labors during a religious service at the grave.
12. Interment will not be allowed unless in a cement or steel vault, unless they are cremated remains.
13. The Supervisor / Director or one of his / her assistants is required to be in attendance at every interment.

Cremation Burial Requests

14. Cremation burial arrangements may be processed by the Park and Recreation Department directly.
15. Payment for the space and grave opening must be made prior to the grave opening.
16. The Park and Recreation Department must receive a disposition or death certificate for the remains before the grave can be opened.

Burial and Monument / Marker Staking Pricing

17. If required, by the Board of Health, a burial on a Sunday, a declared City Holiday, or Legal Holiday charges for opening and closing of the grave shall be two and a half times the Monday through Friday rate.
18. Overtime rates will apply if grave preparation is required beyond normal business hours (Monday – Friday, 8:30am – 3:00pm).
19. Weekday burials scheduled after 1:30pm will be charged the weekend/overtime rate.
20. Pre-paid burials scheduled outside of normally scheduled hours will be charged the difference between the Monday – Friday rate versus the overtime rate.
21. Placement of official veteran markers will not be assessed the staking fee stated in the fee schedule. All other monuments or markers will be assessed the stated staking fee.

Per Space Burial and Veteran Burial Restrictions

22. Two adult interments in one grave (that is, one above the other) will not be permitted.
23. An infant child or cremated remains may be buried on top of an adult grave.
24. Not more than two cremated remains are permitted in one space (4' x 9').
25. Additional interments beyond two per space would be considered on a case-by-case basis and would require commission approval. A fee equal to the cost of a space in the section where interment would take place would be assessed at the time of scheduling the interment(s).
26. Veteran's Section Graves: The Veteran must be the first burial and, at the time of death, the spouse must indicate a desire to be cremated and buried with his/her spouse. No other individual may be buried in that grave.

DISINTERMENT AND REMOVAL

1. Disinterment and removal of a body will not be made without the following:
 - a. Permission of the Cemetery Authorities
 - b. Permission of the lot owner
 - c. Permission of the next of kin of the deceased
 - d. Disinterment permit
 - e. Payment in full prior to disinterment

RULES FOR MONUMENTS

1. Great care should be taken in selecting designs for monuments and markers. A monument should be designed with reference to its surroundings, consideration being given to the size and character of other monuments standing near it.
2. Monument adjustments due to heaving, frost or other occurrences are not the responsibility of the cemetery department. The family of the deceased is responsible for maintaining and adjusting markers or monuments.
3. All monuments will need to have the appropriate paperwork filed with the Cemetery Department prior to placing the monument.
4. All monuments will be staked by the City of Antigo Cemetery Department staff to ensure proper placement.
5. No marker, headstone or monument shall be placed at any grave or upon any lot unless the space or lot has been paid in full.
6. A total of two grave markers, per grave site are allowed, but one must be a flush marker (this includes veteran makers attached to the back face of an upright monument) so as to prevent excessive and unsightly crowding. Please refer to the allowable monument and marker sizes referred to in the table below. Requests outside of these dimensions must be approved by the cemetery Supervisor / Director.
7. Upright monument and flush marker criteria is stated in the chart below.

Upright Monument Dimensions	* 1-Space	2-Space	3-Space	4-Space	5-6-Space	7-8 space
<i>Max Length, base</i>	30"	48"	54"	64"	72"	78"
<i>Max Height, base</i>	6"	8"	8"	8"	8"	20"
<i>Max Depth/thickness, base</i>	12"	14"	14"	14"	14"	26"
<i>Max Length, headstone</i>	24"	44"	48"	58"	66"	72"
<i>Max Height, headstone</i>	12"	23"	26"	26"	26"	33"
<i>Max Depth/thickness, headstone</i>	4"	8"	8"	8"	8"	20"

** Approval to place an upright marker on 1-space must be authorized by the cemetery supervisor/director*

*Flush Marker Dimensions	1-Space	2-Space	3-Space	4-Space	5-6-Space	7-8 space
<i>Max Length, marker</i>	24"	38"	42"	52"	60"	66"
<i>Max Width, marker</i>	12"	14"	14"	14"	14"	26"

** All flush markers are required to have a 6" cement collar/border around the entire flush marker*

Flush Marker Information

8. In the Cremation Section, or for one space, markers are required and must be flush with the ground. Only one size marker is authorized, that being 24" Long x 12" Wide, to include a cement collar not to exceed 30" Long x 20" Wide. Any variations must be approved by the Cemetery Supervisor / Director.
9. Any flush markers placed after January 1, 2012 will be required to have a cement collar. Restricted, cremation or flush marker only sections will only be allowed to have flush markers with a cement collar.

Temporary Monuments or Markers

10. No statues or wooden markers are allowed unless the wooden marker is a temporary marker for the winter months, or until a permanent marker can be placed. Temporary markers may not exceed three feet in height or the width of the space (4' x 9'). The markers must be firmly secured and not at risk to blow over and must be replaced with a permanent marker in the summer months (a temporary marker's placement may not be in excess of one year).

Monument Material and Construction

11. No material except the granite or standard bronze shall be used for markers or monuments, and bronze may be used only if securely attached to a granite base, or in a cement collar.
12. All monuments must have foundations of solid masonry of a depth and size that will prevent frost from heaving the monument.
13. Bases for monuments must be dressed to an even level bed leaving the stone of a uniform thickness.
14. All stone work shall have the surface next to the foundation bedded off sufficiently true and level to allow every part to be in contact with the foundation.
15. The use of pawls between base stone and foundation, removal of any part of the foundation to accommodate irregularities or other defective workmanship in the base stone will not be allowed.

Monument Work and Placement by Contractors and/or Monument Companies

16. The Cemetery Department needs to be made aware of any monument work performed in the cemetery.
17. Persons engaged in placing vaults, monuments or other structures are prohibited from attaching ropes to trees, shrubs or other objects without permission of the Supervisor / Director, and no stones, bricks or other material and equipment shall remain longer on the grounds than is actually necessary for the completion of the work. A place shall be designated by the Supervisor / Director for deposit of such material and equipment.
18. No corner-post shall be set by others than employees of the Cemetery and shall be marked with Block and Lot number only.
19. Dealers of Manufacturers cards or advertisements shall not be marked on any stone or placed anywhere within the Cemetery enclosures.
20. Workmen engaged in placing stones shall provide suitable boards on the ground on which to move same, or run trucks over. Immediately after a job is finished, all rubbish must be cleared away and the ground left clean and in good condition. Adjoining lots, paths or roads where work is being done must not be blocked or injured. This rule is strictly enforced.