

Rules and Regulations of Cycadia Cemetery



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TABLE OF CONTENTS

I.	DEFINITIONS	1
II.	RESERVED RIGHTS OF THE CITY OF TARPON SPRINGS	4
III.	GENERAL RULES.....	5
IV.	MAINTENANCE AND LANDSCAPING	6
V.	CITY EMPLOYEES WORK AND PAY	7
VI.	LIMITED LIABILITY	8
VII.	LEGAL NOTICE/ADDRESSES OF PLOT OWNERS	9
VIII.	PRIVATE MAUSOLEUM.....	10
IX.	LAWN CRYPTS	11
X.	SALES/PURCHASES/TRANSFERS & BURIAL RIGHTS	12
XI.	INTERMENTS, ENTOMBMENTS AND INURNMENTS	15
XII.	COLUMBARIUM.....	19
XIII.	MONUMENTS, MEMORIALS, MARKERS AND BENCHES.....	20
XIV.	FLOWERS, ORNAMENTS, PLANTS, BASKETS/RECEPTACLES/FLAGS/ETC.....	23
XV.	PEDESTRIAN AND VEHICULAR RULES	24
XVI.	PEDDLING OR SOLICITING.....	25
XVII.	GENERAL SUPERVISION OF THE CEMETERY	26
XVIII.	PLOT & LAWN CRYPT PRICE LIST FEE SCHEDULE	27
XIX.	MAUSOLEUM CRYPT PRICE LIST FEE SCHEDULE.....	28
XX.	MAUSOLEUM NICHE PRICE LIST FEE SCHEDULE	29
XXI.	COLUMBARIUM PRICE LIST FEE SCHEDULE	30
XXII.	SERVICE PRICE LIST FEE SCHEDULE (OTHER CHARGES)	31
XXIII.	MONUMENTS PLOT IMPROVEMENT FORM.....	33

I. DEFINITIONS

BURIAL VAULT means a primary receptacle for the placing of a casket containing a deceased person. The term shall be synonymous with "underground crypts" or "sand box".

CASKET shall mean a container, designed for the encasement and interment or entombment of human remains, which has handles or other construction which allow it to be moved from place to place manually and capable of supporting its content when resting on two supports no more than six inches from its end.

CEMETERY shall mean a place dedicated to and used or intended to be used for the permanent interment or entombment of human remains. A cemetery may contain:

- land or earth interment
- inurnment
- entombment
- grave(s)
- mausoleum(crypts and niches)
- lawn crypt(s)
- private mausoleum(s)
- columbarium or other structure
- cremation scattering gardens
- or place used or intended to be used for the interment or entombment of cremated human remains;
- or any combination of one or more of such structures or places.

CITY means City of Tarpon Springs.

COLUMBARIUM means a structure or building, substantially exposed above the ground and which is intended to be used for the inurnment of cremated remains.

COPING means the decorative border around grave space(s) made of material approved by the City.

CRYPT shall mean a receptacle, constructed of reinforced concrete, granite or marble, for the placing of a casket containing a deceased person.

DISENTOMBMENT means the removal of a casket or urn containing human remains from a mausoleum, columbarium, or private mausoleum.

DISINTERMENT means the removal of a vault, casket or urn containing human remains from an in-ground burial.

DISINURNMENT means removal of an urn or container of cremated human remains from a niche.

ENTOMBMENT shall mean the placement of human remains in a mausoleum, columbarium, or private mausoleum.

GRAVE SPACE shall mean a space of ground in a cemetery used, or intended to be used, for burial of human remains. Grave Spaces do not include the burial vault.

HUMAN REMAINS shall mean the bodies of deceased persons and includes bodies in any stage of decomposition and cremated human remains.

INTERMENT shall mean the disposition of human remains by burial.

INURNMENT shall mean placing an urn or container containing cremated human remains in a niche.

LAWN CRYPT shall mean an underground tomb which shall be intended to be used for the interment of human remains. They may be single or double depth as determined by the City. They shall be constructed of reinforced concrete, steel and waterproof materials.

MAUSOLEUM means a structure or building which is substantially exposed above the ground and intended to be used for the entombment of human remains in crypts and niches.

MEMORIAL/MONUMENT shall mean a marker or structure upon or in any plot, crypt, or niche, placed thereon or therein, or partially therein, for the purpose of identification or in memory of the interred or entombed.

NICHE shall mean a receptacle in a mausoleum, columbarium or other City approved structures for the placing of cremains or ashes of human remains.

NON-RESIDENT means a person not residing within the corporate limits of the City of Tarpon Springs.

OPENING/CLOSING FEES are administrative charges to be paid to the City and may include, the opening/closing of a grave space, crypt, niche, lawn crypt, private mausoleum or columbarium; and may include an additional set-up fee for tent, chairs, lectern, carpet and attendants; interring of human cremains; witnessing of interment; and witnessing the scattering of human cremains.

OWNER shall mean the owner of rights of interment, or entombment, or inurnment.

PLOT shall mean space in the cemetery used, or intended to be used for the interment or entombment of human remains. The term includes and applies to one or more than one adjoining grave, or one or more than one adjoining burial crypt or vault.

PRIVATE MAUSOLEUM shall mean surveyed parcel of land in a designated area that provides above or below ground entombment, inurnment or interment. A standard Private Mausoleum parcel measures 16' x 16'. Other sizes are available on a case by case basis only as approved by the city.

PURCHASER means a person purchasing a grave space, plot, lawn crypt, niche, mausoleum crypt or columbarium.

RESIDENT means a person residing within the corporate limits of the City of Tarpon Springs.

RESIDENT FAMILY (Per Resolution 2003-38) means a person residing within the corporate limits of the City of Tarpon Springs and is a father, mother, son or daughter. The purchaser will be allowed to purchase a maximum of two (2) in-ground burial plots. An additional plot may be purchased if a child has predeceased the parents and said child is to be interred at the time of purchase

SCATTERING GARDEN means a designated and dedicated area within the cemetery where cremated human remains can be scattered or otherwise placed by means approved by the City. This area will be preserved for access for purpose of remembrance.

URN means a receptacle design to permanently encase cremated human remains.

II. RESERVED RIGHTS OF THE CITY OF TARPON SPRINGS

- (1) The right to enlarge, reduce, replant or change the boundaries or grading of the sections from time to time, including the right to modify and change the locations of or remove or regrade roads, drives and walks, or any part thereof, is hereby expressly reserved. The right to lay, maintain, and operate, or alter, or change lakes, pipe lines, fittings and gutters for sprinkling systems or other utilities, drainage to lakes, etc., is expressly reserved, as well as is the right to use Cemetery property, not sold to individual plot owners for Cemetery purposes, including the interring of human remains, or for anything necessary, incidental or convenient thereto.
- (2) The City reserves the right of ingress and egress on and over any plot or private mausoleum area.
- (3) Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The City therefore reserves the right, without notice, to make exceptions, suspensions, or modifications in any of these rules and regulations when, in its judgment, the same appear advisable; and such temporary exception, suspension or modification shall in no way be construed as affecting the general application of such rule.

III. GENERAL RULES

- (1) The exclusive use of the Cemetery is for the interment, inurnment, entombment, or scattering of human remains and shall only be used for Cemetery purposes.
- (2) The City Manager or designee of the City of Tarpon Springs is responsible for the administration of the Cemetery and for the enforcement of all laws, ordinances, rules, regulations, policies and procedures pertaining thereto. The City Manager or designee shall also supervise all workers within the boundaries of the Cemetery grounds. The City Manager or designee may expel or have removed from the Cemetery any person who violates these rules and regulations or whose conduct is contrary to appropriate decorum in the Cemetery.
- (3) The City Clerk and Collector or designee shall be responsible for the Cemetery records, including transfers, interment or entombments, disinterments or disentombments, collecting - Cemetery administrative fees, establishing proof of residency/relationship, and executing applicable cemetery documents.
- (4) Access to the Cemetery will be permitted from sunrise to sundown, unless otherwise posted by the City Manager or designee. Cemetery Office hours, which are subject to change without notice by the City, is 8:00 a.m. until 4:30 p.m. The Cemetery records office, located in the City Clerk and Collector's office will be open from 8:00 a.m. until 5:00 p.m., Monday through Friday, excluding official City holidays.
- (5) Besides being subject to these rules and regulations, all interment or entombments, disinterments or disentombments and removals are made subject to the orders and laws of the properly constituted authorities of the County and State.
- (6) The City may at any time, with or without notice, adopt new rules and regulations, or amend, alter or repeal any of these rules and regulations or increase Cemetery or administrative fees when deemed necessary and in the public's interest.
- (7) The City preserves the right to compel all persons coming into Cycadia Cemetery to obey all rules and regulations adopted by the City.
- (8) No pets are allowed to roam in the cemetery. No pets allowed on the cemetery grounds, except in vehicles.
- (9) If someone other than the owner(s) are to be placed in the designated space, then the required paperwork shall be properly completed as required by the City Clerk's office. Failure to provide required paperwork may result in a delay of interment, inurnment or entombment.
- (10) No alcohol, food, beverage is allowed to be left on cemetery property.
- (11) Propane tanks or propane fueled lights are no longer allowed to be installed on the cemetery property.

IV. MAINTENANCE AND LANDSCAPING

- (1) The maintenance of trees, grasses, shrubs, flowers and plants within a plot shall be the responsibility of the plot owner. Shrubs, flowers, plants and trees within the plot shall be kept less than 4 feet in height; grasses shall be mowed to remain less than 8" in height.
- (2) The City will maintain the Cemetery as a well-preserved burial park, including the cutting of grass at reasonable intervals. Cutting grass is the responsibility of the plot owners for privately owned plot areas that have been fenced in with approval by the City. The City will trim shrubs and trees in Cemetery areas outside of privately owned plots.
- (3) All improvements or alterations of individual property in the Cemetery shall be under the direction of and subject to the consent, satisfaction and approval of the City Manager or designee, and, should they be made without its written consent, the City Manager or designee shall have the right to remove, alter or change such improvements or alterations at the expense of the plot owner or, in any event, at any time, in its judgment, they become unsightly to the eye.
- (4) The City may remove above ground items such as trees, shrubs or plants that affect adjacent plots or general use of the Cemetery, as it deems necessary. The City will leave the tree or other such shrubs or plants cut flush with the surface of the ground. Any further removal will be the responsibility of the plot owner.

The plot owner will be responsible at his or her expense to remove and restore above ground or otherwise any improvements to the grave space or plot that interferes with burial activities and any below ground impediments to burial, including existing trees, stumps or buried logs. This includes the removal and replacement of decorative rocks, coping, ledgers, slabs, or other improvements above or surrounding the grave space or plot in order to prepare a plot for burial services. Any tree removals in a plot require city approval.

The City is not responsible for any damage to plot improvements associated with burial or maintenance activities or from acts of god or fallen trees.

- (5) All persons are prohibited from gathering flowers, either wild or cultivated, or damaging trees, shrubbery or plants, or feeding or disturbing the birds or fish or other animal life.
- (6) No trees, grasses, shrubs, flowers or plants of any kind shall be planted in the Cemetery without the approval of the City Manager or designee.
- (7) No plot shall be filled above the established grade, nor any obstruction allowed which will interfere with the proper maintenance of the property or drainage, nor shall any shrub, flower, or plant of any kind grow over four feet in height or cause obstruction without prior written approval of the City.
- (8) The City reserves the right to have removed from any plot anything that conflicts with these rules and regulations.

V. CITY EMPLOYEES WORK AND PAY

- (1) The Cemetery employees are prohibited from receiving any payment, tip, or other compensation in any form from plot owners or their representatives for work during regular working hours.
- (2) If any owner of burial rights desires special work, same shall be approved by the City Manager or designee and the City Manager or designee will have the option of using City employees to do such special work. The charges for such special work shall be paid in advance to the City if approved.

VI. LIMITED LIABILITY

- (1) The City shall take reasonable precaution to protect property rights of owners within the Cemetery from loss or damage, but shall not be liable, and distinctly disclaims all responsibility, for loss or damage to: plants; burial, mausoleum, or columbarium spaces; markers; monuments; corner markers; vases or other property improvements; or rights of plot owners arising from causes beyond its reasonable control, and especially, from damage caused by normal maintenance activities; or the elements, an act of God, common enemy, fallen trees, thieves, vandals, strikers, malicious mischief-makers, explosions, unavoidable accidents, insurrections, riots, or order of any military or civil authority, whether the damage be direct or deliberate. The city reserves the right, but is not required to restore any such damages as reasonably possible.

VII. LEGAL NOTICE/ADDRESSES OF PLOT OWNERS

- (1) It shall be the duty of the plot owner to notify the City of any change in his post office address.
- (2) Notice by ordinary mail, sent to a plot owner or their legal representatives or heirs at the last address on file in the office of the City Clerk and Collector shall be considered sufficient and proper legal notification.

VIII. PRIVATE MAUSOLEUM

- (1) No Private Mausoleum can be built other than in the areas specified by the City, with the approval of the City Manager or designee.
- (2) The parcel size required for a standard Private Mausoleum is 16' x 16'. The height of the structure shall not exceed eight feet above existing grade without express written permission from the City. Parcels may not be closer than 6 feet from each other.
- (3) Plans, specifications, and the location of the mausoleum or tomb in a space(s) must be approved by the City Manager or designee. In the event temporary entombment is needed, see Mausoleum Crypt Price List Fee Schedule.
- (4) Upon such approval, a mausoleum-building permit must be applied for, and a fee determined by the area of the plot upon which the mausoleum is to be erected. This required building permit must be obtained before commencement of construction.
- (5) Private Mausoleum Owners cannot resell or exchange their private mausoleums.
- (6) The City is not obligated to refund private mausoleum fees paid should the owner not utilize the parcel.

IX. LAWN CRYPTS

- (1) General Cemetery Rules apply.
- (2) Only flat memorials (head stones) and associated bronze plaques of a size and type approved by the City Manager or designee will be allowed. This includes flat military markers. All flat memorials will be placed at ground level.
- (3) All memorials, including but not limited to vases for flowers, candle holders and pictures must be approved by the City Manager or designee prior to the placement in the lawn crypt area.
- (4) Up to two items may be placed on each memorial as approved by the city. Flowers, flags, candles, or other approved items are only allowed in the designated vases or holders attached to the plaques or on the granite base itself and must be detachable/removable. Pictures and other items attached to the memorials must be placed flat and may not be any higher than 1” above the face of the stone.
- (5) Funeral flowers will be removed by Cemetery staff at its discretion or if unsightly.
- (6) No other memorials, glass containers, plants, trees, shrubs or other materials will be allowed in the lawn crypt area. Non conforming items will be removed and may be relocated to a designated area for removal. The city cannot guarantee that these items will be recoverable.
- (7) Memorial trees of types approved by the City Manager or Designee may be planted in areas designated by the City Manager or designee.
- (8) Refunds on lawn crypts spaces will only be granted prior to interment through an approved City process.
- (9) Up to 4 lawn crypts may be purchased per resident family household.
- (10) Lawn crypts after interment are non-refundable.

X. SALES/PURCHASES/TRANSFERS & BURIAL RIGHTS

- (1) A Cemetery Deed, Certificate of Right of Burial, Mausoleum Agreement, Lawn Crypt Agreement, Certificates of Perpetual Entombment and/or Interment, or Inurnment Rights and/or receipt shall be completed at the time of purchase. The receipt or Cemetery Deed or certificate and any applicable ordinances, rules and regulations shall constitute the agreement between the City and purchaser, and no other agreement will be recognized by the City. For the purpose of these rules, a person having a perpetual right of burial in a space evidenced by a receipt or Cemetery Deed is a "purchaser" and shall be an "owner" so long as said document is retained.
- (2) The City will sell grave space, crypt, niche, lawn crypt, scattering garden, columbarium, or private mausoleum spaces in the Cemetery only for the prices approved by the City Commission.
- (3) The burden of proof of current residency will be placed on the purchaser. The current residency requirements may be established by a combination of the following:
 - A valid Florida Drivers License
 - A voter I. D. Card and Photo I.D.
 - A Declaration of Domicile from Pinellas County
 - Computer verification of ad-valorem homestead tax status
 - Current utility bill
 - Other documentation as approved by the City Clerk and Collector

Proof of relationship will be provided in form satisfactory to the City Clerk and Collector.

See Plot and Lawn Crypt Price List Fee Schedule for single in-ground burial space. This fee shall include the right of interment, staking of burial space, observing placement of monuments, markers and coping on weekdays. This fee does not include opening/closing or other service fees. Prior to purchasing, the purchaser or their designee must view the plots being purchased.

When a grave space is purchased, the purchaser purchases the exclusive right of interment in the burial plot rather than the grave space itself, which remains the sole property of the City and under the sole control of the City.

See Plot and Lawn Crypt Price List Fee Schedule for single in-ground burial spaces for an infant grave (4' x 2'). This amount includes opening and closing fees. If set-up is needed, see Fee Schedule (Other Charges).

Fees for a Mausoleum or Columbarium Niche include the right of inurnment only. The purchase of a plaque, vase or inscription is available for an extra fee. See price list for plaque, vase and inscription fees.

Fees for a Mausoleum Crypt include the right of inurnment or entombment only. The purchase of a plaque or vase is available for an extra fee. See price list for plaque and vase fees.

A purchase of a plaque or vase is at the owner(s) discretion. The owner(s) or their heir must give permission to have a plaque, vase or inscription placed on the niche or mausoleum crypt or parcel. Same applies for the columbarium inscriptions.

The city shall reserve the right to require certain specifications or suppliers for plaques, vases or inscription so as to maintain a consistent appearance.

Fees for a Single or Double Lawn Crypt Plot includes burial vault.

The fee for a Cremation Scattering Garden purchased by City residents, and immediate family shall be applied under the opening and closing fees.

See Service Price List Fee Schedule for an in-ground placement of cremated human remains.

The fee for a Second Right of Interment shall be applied under the opening and closing fees.

A premium shall be charged for each and every service provided on Saturdays, Sundays or City Holidays.

The City Clerk and Collector is hereby ordered and directed to charge for the preparation of each document transferring inheritance and other rights of ownership in Cycadia Cemetery, and for other authorizations and affidavits.

The City Clerk and Collector is hereby ordered and directed to for processing the recording on the Official Records of Pinellas County of each deed to grave spaces in the Cycadia Cemetery, deemed by the Clerk to be necessary for recording.

The City Clerk and Collector reserve the right to waive certain fees in part, upon receipt of an affidavit of indigence submitted by the next of kin of the deceased or funeral home.

- (4) Holders of burial rights shall not allow interment or entombment to be made in any plots under their control; nor shall any transfer or assignment of any interest therein be made without the consent of the City Clerk and Collector endorsed on such transfer, and without payment of such fee as may be required.
- (5) The burial right in any space shall be the sole and separate property of the person or persons to whom the space is conveyed. No conveyance or transfer shall divest the husband or wife of an owner of a vested right of interment or entombment without that person agreeing to the conveyance or transfer.
- (6) The City only is authorized to prepare any and all documents necessary to ensure that the Cemetery plots, crypts, niches, scattering gardens, private mausoleum parcels, cremation spaces, or lawn crypts spaces at Cycadia Cemetery shall be utilized as a public service for the benefit of the City of Tarpon Springs, rather than as an instrument of private gain. Owners cannot resell or exchange Cemetery plots, used lawn crypts, mausoleum crypts, niches, private mausoleums, cremation spaces, or lawn crypts, which can only be sold back to the City. The City will refund 85% of the original purchase price on Cemetery plots, mausoleum crypts, niches and cremation spaces. Customized plaques or vases or other accessories are not refundable.

- (7) In the event a Cemetery plot owner wishes to sell back to the City grave spaces purchased prior to 1980, the City may issue a refund in the amount of \$ 100.00, less \$ 15.00 administrative fee, without presenting a receipt or deed. The objective of this regulation could serve as an incentive for Cemetery plot owners to sell back to the City grave spaces not needed by their families. This would provide needed grave spaces and would be in the best interest of the City and the Cemetery plot owner. Mausoleum crypts, niches and in-ground space(s) must be in the original condition and all memorials removed.
- (8) Immediately after a burial, the City may, at its discretion, reserve adjacent unsold grave(s), crypt(s), niche(s), cremation space(s) or lawn crypt space(s) for a period not to exceed thirty (30) days.

The objective of this regulation is to allow time for relatives to clear the estate. In order to reserve the adjacent burial space, a "Reserve Form" must be filled out and returned to the City Clerk's Office. Under extreme circumstances, an additional extension may be granted upon written request from the purchaser explaining why the extension is needed.

XI. INTERMENTS, ENTOMBMENTS AND INURNMENTS

- (1) Payment of grave, crypt, niche, lawn crypt, scattering garden, cremation, and private mausoleum parcel, interment, inurnment, or entombment opening/closing fees, or other charges must be made prior to scheduling of services. Exceptions must be approved by the City Manager or designee and payment must be guaranteed by the funeral director. In any case no service will be provided without approved payment. Payment for services on a weekend or holiday must be paid by 5:00pm on the prior business day.
- (2) Disinterment, disentombment or disinurnment can only be performed with authorized permission and with the proper forms approved by the City Clerk in accordance with state laws. Appropriate fees must be paid.
- (3) Although removal contrary to the expressed or implied wish of the original plot owner shall not be allowed, a body, or cremated remains, may be removed from its original plot to a larger or better plot when there has been an exchange or purchase for that purpose according to all applicable rules and laws.
- (4) The opening and closing of all graves, crypts, niches, lawn crypts, scattering garden, cremation space, and private mausoleum, shall be supervised by the Cemetery Supervisor or designee. Before any grave, crypt, niche, lawn crypt, scattering garden, cremation space, and private mausoleum shall be opened, approval shall be obtained from the City Clerk and Collector and the required fees paid in full.
- (5) In order to eliminate any errors in interments, disinterments, inurnments, disinurnments, entombments and disentombments, the City may require written permission from owner. Written authorization for said burial shall be obtained from the City Clerk and Collector before any action is taken to institute burial procedures in the Cemetery. Without this authorization, burial may be delayed until it is received.
- (6) The Cemetery Supervisor or designee is responsible for the layout of the burial plots, the day-to-day maintenance of the Cemetery, and staff must be in attendance on days of burials.
- (7) The City Manager or designee reserves the right to ensure that graves are opened/closed per Federal, State and local regulations and site restoration following closing of the gravesite is satisfactory. Any costs incurred for these functions are the sole responsibility of the plot owner.
- (8) The location of a burial vault or urn shall be approved in advanced by the City Manager or designee. After graves have settled, they shall be made level with the ground and there shall be no mounds over graves.
- (9) A minimum of 14 inches of topsoil will be required over each vault or liner, or as approved by the City Manager or designee.

- (10) The right is reserved by the City to insist upon twenty-four hours' notice before any inurnment, disinurnment, or interment, disinterment or entombment or disentombment. The right is reserved by the City to insist upon at least one week's notice prior to any disinterment or disentombment or removal. Additional fees for services may be required for early (prior to 9:00 a.m.) and late (after 3:30 p.m.) arrival according to the current price list. The City may refuse to make an interment, inurnment after 3:30p.m., or if too many funerals arrive at the same hour. The Funeral Directors will be responsible to schedule arrivals prior to 3:30 p.m. and will be responsible for additional fees.
- (11) It is desirable that plot owners include in the Cemetery record the names of all those having burial rights in the plot(s).
- (12) Only one interment or entombment or inurnment shall be permitted in a grave, crypt, niche, and cremation space.

Exceptions with specific approval by the City:

Grave Space: single burial, burial (regulation casket/vault) plus two cremains (one at head, one at foot or head left/right or foot left/right when space does not allow one at the head and one at the foot), or three cremains in one grave space (head, middle, foot)

Single Mausoleum Crypt: one regulation casket, or one regulation casket and two cremains, or three cremains and no casket.

Double Mausoleum Crypt: two regulation caskets, or two regulation caskets and one cremain, or three cremains and no casket.

Niche: one urn, or maximum of two urns (space permitting)

- (13) New interments should be temporarily indentified with a marker until a permanent marker is installed. All grave spaces, crypts, or niches, should be identified with a permanent marker.
- (14) The City is not responsible for any order or information given or provided by telephone, or for any mistakes occurring from the lack of precise written instructions from plot owners, funeral directors, or their representatives.
- (15) The City reserves and shall have the right to correct any errors which may be made in making interment or entombments, disinterment or disentombments, or in the description, conveyance, or transfer of any Cemetery property, either by cancellation of such conveyance and substitution in lieu thereof other property of equal value, and similar location as far as possible, or by refunding the amount of money paid for the property. In the event the error shall involve the interment or entombment of remains in such property, the City reserves the right to remove and re-inter the remains to such other property as may be substituted and conveyed in lieu thereof.
- (16) Besides being subject to these rules and regulations, all interments or entombments, disinterments or disentombments, inurnments or disinurnments are made subject to the orders and laws of the properly constituted authorities of the City, County and State.

- (17) Minimum requirements for in-ground burials in Cycadia Cemetery will require use of a reinforced concrete vault box to receive the casket (Ord. 568, 8-1-67).
- (18) Cremated remains shall be placed in a durable, permanent container of non-biodegradable material, to allow for future probing.
- (19) When specific instructions from the plot owner regarding the location of an interment or cremation urn in a plot cannot be obtained, or are indefinite, or when for any reason the plot cannot be opened where specified, the City may, in its discretion, open it in such location in the plot as it deems best and proper, so as not to delay the funeral; and the City shall not be liable in damages for any error so made.
- (20) No Saturday, Sunday or City Holiday interment or entombment or inurnment or disurnment or disinterment or disentombment is permitted unless arrangements are made in advance, necessary overtime premium fees are paid and the City Manager or designee can be made available for burial certification.
- (21) A proper interment or entombment or inurnment cannot be disturbed, except upon the proper approval of the owner(s) of the plot or the heirs thereof and written consent of the City. This rule also applies to interment or entombments in private vaults, be they under or above ground, a certified funeral director should be present.
- (22) If two or more funerals arrive at the same time, and the representatives of the Cemetery are unable to handle all, the funerals shall be handled in the order they entered through the Cemetery gates, and the others must wait until a representative from the Cemetery arrives to assist and verify interment or entombment or inurnment.
- (23) A burial transit permit must accompany the body or remains to the Cemetery before burial can take place. Neither the City nor any officer or employee thereof shall be liable for the interment, inurnment or entombment permit or the identity of the person to be interred or entombed. Cremations must have a cremation certificate when not available a copy of a burial transit permit or a copy of a death certificate is required.
- (24) The City in no way shall be liable for damages for any delay in the interment or inurnment or entombment of a body where a protest, just or unjust, to the inurnment, interment or entombment has been made, or where the regulations have not been complied with, or where any applicable fees have not been paid, or where the body or remains are not accompanied by a proper burial transit permit or a cremation certificate or a delay may occur in opening. The City reserves the right, under such circumstances, to refuse to accept such body for interment or entombment or inurnment and in such cases it will be the responsibility of the funeral director to make proper arrangements as required.
- (25) The City, at its option, may refuse to recognize any protest of interments or entombments unless it is in writing and filed in the office of the City Clerk.
- (26) Any human remains placed in a mausoleum crypt must be embalmed, and be encased in a sealed steel casket or equivalent (wood casket with an inner liner). If the regulation requiring embalming is waived by the City Manager or designee, the body must be encased in a hermetically sealed container.

- (27) The shipment of human remains will be made by the deceased's family and/or representative and/or Funeral Director.

XII. COLUMBARIUM

- (1) This section contains specific rules and regulations regarding the dedicated columbarium section at Cycadia Cemetery, named Reflection Columbarium, located at the east end of Lake Cycadia. The term “Columbarium” shall refer to all columbarium facilities, individually and/or in whole, within this section in Cycadia Cemetery. All other applicable rules and regulations also apply.
- (2) Visitors are welcome to the columbarium area during normal cemetery hours.
- (3) There shall be no planting of any flowers, shrubs, vines or trees in the Columbarium except by the City.
- (4) There shall be no attachments or other decorations to the front, top, or sides of any Columbarium, nor are vases, flowers, markers, and wreaths allowed except in the designated area provided by the City for that purpose.
- (5) Engraving and maintenance of any Columbarium niche may not be done by other than City employees or its designees, under the direction of the City. All engraving shall be in accordance with a standardized format determined by the City. No engraving shall be initiated until the niche contract is completed and all applicable fees are paid in full.
- (6) Engraving of Columbarium’s shall be limited to niche face plate. Niche face plate engravings shall be limited to the following. In all cases, approved inscription formats must fit within the faceplate with at least a 1” clear border on all edges.
 - a. Up to 4 lines of text, including up to 2 names
 - b. An approved inscription design as can be produced by the city.
- (7) Not more than 2 urn cremains shall be inurned in one niche if size permits.
- (8) Cremains must be inurned in a container for the purpose of permanent encasement of human cremains and such container shall be of a dimension and material approved by the City.
- (9) No niche shall be opened or closed except under the direction of the City Manager or designee.
- (10) A designated area if available will be provided for flowers and wreaths which will be allowed to remain depending on condition.
- (11) The City will not be responsible for, or be responsible for return of, memorial items left in the Columbarium area.

XIII. MONUMENTS, MEMORIALS, MARKERS AND BENCHES

- (1) Persons installing memorials must obtain permission from the City Clerk and Collector and must comply with any directions of the City Clerk and Collector. Such person(s) or firm(s) must submit a completed form(s) to the City Clerk's Office with proper ownership. In the event the requester is not the owner, then the owner(s) must contact the City Clerk's Office and give permission to the requestor prior to any installation approval. If forms and or information are incomplete, the City Clerk or designee will return form(s), which could delay installment. Please allow a minimum of 48 hours for form processing.
- (2) Grave(s), crypt(s), niche(s), lawn crypts, scattering garden, cremation space(s), and private mausoleum space(s) must be paid in full before installation of monument or marker.
- (3) Installation of a memorial and foundation must be done in a manner that is both workmanlike and safe. Driving or placement of any vehicle or piece of equipment on a grave, crypt, niche, lawn crypt, scattering garden, cremation space(s), and private mausoleum or memorial is prohibited unless the City Manager or designee determines that damage will not be caused thereby.
- (4) Repairing, cleaning, or installation of a memorial and related work done at the Cemetery must be coordinated by the City Manager or designee and must be started and completed on a regular business day between 8:00 a.m. and 4:30 p.m. The City Manager or designee, after reasonable notice from and in consultation with the installer, may schedule the specific time of the work.

The monument company would have to submit in writing to the City Manager or designee why there is a hardship for not being able to do the installation on regular workdays. If approved the installation will be inspected the following work day and if there is a problem with the work that was done that it will be corrected by the monument company at their expense. If they fail to comply with this policy they will not be granted a hardship in the future.

- (5) Scrupulous cleanup is required as part of the installation process. Turf removed and dirt excavated must be hauled away from the Cemetery by the installer unless the Cemetery Services Supervisor or designee directs otherwise.
- (6) All work of any kind shall cease while a funeral or interment or entombment is underway nearby. Trucks and workers shall withdraw from the location of the funeral service to a reasonable distance designated by the City Manager or designee.
- (7) The City Manager or designee may reject any plan or design for a memorial or improvements that are unsuitable to the plot on which it is to be placed.
- (8) All monuments shall be installed plumb and level, of proper height for flat markers, and in line with surrounding monuments. Any monuments that are installed out of level or improperly rotated or of improper height will be required to be reinstalled at the installer's expense. In case of flat monuments, such monuments shall be flush with the ground. The City Manager or designee reserves the right to require certain procedures for monument installation. It is the responsibility of the installer to confirm with the Cemetery Manager any required procedures prior to installation and to follow such procedures as required.
- (9) Should any monument, mausoleum or tomb become unsightly, or a menace to safety, the City may, at the expense of the plot owner, repair, improve, or remove it.

- (10) If the Cemetery finds that the memorial and/or foundation have been installed incorrectly or in violation of these rules and regulations, the City will notify the installer by certified mail with a copy to the plot owner of the defect(s).

If such defect(s) is not corrected within fifteen work days of the mailing of the notice, the memorial will be removed by the City for cost incurred for removal plus \$1.00/day storage and handling for each full day of storage before the memorial is picked up by the installer or plot owner. All removal, storage, and handling fees must be paid before the memorial will be released.

If the memorial is not claimed within six months of its removal, it will be disposed of by the City to partially recover removal and storage expenses.

(11) Memorial Inscriptions

1. Inscriptions shall be limited to:

- a. Legal names or socially accepted nicknames;
- b. Significant personal dates;
- c. Emblems of organization or institutions incorporated in or recognized by the Federal or Florida governments;
- d. Suitable quotations from any nationally distributed book of quotations, poetry, or religious text;
- e. Exceptions as approved in advance solely at the discretion of the City.

- (12) Bronze Memorial Plaques, Vases and Inscriptions - Standard Specified at the discretion of the City. (for the crypts and niches).

(13) Foundations

1. Any bronze memorial placed on a conventional grave, crypt, or niche must be mounted on a foundation of concrete or granite. Mounting must be done in a workmanlike manner.
2. All memorials and coping will have a minimum of 6" thick concrete foundation. The concrete will be at least the same width of length as the base.
3. If a memorial is mounted on a granite foundation the depth of the foundation, measured between its top and bottom surfaces, must be 6" or more inches thick, including under coping.

- (14) No work will be done unless the Cemetery Services Manager or designee approves.

- (15) All improvements or memorials must be placed within the boundaries of the approved parcel. Nothing is to be placed in the city right-of-way. If any improvements or memorials protrude into an adjoining parcel the improvement will be removed at the offending owner's expense.

- (16) Mausoleum Bench Policy – city approval is required prior to installation of any bench and or structure.

Installation of any bench in or around the mausoleum must meet the following guidelines:

- The bench must be an imperial rose granite color or equivalent. This is so it matches the crypt faceplates.
- The height of the bench must be approximately 1' 6" high, 1' 2.5" wide and 4' 2" long.
- Benches are only allowed on the border of the outer perimeter of the concrete walkway around the mausoleum.
- Benches that interfere with the entombments will be moved and returned to their original place.
- Benches will not be allowed to be permanently attached to the concrete unless so required by the city.

Please note benches placed in burial plots are permitted as long as they are not placed in right-of-ways, and as approved by the City Manager or designee. No benches are allowed on the lawn crypts.

XIV. FLOWERS, ORNAMENTS, PLANTS, BASKETS/RECEPTACLES/FLAGS/ETC.

- (1) Flowers, potted plants, baskets, designs, and frames shall be removable from graves, crypts, niches, lawn crypts, cremation spaces, private mausoleum or plots at any time at the discretion of the City Manager or designee.
- (2) The City is not responsible for floral pieces, baskets, frames, or receptacles in or to which flowers are placed or attached.
- (3) The City may remove any flower, weed, shrub, tree or plant of any kind if the City Manager or designee determines it is unsightly, diseased, or detracts from the dignity or appearance of the Cemetery or which interferes with the care of the burial plots.
- (4) Holders containing flowers or other decorations will be removed as soon as the flowers fade, wither, or become unsightly. The right is reserved by the City Manager or designee to make such removal.
- (5) Symbols of faith, hope and love, as well as religious symbols, and emblems of fraternal and military organizations may be used.
- (6) Flags may be displayed on graves, cremation spaces, or private mausoleum if approved by the City Manager or designee in accordance with accepted customs and regulations for displaying of flags. Flags may be displayed in lawn crypts, mausoleum crypts and niches only in approved receptacles (such as vases) for use. Flags in burial areas may not exceed 2 feet in height.

XV. PEDESTRIAN AND VEHICULAR RULES

- (1) No person will be allowed to enter the Cemetery except through regular entrances maintained for the public for such purpose.
- (2) No person shall loiter in the Cemetery.
- (3) No person shall park any automobile or any vehicle so as to obstruct any Cemetery driveway, and no person shall drive or park any automobile or other vehicle on any burial plot.
- (4) The speed limit for automobiles is limited to ten miles per hour.
- (5) Vehicles are not permitted to make a "U" turn upon roads, but must go around the section.
- (6) Visitors upon foot have the primary use of the roads, and all vehicle drivers are required to observe this right by careful driving and a strict adherence to the rules.
- (7) Funeral Directors will be held responsible for the actions of all drivers and other funeral employees within the Cemetery.
- (8) Funeral processions must obey the traffic rules the same as individual drivers.
- (9) Any driver who runs any vehicle upon Cemetery lawns, across gutters or anywhere else where damage results there from, shall be required to make good such damage.
- (10) The sounding of horns, sirens, or other automobile signals within the Cemetery is prohibited.
- (11) No bicycles, skateboards, scooters, motorized devices, roller skates, roller blades or motorcycles shall be admitted to the Cemetery except such as may be in attendance at funerals or on business.

XVI. PEDDLING OR SOLICITING

- (1) Peddling of flowers or plants, plot improvements, or soliciting the sale of any commodity, by agents or individuals other than employees of the City, are positively prohibited within the confines of the Cemetery.

XVII. GENERAL SUPERVISION OF THE CEMETERY

- (1) The City Manager or designee shall be in charge of the Cemetery grounds and said employees.
- (2) No one shall be allowed to enter the cemetery unless on cemetery business.
- (3) All funerals, on reaching the Cemetery, shall be under the supervision of the City Manager or designee.
- (4) The City Manager or designee shall have power to prevent improper assemblies in the Cemetery.
- (5) No bands are allowed to enter cemeteries without permission from the City.
- (6) Children must be accompanied by an adult, who will be responsible for their conduct.
- (7) No person shall be permitted to sit, lie, or lounge on the grass.
- (8) No loud talking shall be permitted on Cemetery grounds within hearing distance of funeral services.
- (9) No firearms shall be permitted except for ceremonial purposes or unless specifically authorized by the City Manager or designee.
- (10) Hunting and fishing are prohibited in the Cemetery.
- (11) Any person found on the grounds in open violation of these rules in the daytime or for any reason at night, shall be considered a trespasser.
- (12) No signs, notices or advertisements of any kind shall be allowed unless authorized by the City Manager or designee.

XVIII. PLOT & LAWN CRYPT PRICE LIST FEE SCHEDULE:

These fees include right of interment, staking of burial space, and observing placement of monuments, markers and coping on weekdays.

PLOT & LAWN CRYPT PRICE LIST	
Burial Space – In-ground Infant Space (4' x 2') Also includes opening/closing fees	\$200.00
Burial Space – In-ground Single	\$1,500.00
Cremation Space	\$420.00
Lawn Crypts – Single Includes vault	\$3600.00
Lawn Crypts – Double Includes vault	\$5900.00
Private Mausoleum Space (standard 16 x 16)	To be determined

XIX. MAUSOLEUM CRYPT PRICE LIST FEE SCHEDULE:

MAUSOLEUM CRYPT PRICE LIST					
Buildings 1 & 2 - Garden of Love			Building 1 – St. Theodore Building 2 – Lakeview		
	Deluxe Companion (Double Depth)			Side by Side	Single
F	\$ 5,472		F	\$ 7,488	\$ 3,744
E	\$ 5,760		E	\$ 8,064	\$ 4,032
D	\$ 6,336		D	\$ 8,640	\$ 4,320
C	\$ 6,912		C	\$ 9,792	\$ 4,896
B	\$ 6,912		B	\$ 9,792	\$ 4,896
A	\$ 6,336		A	\$ 8,640	\$ 4,320

Building 1 - Garden of Love			Building 1 – Chapel Side		
	Double	Single		Deluxe Companion (Double Depth)	
F	\$ 6,912	\$ 3,456	F	\$ 7,200	
E	\$ 7,488	\$ 3,744	E	\$ 7,776	
D	\$ 8,064	\$ 4,032	D	\$ 8,640	
C	\$ 9,216	\$ 4,608	C	\$ 9,216	
B	\$ 9,216	\$ 4,608	B	\$ 9,216	
A	\$ 8,064	\$ 4,032	A	\$ 8,640	

Building 1 - Garden of Resurrection Building 2 - Madonna			Building 1 – Chapel Side Building 2 – Chapel of Time		
	Side by Side	Single		Side by Side	Single
F	\$ 6,048	\$ 3,024	F	\$ 8,640	\$ 4,320
E	\$ 6,600	\$ 3,312	E	\$ 9,216	\$ 4,608
D	\$ 7,440	\$ 3,600	D	\$ 9,792	\$ 4,896
C	\$ 8,352	\$ 4,176	C	\$ 10,944	\$ 5,472
B	\$ 8,352	\$ 4,176	B	\$ 10,944	\$ 5,472
A	\$ 7,200	\$ 3,600	A	\$ 9,792	\$ 4,896

- Companion spaces sold in pairs only (front & back/double depth)
- Side by side may be sold individually
- Nameplates not included in price of crypt - tax charged on price of nameplate
 - Single Name Plate: \$386.92 + 7% sales tax (\$27.08) = \$414.00
 - Companion Name Plate: \$526.17 + 7% sales tax (\$36.83) = \$563.00
 - Bronze Vase (Extra): \$154.21 + 7% sales tax (\$10.79) = \$165.00

Note: Pricing for nameplates, vases and inscriptions are subject to market fluctuation, priced may be increased based on increase costs without notice.

Revised: 03/15/2013

XX. MAUSOLEUM NICHE PRICE LIST FEE SCHEDULE:

MAUSOLEUM NICHE PRICE LIST			
Building 1 – Unit 1 & 2 Garden Building 2 – Unit A & B Garden		Building 1 – Unit 3 Chapel Building 2 – Unit C Chapel	
M	\$ 689.00	M	\$ 995.00
L	\$ 689.00	L	\$ 995.00
K	\$ 689.00	K	\$ 995.00
J	\$ 689.00	J	\$ 995.00
H	\$ 689.00	H	\$ 995.00
G	\$ 689.00	G	\$ 995.00
F	\$ 847.00	F	\$ 1495.00
E	\$ 847.00	E	\$ 1495.00
D	\$ 847.00	D	\$ 1495.00
C	\$ 847.00	C	\$ 1495.00
B	\$ 847.00	B	\$ 1495.00
A	\$ 847.00	A	\$ 1495.00

- Name plates not included in price of Niche – tax charged on price of name plate

- Niche Name Plate: \$194.39 + 7% sales tax (\$13.61) = \$208.00
- Single Name Plate: \$386.92 + 7% sales tax (\$27.08) = \$414.00
- Companion Name Plate \$526.17 + 7% sales tax (\$36.83) = \$563.00
- Bronze Vase (Extra): \$154.21 + 7% sales tax (\$10.79) = \$165.00

Plaques and lettering design must be approved by city manager or designee

Note: Pricing for nameplates, vases and inscriptions are subject to market fluctuation, priced may be increased based on increase costs without notice.

XXI. COLUMBARIUM PRICE LIST FEE SCHEDULE:

COLUMBARIUM PRICE

Per Niche \$1495

Inscription Design:

Inscription design must be approved by city manager or designee.

- Inscription on columbarium face plates – one name-pricing based on market
two names-pricing based on market

Symbol: as approved by cemetery manager - pricing based on market and requested design

- Initial Engraving(includes up to two decedents): $\$250.00 + 7\% \text{ sales tax } (\$17.50) = \$267.50$
- Follow-up Inscription for Second Decedent: $\$185.00 + 7\% \text{ sales tax } (\$12.95) = \$197.95$
- Inscription to add Year of Death: $\$110.00 + 7\% \text{ sale tax } (\$7.70) = \$117.70$

Note: Pricing for nameplates, vases and inscriptions are subject to market fluctuation, prices may be increased based on increased costs without notice.

XXII. SERVICE PRICE LIST FEE SCHEDULE (OTHER CHARGES):

PLEASE NOTE: The City may at any time, with or without notice, increase opening/closing fees and other charges on this fee schedule when deemed necessary.

Prices are based on a weekday service. For Saturday, Sunday and holiday services, premium fees will apply.

SERVICES PRICE LIST	
Cremation Space Service with Set-up Includes: interring cremains, opening/closing, set-up of tent, chairs and lectern.	\$900
Cremation Space Service without Set-up Includes: interring cremains and opening/closing.	\$300
Cremation Scattering Garden Service with Set-up Includes: witnessing of scattering of cremains, set-up of tent, chairs and lectern.	\$900
Cremation Scattering Garden Service without Set-up Includes: witnessing of scattering of cremains.	\$300
Disentombment Fee – Crypt Call Cemetery for pricing – pricing starts at \$540	\$540
Disentombment Fee – Niche	\$300
Disentombment/Re-entombment Fee Crypt (within Cycadia Cemetery) Call Cemetery for pricing – pricing starts at \$810	\$810
Disentombment/Re-entombment Fee Niche (within Cycadia Cemetery)	\$450
Disinterment Fee Call Cemetery for pricing – pricing starts at \$954	\$954
Disinterment/Reinterment Fee (within Cycadia Cemetery) Call Cemetery for pricing – pricing starts at \$1,554	\$1,554
In-ground Burial Service with Set-up Includes: opening/closing, set-up of tent, chairs and lectern.	\$1,194
In-ground Burial Service without Set-up Includes: opening/closing.	\$1,074
In-ground Burial Service – Infant Graves Includes: grave space and opening/closing.	\$200
In-ground Burial Service – Infant Graves with Set-up Includes: set-up of tent, chairs and lectern.	\$825
Lawn Crypt Plots with Set-up Includes: opening/closing, set-up of tent, chairs and lectern.	\$1,194
Lawn Crypt Plots without Set-up Includes: opening/closing.	\$1,074
Mausoleum Crypt Entombment Includes: opening/closing, set-up chairs and lectern.	\$540
Mausoleum/Columbarium Niche Inurnment Includes: opening/closing, set-up chairs, and lectern.	\$395
No Burial Service – Set-up Only Includes: set-up of tent, chairs and lectern.	\$720
Private Mausoleum – Customer or funeral director must arrange for opening/closing services. City must pre-approve company before services are provided. Includes: City paperwork processing and witnessing.	\$300
Second Right of Interment Includes: interring cremains, witnessing of interment, set-up of tent, chairs and lectern.	\$865
Second Right of Interment without Set-up – Includes interring cremains & witnessing of interment	\$240

SERVICE PRICE LIST FEE SCHEDULE (OTHER CHARGES) CONTINUED

PLEASE NOTE: The City may at any time, with or without notice, increase opening/closing fees and other charges on this fee schedule when deemed necessary

Premium Fees:

A premium shall be charged for each and every service provided on Saturdays, Sundays or Holidays including staking, observing placement of monuments, markers, coping and opening/closing services. The premium fee shall be assessed as follows in addition to other applicable fees:

- **Saturdays: \$ 500.00**
- **Sundays: \$ 550.00**
- **Holidays: \$ 600.00**

(City Holidays: New Years Day, Epiphany Day, Martin Luther King Jr., President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (1/2 Day), Christmas Day – please note: City holiday’s may not be observed on the actual date of the holiday)

- **There will be no services scheduled on Thanksgiving, Christmas or Easter.**

Transferring/Recording Fees:

Document preparation: \$10.00 (each document)

(Transferring inheritance and other rights of ownership in Cycadia Cemetery)

Recording processing: \$15.00 (when deemed necessary)

Temporary Entombment Fees:

- **Crypt: \$ 450.00 + \$31.50 Sales Tax = \$481.50**
- **Niche: \$ 250.00 + \$17.50 Sales Tax = \$267.50**

(Prices are for a six-month period, if additional time is needed, an additional six-month period fee shall be charged)

Other Fees:

Extra tent cover & chairs (if needed) per row of five (5) chairs, in addition to set-up fee:	\$ 125.00
Less than 24 hours notice surcharge:	\$ 120.00
Early Services (Arrival before 9:00 a.m.):	\$ 60.00
Late Services (Closure of grave after 4:00 p.m.):	\$ 60.00
Removal and replacement (if possible) of shrubs, chips, or trees: (Includes removal of concrete, but no replacement). Call Cemetery for pricing – pricing starts at \$150	\$ 150.00

XXIII. MONUMENTS PLOT IMPROVEMENT FORM



City Clerk's Office (Approved Ownership and Deceased Location Only)

Approval Date: _____

Approved By: _____

Comments: _____

City of Tarpon Springs, Florida

CITY CLERK & COLLECTOR

MONUMENT/PLOT IMPROVEMENT REQUEST

Cycadia Cemetery & Mausoleum

City Clerk's Office and Cemetery Office must approve request prior to any monument installation or improvements.

Monument Company/Funeral Home: _____

Requested By: _____

Owner: _____

Address: _____ Phone #: _____

Deceased: _____

Block: _____ Lot: _____ Grave(s): _____

Building: _____ Section: _____ Level: _____ Crypt/Niche: _____ Double/Single: _____

****Please provide a clear neat drawing of the improvements including the dimensions and placement on the plot****

Cemetery Office (Approved Design/Layout Only)

Approval Date: _____

Approved By: _____

Comments: _____

******OFFICE INFORMATION******

FINAL APPROVAL: (Valid only when all blanks are completed) All work must be initialed by both the monument company Representative and the Cemetery Representative

Date: _____

Cemetery Sexton: _____

Monument Company Rep: _____

1. Ground Preparation/Foundation Form
2. Verify Concrete Foundation (Installation of coping/base)
3. Installing of Headstone/Structures
4. Final Inspection/Cleanup

Cycadia Cemetery: Summary of Rules and Regulations Relating to Monument Installations

- Persons installing memorials must obtain permission from the City Clerk and Collector prior to any work to commence.
- No work will be done unless the Cemetery Services Manager or designee approves.
- Repairing, cleaning, or installation of a memorial and related work done at the Cemetery must be started and completed on a regular business day between 8:00 a.m. and 4:30 p.m.
- All monuments shall be installed plumb and level, of proper height for flat markers, and in line with surrounding monuments. In case of flat monuments, such monuments shall be flush with the ground.
- Any bronze memorial placed on a conventional grave, crypt, or niche must be mounted on a foundation of concrete or granite. Mounting must be done in a workmanlike manner.
- All memorials and coping will have a minimum of 6” thick concrete foundation.
- If a memorial is mounted on a granite foundation the depth of the foundation, measured between its top and bottom surfaces, must be 6” or more inches thick, including under coping.
- If the Cemetery finds that the memorial and/or foundation have been installed incorrectly or in violation, the City will notify the installer by certified mail with a copy to the plot owner of the defect(s).
- If such defect(s) is not corrected within 15 work days of the mailing of the notice, the memorial will be removed by the City for cost incurred for removal plus \$1.00/day storage and handling for each full day.
- If the memorial is not claimed within six months of its removal, it will be disposed of by the City to partially recover removal and storage expenses.

The above information is provided for a general summarization purpose only and does not represent the rules in their entirety. It is the monument installer’s responsibility to be familiar with and to follow the most current rules and the direction of the City Clerk and Cemetery Service Manager. For more detailed information please read the full Rules and Regulation of Cycadia Cemetery currently in effect.

Revised 12/2012