

Introduction

All persons and lands within the Lake View Cemetery shall be subject to the provisions of Chapter 18, and Chapter 12 of the City's municipal code. This ordinance is available for review at City Hall, or on the City's website: www.south-haven.com

Lake View Cemetery was established in 1853 as a quiet, beautiful resting place for the departed love ones. While forming the rules and regulations to govern Lake View Cemetery, the Parks Commission goal has been to extend as far as possible freedom for individual wishes and tastes while maintaining a high standards of beauty and safety for the cemetery as a whole.

The Parks Commission appointed by City Council of the City of South Haven governs the Lake View Cemetery. The Cemetery Sexton oversees the daily operation of the cemetery.

This booklet contains specific rules set by the Parks Commission and deemed pertinent to the care and custody of Lake View Cemetery

Lake View Cemetery Rules and Regulations:

Ordinance:

These rules and regulations are enforced by City personnel and the City of South Haven will assume no responsibility for any information except as transmitted from its duly authorized agents.

Address Change:

It shall be the duty of the gravesite owner to notify City Hall of any change in address. Notice sent to a gravesite owner at the last address on file shall be considered sufficient and proper legal notification.

Vaults:

No burial shall be allowed except in an underground vault made of metal, concrete or fiberglass.

Visitors:

All visitors to the cemetery shall conduct themselves in a manner showing respect.

Rates:

Charges for all graves and cemetery services are reviewed annually and recommended by the Parks Commission and set by the City Council of South Haven and may be amended at any regular meeting of the City Council by a majority vote.

Hours of Operation:

Cemetery Staff is generally available Monday thru Friday, 7:00 a.m. to 3:30 p.m. April through mid-November. Appointments can be made with the Cemetery Sexton at 269-637-0725 or Parks and Cemetery Supervisor 269-637-0772. Anyone needing assistance from mid –November through March will need to contact the Operations Manager at 269-637-0730. Information can also be found on the city website: www.south-haven.com

Headstones and Markers:

One marker or headstone per grave is allowed.

Headstones including a base shall be made of natural granite, marble or bronze and erected in compliance to rules and regulations set by the Parks Commission.

All headstones or markers shall be placed on a solid foundation constructed by the Cemetery staff and billed to the owner of said gravesite.

A Headstone including the base shall not exceed 48 inches in height, 22 inches in width and 30 inches in length for a single grave, 60 inches for a double, 72 inches for a triple and 84 inches for a quad. A 4 inch border is mandatory on all foundations except in the children and baby sections.

A headstone including the base in the children and baby sections shall not exceed 24 inches in height, 13 inches in width, and 24 inches in length. A 2 inch border is mandatory on all these foundations.

Veterans Plaques can be placed on the back of the headstone, if no headstone present then they can be placed on a veteran's foundation.

If a headstone or marker falls into disrepair and becomes dangerous, or detrimental to the public or adjacent lot owners, it may be removed by order of the Cemetery Sexton after giving 30 days written notice to the owner at the address given at time of purchase or a new address subsequently furnished to or available at City Hall.

Cremations:

Only 4 cremains are allowed per grave. 2 cremains are allowed to be interred in addition to a casketed burial if so desired. As a reminder, only one headstone or marker per grave is allowed

All cremains must be placed in a cremains vault and interred, not scattered. All cremains will be charged the cremation interment fee.

Cremains interred in the Columbarium are permitted to have engraving only on the outside of the niche. Cremains vaults are not required for the columbarium. Only names and dates may be engraved on the 12" X 12" space. No brass plates or additional items are allowed on the niche, except for a Veterans niche plate.

Interments/Disinterments:

Interments, disinterments, removals or cremation interment services shall be prohibited on Sundays or any of the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, one-half day before Christmas, Christmas Day, and any additional holidays specified in a collective bargaining agreement covering City

employees working in the cemetery. Should any such holiday fall or be legally observed on a Saturday or Monday, funerals will be received on the last business day preceding or first business day following such legal observance. Provided, however, if an interment must be made on a Sunday or a holiday because of applicable Health Department requirements, or if for any other reason an interment is made on a Sunday or a holiday, an additional fee recommended by the Parks and Cemetery Commission and approved by the City Council shall be added to the regular interment charge. (Code of Ordinance Section 18-85)

Notice of an interment, including exact location of grave, must be given to the Cemetery Superintendent at least eight (8) scheduled working hours in advance of the proposed interment.

Monday through Saturday burials should arrive to cemetery by 3:30 or an extra fee will be assessed.

In preparation for an interment, cemetery staff reserves the right to remove any monument, tree, shrub or other ornamentation in order to facilitate an interment. Upon completion of interment, items will be returned if possible.

Burial Plots:

The Cemetery Sexton will assist with burial site selections. The burial plot must be paid in full before an actual burial can occur.

Burial plots can be transferred or assigned to anyone the deed holder chooses.

Burial plots cannot be sold outright, however they can be sold back to the city for the purchase amount.

Disinterments - Reinterments:

Disinterments - Reinterments are allowed only in case of necessity for a proper removal of a body to another location in Lake View Cemetery or upon a legal order for official investigation.

Disinterments - Reinterments are allowed from May 1 through October 1

Disinterments - Reinterments are allowed Monday through Friday only.

Trees, Shrubs, and Plants:

Hereafter, no trees or shrubs shall be planted on lots or graves except by the permission of the Parks Commission.

When any tree, plant or shrub of any kind becomes unsightly, dangerous or detrimental to the public or adjacent lot owners, it may be removed by order of the Cemetery Sexton after attempting to give notice to the owner at the given phone number or the address given at time of purchase or a new address subsequently furnished to or available at City Hall.

No person shall cut or injure any flowers, trees, plants or shrubs within the Cemetery grounds.

Flowerbeds can only be located on the burial side of the headstone or marker and shall not extend more than 16 inches from the edge of the foundation. No stones or woodchips are allowed in flowerbeds. If you are unsure of which side is the burial side of the headstone or marker please contact the Cemetery Sexton.

Ornamentation:

The placing of chairs, settees, trellises, arbors, glass jars, tin cans, toys, woodchips and stones is prohibited. Ornamentation not allowed will be removed by

cemetery staff. The City has no responsibility to return such items to its owner.

The only border allowed is the plastic landscaping border that protrudes less than one inch out of the ground.

Any flowers, wreathes, emblems, etc. which become unsightly will be removed. The City has no responsibility to return such items to its owner

Winter wreathes may remain on the gravesite from the Sunday prior to Thanksgiving to the first Sunday of April.

One (1) artificial flower arrangement per grave is allowed.

Artificial flowers and potted plants not removed from gravesites by October 1 of each year shall be removed by Cemetery staff.

The City shall place the flag of United States of America on Veterans graves prior to Memorial Day and shall remove the flags within the week following Memorial Day.

Urns:

Urns are the responsibility of the site owners and the Cemetery assumes no obligation as to the care, maintenance, protection or damage which may result to urns placed upon gravesites.

Cemetery staff will not be responsible for removing or filling dirt from urns.

Artificial flowers and potted plants not removed from gravesites by October 1 of each year shall be removed by Cemetery staff.