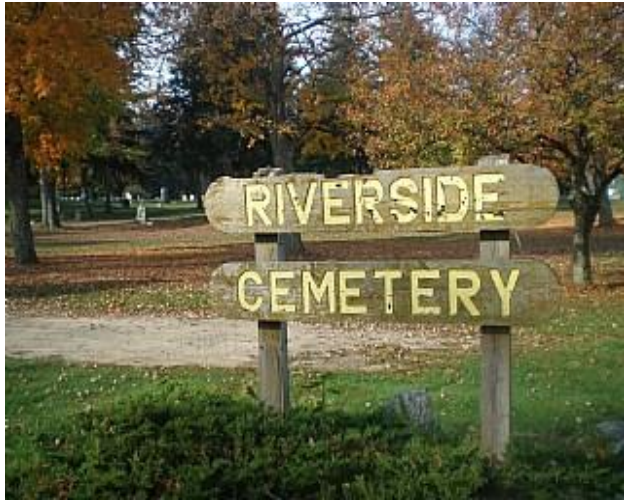


RIVERSIDE CEMETERY

ALMA, MICHIGAN



RULES AND REGULATIONS

SECTION: CEMETERY	POLICY NUMBER: 3.0
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RULES AND REGULATIONS FOR OPERATION AND USE

The Cemetery grounds are dedicated to the proper burial and repose of the human dead and to that purpose only. The City reserves the right to make such changes or alterations in the rules and regulations as may from time to time seem expedient. The object is to provide the public (1) with a modern cemetery, (2) burial space at a reasonable cost and (3) perpetual care and maintenance of the entire property.

1. GENERAL RULES

1.1 Definition of Lot Owners

The term lot or grave owner is intended and shall be construed to mean the owner of burial rights, the owner of burial privilege, or the collateral right of use of any burial lot purchased from the City for a consideration evidenced by a "Cemetery Certificate" or be proved and recognized descent or devise from the original owner where same is placed on record with the City.

1.2 Divided Ownership

The City strongly advises against any partnership arrangement on a lot, other than a married couple. The City refuses any responsibility or liability for disagreement arising from, or as a result of such divided ownership.

In case of partnership or divided ownership, the order of either or any of the recorded owners will be accepted for burial on the lot unless (1) the original owner or owners have designated and had recorded in the City Clerk's office those whom they wish to be buried or not to be buried on the lot or (2) unless written objection is made to the City Clerk prior to such burial.

The possession of a cemetery certificate is not of itself sufficient evidence on which to record the transfer of ownership of a lot or grave; the legal right to ownership should be established and recorded at the City Clerk's office. A certified copy of the will and probate court proceedings would afford proper evidence of ownership or heirship.

1.3 Lots

The grade lines of all lots and single burials are established before lots or graves are sold and will not be changed. A cemetery family lot shall consist of two, four, or eight graves. For the accommodation of those who are not able or who do not choose to purchase family lots, certain portions of the cemetery have been platted as single grave sections. These graves may be purchased at any time and in any quantity desired.

The City reserves the right to perform all work for the care and upkeep of all lots and graves.

General maintenance of the cemetery which is designed to improve the over-all appearance and condition shall be the responsibility of the City. It shall include such items as the upkeep of drives, buildings, sewers, water lines, and fences. It shall also include the following items of basic lot care: annual spring clean-up, periodic cutting of grass, and raking of leaves.

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General maintenance shall apply to all lots and graves.

Unightly objects erected or placed upon lots, out of harmony with the general landscape design as adopted by the City will not be permitted and whenever objects of such nature are placed on lots or graves, the City reserves the right to remove them without notice.

1.4 Perpetual Care

Shall consist of the mowing of all lots and graves at reasonable intervals, and also such items as raising of sunken graves and semi-seasonal inspection.

Perpetual Care does not include anything, but the essential features of lot maintenance as outlined above, as it would be manifestly unfair and unwise to raise the price of Perpetual Care to include all of the individual items of service and care envisioned by some lot or grave owners. Therefore, Perpetual Care will not include the repair, maintenance or replacement of any monument, marker or other lot adornment, nor will it include the watering of plants, urns, beds or baskets or the annual placing of beds or cut flowers, except as such work is done in the normal care incidental to regular maintenance.

Perpetual Care as outlined above will provide all the essential requirements of a well-kept cemetery in which all lots will be under perpetual care without further expense to the lot owner.

Perpetual Care Endowment costs are included in the current sale price of a cemetery lot or grave. Some of the cemetery's previously sold lots have endowments owing and burial will not take place on these grave sites until all endowment charges are paid in full.

1.5 Cemetery Hours

Riverside Cemetery will be open the following dates and hours:

- May 1 – September 30 8:00 a.m. – 9:00 p.m.
- October 1 – April 30 8:00 a.m. – 6:00 p.m.

1.6 Conduct in Cemeteries

No person shall:

- a. Enter a cemetery except through an established gate.
- b. Deposit rubbish or debris on any part of a cemetery grounds, except on the edge of cemetery drives or in receptacles provided.
- c. Pick or mutilate any flowers, either wild or domestic, or disturb any tree, shrub, or other plant material.
- d. Consume or possess alcohol or drugs in cemetery or carry the same upon the premises.
- e. Permit any dog to enter or remain in a cemetery.
- f. Use any form of advertising on cemetery premises.
- g. Discharge a firearm in or adjacent to any cemetery. This prohibition shall not apply to authorized volleys at burial services.

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1.7 Admittance of Children to Cemeteries

No person or persons under 18 years of age shall enter a cemetery unless attended by an adult or adults responsible for their conduct or until permission to enter has been obtained from the Superintendent.

1.8 Financial Responsibility of City for Property Damage

The City shall not be financially responsible for any damage to lots and structures or objects thereon, or for flowers or articles removed from any lot or grave.

1.9 Traffic Regulations

All traffic laws of the City of Alma that are applicable to operation of vehicles in cemeteries shall be strictly observed. A person driving in a cemetery shall be responsible for any damage by the vehicle. In addition, no person shall:

- a. Drive in excess of 15 miles per hour.
- b. Drive off the established roads.
- c. Make a U-turn.
- d. Use a cemetery road as a public thoroughfare.

1.10 Non-Resident Surcharge

A person who is not a resident within the city limits of the City of Alma shall be charged additionally for each grave purchase, and for each grave opening (see schedule of fees). The residence at the time of purchase and burial shall be controlling.

1.11 Winter Burial Surcharge

All burial performed from November 1 through March 31 shall be charged a \$225.00 surcharge. The surcharge shall cover expenses for the operation and availability of the cemetery chapel or special services, such as snow removal, frost penetration or lawn restoration.

2. PURCHASES OF LOTS OR GRAVES**2.1 Conditions of Lot/Grave Purchases**

All lots and single graves shall be sold subject to these rules and regulations or those hereafter adopted, and the cemetery certificate shall so state.

No lot or single grave shall be used for any purpose other than the burial of human remains and the placing of appropriate memorials. Interment of the remains of any person other than the owner of a lot or any member of the immediate family will be permitted only after written consent by the owner, owners, or authorized agent has been filed with the City Clerk. In the case of a minor, the guardian or authorized agent thereof shall give such consent upon proof of authority to act.

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Burial lots and single graves are exempt from ordinary taxes and cannot be seized on execution. The City may impose specific charges against lots or single graves. No mortgage or other encumbrance shall be given on any lot.

2.2 Purchase Procedure

The purchase of a lot or single grave shall be evidenced by a Cemetery Certificate, executed by the Mayor and City Clerk of Alma, describing the lot and stating the purchase price, and amount paid. When a lot is purchased by more than one person, each person's interest in the lot shall be specifically stated. No burials can take place until full purchase price is paid.

2.3 Transfer of Lots

Burial rights may be transferred only upon written permission of the City or its agent endorsed upon the original certificate.

All applications for transfer rights must be accompanied by a statement showing good and sufficient reasons for such transfer and in no instance will such transfer be permitted where the purpose is speculative or where such transfer would seem undesirable.

The transfer of lots to another party shall be recorded in the office of the City Clerk, which office shall notify the Cemetery Superintendent of such transfer. No person shall be recognized as owner or part owner unless so recorded in the office of the City Clerk.

2.4 Burial of Indigents in Single Graves

The City will provide a single grave space without charge for City of Alma residents or persons who perished within the corporate limits of the City of Alma, who are being buried at public expense.

3. FUNERALS AND INTERMENTS

3.1 Conditions to be Fulfilled Before Interment

No interment shall take place without a Burial Permit, nor until the person making arrangements for the interment has complied with all laws, ordinances, and rules and regulations relative to burials. Any party making arrangements for burials shall be responsible for all interment charges if not paid by the owner or his agent.

3.2 Funerals.

All funerals within the cemetery shall be under the direction of the Cemetery Superintendent, or his/her agent(s). No burials shall be made on Sundays or legal holidays, except by order of the City Clerk. The charge for a service on a Sunday or a legal holiday shall be twice the ordinary charge for weekday funerals. The Cemetery Superintendent reserves the right to remove funeral designs and floral pieces as soon as they become unsightly.

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3.3 Chapel Service

The chapel at Riverside Cemetery shall be available for interment services in lieu of the graveside service. The cemetery sexton may require the use of the cemetery chapel in lieu of grave side services during inclement weather or spring thaws, during which ground conditions are unstable.

3.4 Permanent Outside Containers

- a. In casket interments, the casket shall be enclosed in a permanent outside container. The following are considered permanent outside containers; concrete boxes, concrete, copper or steel burial vaults, and sectional concrete crypts.
- b. In cremain interments, the cremains shall be enclosed in a permanent, DURABLE, outside container.

3.5 General Interment Restrictions. Only one interment in any one grave shall be permitted, except that cremated remains may be buried above another grave.

The Cemetery Superintendent, or his/her agent(s), shall not be held responsible for errors in location of graves on lots arising from improper instructions of lot owners. Under no circumstances shall the City assume responsibility for error in opening graves when orders are given by telephone.

No graves shall be opened except by City of Alma cemetery personnel.

The time of funeral should be arranged so that cemetery personnel can complete interment by 3:30 p.m. In case this cannot be done, an extra charge as provided herein shall be made for all overtime worked by cemetery personnel.

4. DISINTERMENTS

Disinterment of a body once properly interred shall not be made without an order signed by a court of competent jurisdiction, or on the written order of the local Health Office. For more information, contact the local health department. An “Affidavit for Disinterment and Reinterment of a Dead Body” can be obtained from the City Clerk’s office.

Graves shall not be opened for inspection except for official investigation. All disinterments shall be made between May 1st and October 1st of any calendar year. Any markers or monuments designating the location of an interment shall be removed at the time a disinterment is made.

5. DECORATION OF LOTS

Lot decorations shall be deemed to include all structures, ornaments, plantings, or other embellishments, with the exception of monuments and markers or mausoleums, which are placed on cemetery lots with the intention of improving their appearance. Because certain types of individual lot decorations are not in harmony with the development of the cemetery as a whole or because they may intensify maintenance problems, the City enforces certain rules regarding the decoration of cemetery lots.

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5.1 Structures

Copings, fences, curbs, steps, structures of wood or other equally perishable material are prohibited. Those structures or enclosures established on any lot previous to the adoption of these regulations which have, in the judgment of the cemetery management, become unsightly by reason of neglect or age shall be removed.

5.2 Elevated Mounds

No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the city.

5.3 Urns

Urns will be allowed except in “2 grave U”, “Flush Marker T”, and “Masonic Lots”. In Blocks “S”, “W”, and “Upright T” urns will only be allowed in the place of a monument (when a monument is installed, the urn must be removed). In “4 grave U”, 1 or 2 urns will be allowed in addition to the monument, but they must be on the same line as the monument. All urns must be each be placed on a 20 x 20 foundation. See the Cemetery Superintendent for exact information of urn placement.

5.4 Cast Type Receptacles

Cast type receptacles installed flush with the ground adjacent to, and on the grave side of the stone are permitted in all sections of the cemetery except; Military, Masonic Lots, Block R, Upright T, Block U, and Baby U. Cut and artificial flowers may be left in these year-round.

5.5 Glass Containers

No glass containers are allowed, and they will be removed when ever found.

5.6 Shepherd Hooks

Shepherd Hooks or Arches for hanging baskets will be allowed in all sections of the cemetery except; Military, Masonic R & T, ~~Flush T~~, and Baby U. The hooks will have to be directly adjacent to either end of the foundation, with the basket hanging directly over the monument. No hooks will be allowed to be placed by markers, with the exception of those markers in the Block T Flush Marker Section.

The hooks must be of the single type and only one hook per monument. They must be placed directly adjacent to either end of the foundation. All hooks must be made of steel and must be kept painted; any hooks that become rusted and unsightly will be removed without notice. All hooks must be made of a minimum of 3/8" thick steel.

5.7 Flowers

a. Cut Flowers will be allowed at any time when suitably placed. The City of Alma highly recommends the use of cast type receptacles - flush with the ground (where allowed), small vases on the sides of monuments, flowers that are clamped to the top of the monument and/or almost any arrangement that is not on the ground. Cut and artificial flowers may be left in these year-round.

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The cemetery reserves the right to remove funeral designs and floral pieces as soon as they become unsightly.

- b. Planting of annual or perennial flowers: An 18" flower bed the width of the stone will be allowed in all Blocks except in Blocks U, T, R, Baby U, Military, and Masonic Lots. Any flower bed not properly taken care of will be removed.
- c. Blocks U, T, R, Baby U, Military, Masonic Lots, and Flush Marker Sections: **No Planting** of any kind will be allowed.
- d. Grave decorations are allowed if placed on a foundation or monument, but may be removed without notice if they become unsightly.

5.8 Trees and Shrubs

The City reserves the right to approve any and all planting of trees and shrubs in the cemetery. Requests for such plantings must be made at least two weeks prior to the planting season, in the spring or fall. All plantings must be performed by cemetery personnel.

The City will remove, without notice, trees or shrubs planted in violation of this rule. The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining lot or path.

The trimming, pruning or removing of any branch or bloom from any tree or shrub in the cemetery shall be entirely under the supervision of the City. No deciduous tree or conifer shall be removed or pruned except under the direction, and with the consent of the Cemetery Superintendent, or his/her agent(s).

5.9 Memorial Day

Flowers of all kinds may be placed in **all** parts of the cemetery between the last week of May until the 30th of June. *This includes potted plants in flush mount sections.* After that date any unauthorized flowers/decorations will be removed by cemetery personnel.

5.10 Winter Decorations/Blankets

These will be allowed in **all** parts of the cemetery between the 1st day of November and the last day of March. If such decorations are not removed by March 31st, they shall be considered abandoned and may be disposed of by cemetery personnel.

5.11 Right of Removal

Unsightly objects erected or placed upon lots, out of harmony with the general landscape design as adopted by the City, will not be permitted. Whenever objects of such nature are placed on lots or graves; the City reserves the right to remove them without notice. The City will remove all flowers, trees and shrubs which have become unsightly or dangerous.

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6. MONUMENTS AND MARKERS

Some sections of the Cemetery have additional block specific rules. Please see “Section 7. Block Specific Rules” for more information.

6.1 Monument and Marker Materials

All material used in construction of mausoleums, vaults, monuments, markers and permanent lot markers must be of recognized durable granite, cut stone from recognized monument quarries, or standard bronze.

Marble may be permitted of certain durable grades and finishes, but the City will assume no responsibility for damages in case of the stone being unintentionally chipped or marked in the regular course of lot care.

Bronze may be used on monuments or upright markers if firmly attached to a granite base. No materials except granite or standard bronze shall be used for flush markers.

All other grades of marble, sandstone, slate, artificial stone, field stone, terra cotta, wood, iron or glass in any form will not be permitted where exposed to the elements.

6.2 Monument and Marker Foundations

All monuments and markers shall be placed on a foundation of a depth and size and of a material deemed adequate by the Cemetery Superintendent. All foundations shall be installed by the Superintendent, or his/her agent(s).

6.3 Installation of Monuments and Markers

Those persons engaged in placing monuments and markers shall provide planking adequate to protect turf and shall remove materials, equipment and rubbish immediately upon completion of work. The site shall be left in a clean, orderly condition. Markers and monuments will not be permitted to be delivered to lots until a proper order for a foundation installation has been placed with the City Clerk.

6.4 Monuments

A monument shall be defined as any upright memorial structure erected upon a lot other than a marker, vault or mausoleum. Only one monument will be allowed to a lot. *No monument will be allowed on any single grave, except in the Block T Upright Monument Section.*

- a. In sections where they are permitted, monuments shall be placed in the center of a lot except where alignment with existing nearby monuments justifies another location. Approval of the location in any case must be obtained from the Cemetery Superintendent before a monument is set. Not more than one monument shall be erected on any lot. No monument shall be erected on a lot in a flush marker section. No monument shall be placed upon a lot unless such lot has been paid for in full.
- b. All monumental work must face the abutting path or roadway.
- c. Vertical joints are not allowed in monument work.

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- d. Where a monument consists of a base and die, we strongly advise that the base be left in the rough or rock face as being less liable to damage or marking.
- e. Consult the Cemetery Superintendent as to monument design and the proposed location and give due consideration to surrounding memorials in your choice of a monument.
- f. Permanent urns will not be permitted as monuments.

Lot owners should not close a deal with any monument dealer until the Cemetery Superintendent has checked the material, size and design, and accepted the application as provided on the dealer's form for that purpose. Where work is being done with an out of town dealer, the lot owner should personally attend to this important detail. The City will not be responsible for the loss to a lot owner caused by rejection of any monument or stone work where regular application for setting has been neglected or overlooked before the order was placed.

Unightly, ill-proportioned monuments and stone work are prohibited. Appendages, such as books, photos or glass work, are prohibited unless they are cast in bronze and used as a plate in the die of a monument or marker.

The City reserves the right to stop any work in progress or contracted when the materials, or workmanship or design is not satisfactory, or which would seem undesirable or not of durable construction and may cause the work to be removed, rebuilt or remodeled where and when it would seem advisable, even after permit had been granted.

6.5 Memorial Benches

Memorial seats or benches may be placed in lieu of a "monument". Such seats or benches must conform with all specified materials, maximum sizes and location established for monuments contained herein. Seats or benches are not permitted in lieu of a "marker". Marble or Bronze benches or seats are not recommended. All benches or seats must be pre-approved by the Cemetery Superintendent prior to placement. All benches or seats must be fastened and placed on a foundation procured from the City.

6.6 Markers

The term "marker" shall mean a stone used to indicate the location of a particular grave. Only one marker shall be set at any one grave and shall consist of one part or piece only. Markers on each lot should conform in design, material, size and style of lettering.

- a. Slant-Faced or "Pillow-Top" Markers. In sections where they are permitted, single markers shall consist of one piece and shall be of a durable type of granite or marble. It shall be a minimum of 4" thick to a maximum of 6" thick. It shall be 12" wide and 24" long. It can be of the slant face type. The marker must conform to the specific rules of the section that it is to be placed in. These measurements do not apply to government issue markers. In the Veterans' Memorial Section, only United States government upright markers are permitted, and they are required to be installed.

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- b. Flush Markers. In sections designated as flush marker sections, all markers shall be set so that the top is flush or level with the ground. No memorials other than grave markers may be set on any section so designated. The exposed surface of all single flush markers shall be of standard size, 24 inches in length and 12 inches in width. Double flush markers shall be 12 inches in width and not be less than 48 inches in length. Three-grave flush markers shall not be less than 48 inches in length. Flush markers of granite shall not be less than 4 inches in depth.

6.7 Location of Markers on a Lot

Not more than one marker shall be placed at any one grave and shall identify all burials at that grave. A marker may embrace two graves. No marker shall be set unless it is first approved by the Cemetery Section and the grave space is paid for in full. Veterans are allowed a second marker for the specific purpose of a military issued bronze plaque.

6.8 Inscription on Markers

Markers shall be so placed on a grave that the inscription thereon may be read from the nearest abutting path or walkway. On lots or parts of lots not abutting a walkway or road, the inscription on markers placed thereon shall read from the nearest path or road. Inscriptions on all markers at the same side of a lot shall read from the same direction. All inscriptions and designs on flush markers shall be sunk.

7. BLOCK SPECIFIC RULES

7.1 Blocks S and W (PUBLIC)

- a. On the regulation sized lot (12' 6" x 16') the monument must be set two feet from the rear lot line and equidistant from the side lines.
- b. Where two lots are purchased extending from path to path and with a common center line, the monument may be set on the center line but equidistant from the side lines.
- c. Single markers shall consist of one piece and shall consist of a durable type of granite or marble. It shall be a minimum of 4" thick to a maximum of 6" thick. It shall be 12" wide and 24" long. It can be of the slant face type. The marker must conform to the specific rules of the section that it is to be placed in.
- d. The minimum size of a monument permitted in this section shall be as follows: base size, length 42", width 12", height 6". Upright portion; length 30", width 6", height 18". The maximum size of a monument permitted in this section shall be as follows: base size, length 60", width 14", height 8". Upright portion; length 48", width 8", height 32". All monuments shall be placed on a suitable foundation constructed by the City and placed adjacent and facing the nearest pathway.
- e. Plantings of dwarf evergreens or dwarf shrubs will be permitted at each end of a monument and only in the cases where a monument exists. Permission to plant such evergreens or shrubs may be obtained from the Cemetery Superintendent who will supervise said plantings. The City reserves the right to remove trees or shrubs planted in violation of this rule.

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Fig. 1 Maximum Monument Size

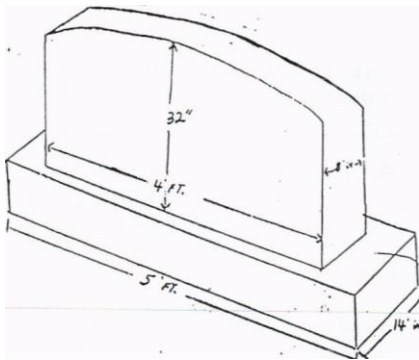


Fig. 2 Minimum Monument Size

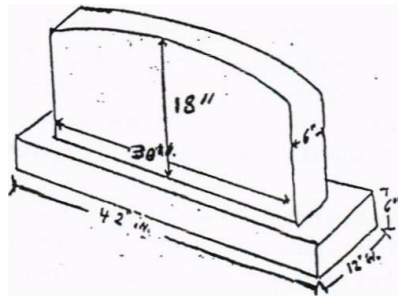
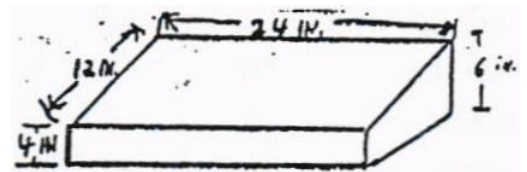
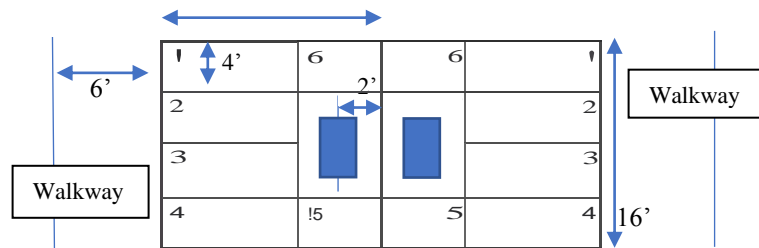


Fig. 3 Pillow/Slant Face Marker Size



BLOCK S AND W....
 All stones/markers will face the nearest walkway. These lots 16' x 12'6". All graves are 4' x 12'6". Whenever possible, there will be no margin between stone and foundation in Block S. Graves 1, 2, 3, and 4 are full graves. Graves 5 and 6 are for cremains only.



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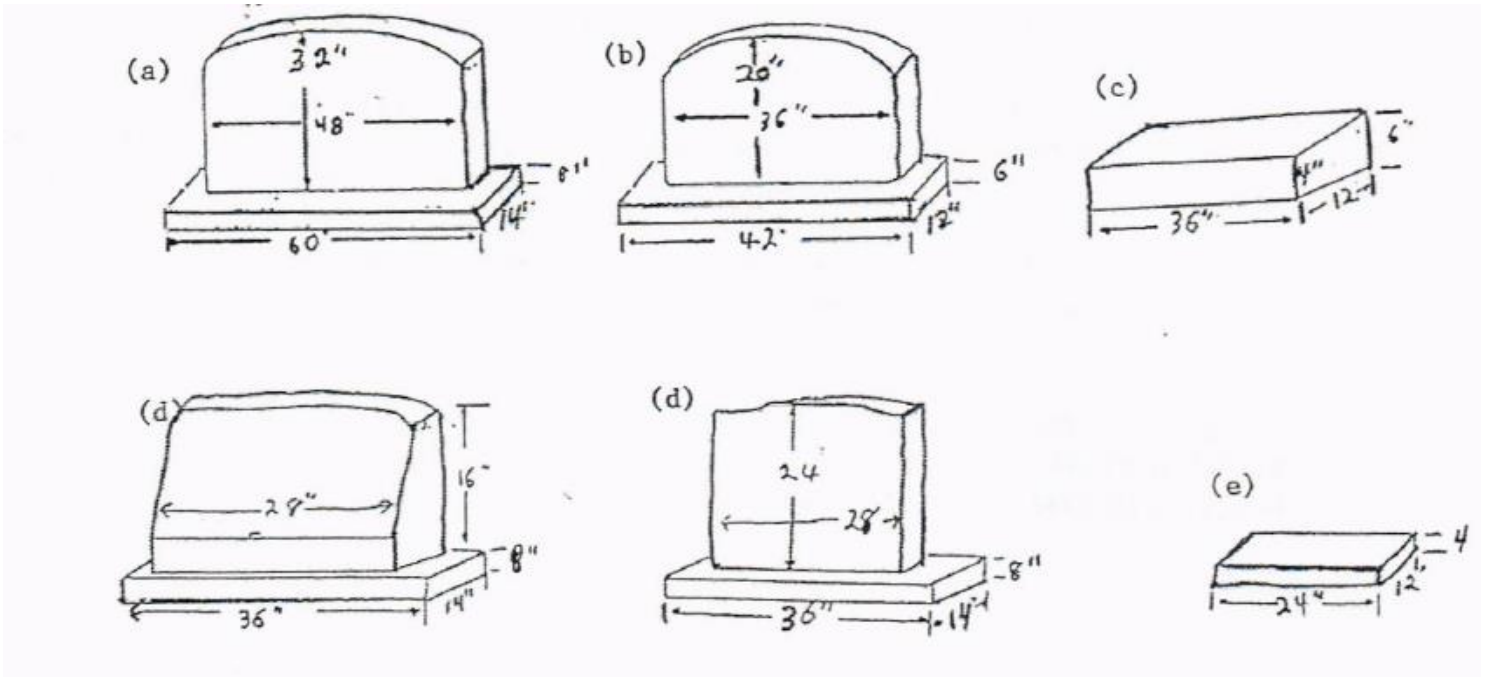
7.2 Block T PUBLIC Upright Monument Section (Graves 201-1150)

Single or multiple graves may be bought in any quantity desired in this section. All monuments, markers, plaques etc., must be placed on a pre-cast foundation.

- a. Single grave foundations will be 18"x 30" or 18" x 40"
- b. Two, three and four grave foundations will be 18"x 52" or 20"x 66"

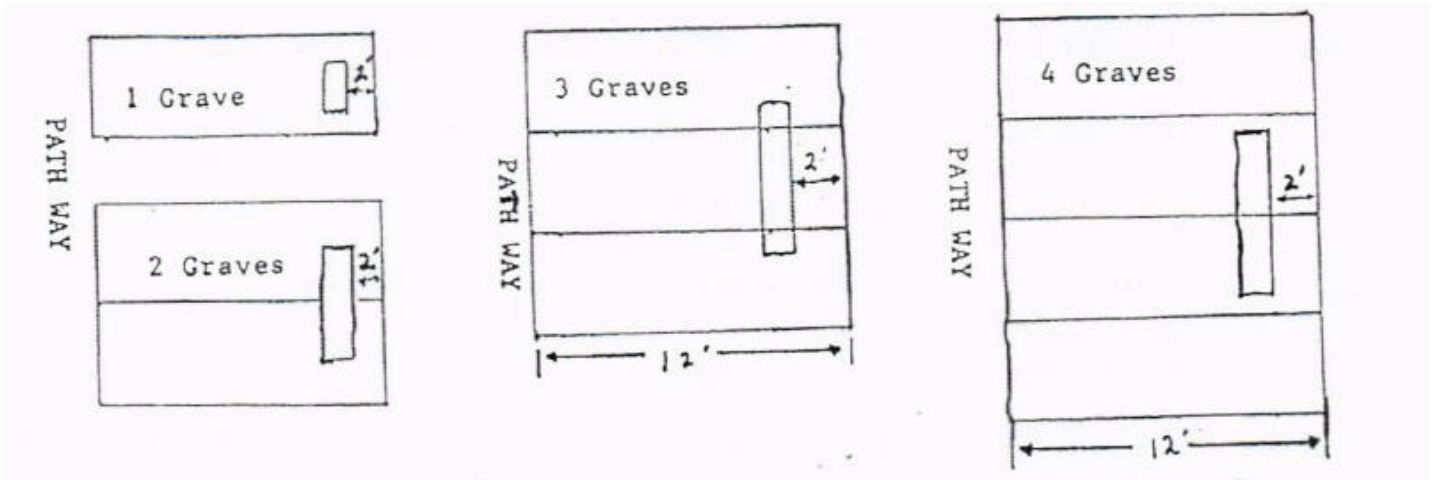
All monuments, markers, plaques will face the nearest walkway. Veterans plaques and markers will be placed adjacent to the monument. Several monument variations will be allowed in this section. None will be larger than those allowed in BLOCK U.

- a. Maximum for 2,3 & 4 graves....48"W x 32"H x 8"D with a base 60"W x 8"H x 14"D
- b. Minimum for 3 & 4 graves.....36"W x 20"H x 6"D with a base 42"W x 6"Hx 12"D
- c. Minimum for 2 graves.....36"W x 4"H x 12"D
- d. Maximum for 1 grave.....28" w x 24"H x 8"D with a base 36"W x 8"H x 14"D
- e. Minimum for 1 grave.....24"W x 4"H x 12"D



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All monuments will be centered on foundations and all foundations will be as below. All veterans' markers will be flush with the ground adjacent to the monument. Graves are 4' x 12'.



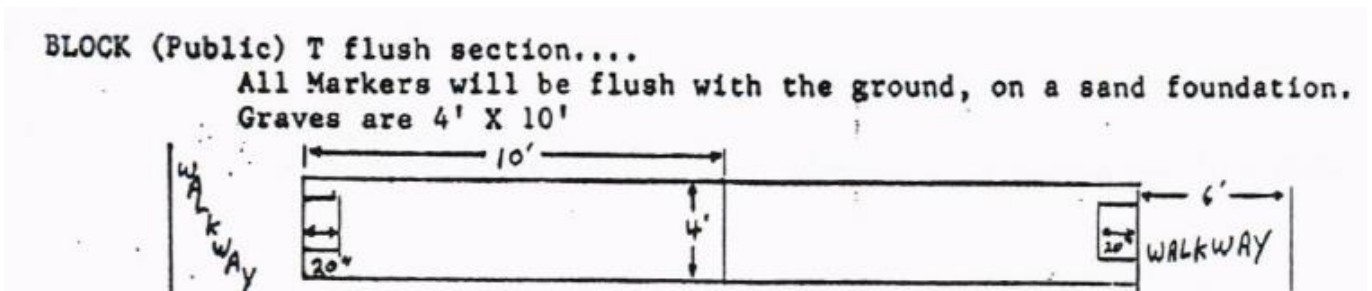
7.2 Block T PUBLIC Flush Marker Section (Graves 1-200)

Single grave markers or a double grave marker is permissible when placed adjacent and facing the nearest pathway. No marker extending more than 2 grave lengths will be permitted.

Single flush markers, size 12" x 24" x 4", with a pencil edge and made of granite will be permitted on a foundation of compacted sand base.

Double flush markers, size 12" x 48" x 4", with a pencil edge and made of granite will be permitted on a foundation of compacted sand base.

Placement of markers is as shown below:



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7.3 Block U 2 and 4 Grave Section

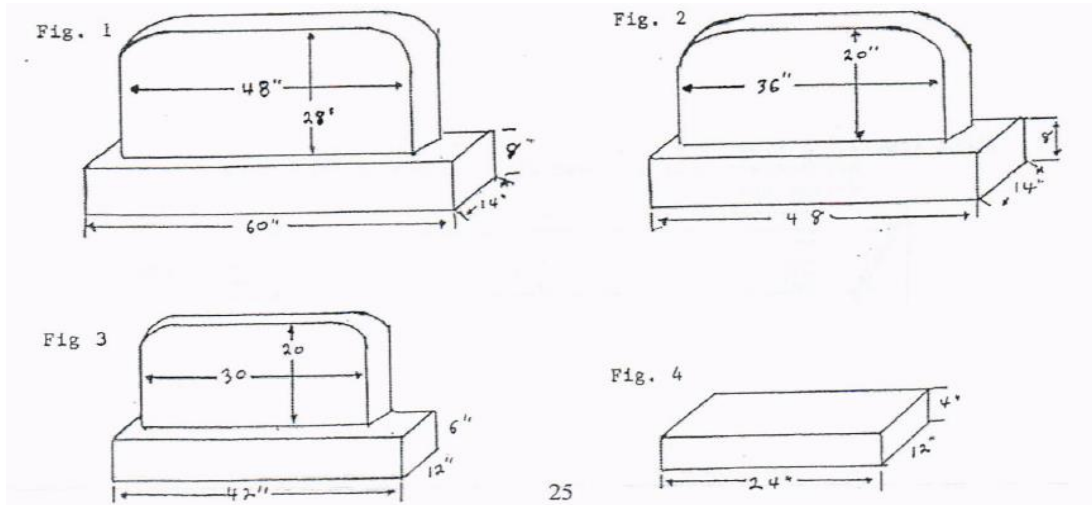
All above ground monuments with a maximum allowable die size and minimum allowable die size. Maximum base size will not exceed 60". Minimum base size will not exceed 42".

Fig. 1 4 grave maximum allowable size.

Fig. 2 2 grave maximum allowable size.

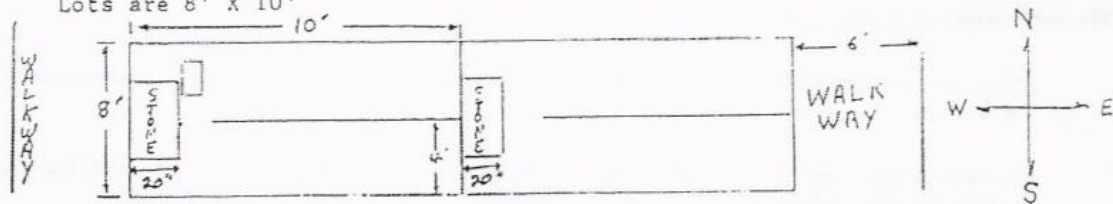
Fig. 3 2 and 4 grave minimum allowable size.

Fig. 4 Flush marker.



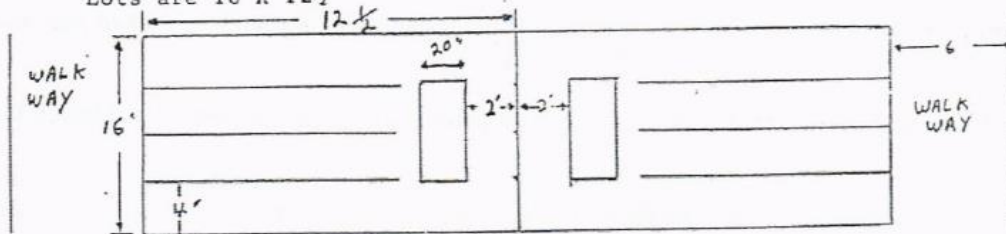
BLOCK U 2 grave lots....

All monuments will be placed on the WEST end of lot.
 All Veterans markers will be flush with ground adjacent to the monument.
 Lots are 8' X 10'



BLOCK U 4 grave lots....

All monuments will be centered on foundations & all foundations will be as below.
 All Veterans markers will be flush with the ground, adjacent to monument.
 Lots are 16 X 12 1/2'



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7.4 Baby U

Each grave in this section is 3' x 4'8", which includes a 36" x 15" pre-poured foundation. The foundation price is included in the grave price.

All grave markers shall be made of granite. The size shall be 20" x 10" x 4". No home-made markers will be allowed.

7.5 Military Memorial Section

Certain sections of the cemetery have been set aside to honor those veterans who have honorably served in the military or naval forces of the United States during time of war. Burial spaces in these sections are furnished without charge to eligible veterans. Applications for permission for burial in a Veterans' Memorial Section may be obtained from the City Clerk.

Uniform Upright grave markers of the type issued by the Government shall be used in this Military Section. Only one wreath or bouquet of flowers or potted plant shall be placed at the grave.

Flags for graves in this section shall be provided by the City of Alma and placed by the Veterans Organizations.

Eligibility is as established by the Leslie C. McLean Post No. 1454 of the Veterans of Foreign Wars.

To be eligible for burial in Riverside Cemetery, any person must qualify in accordance with the following:

- a. He or she must have an honorable discharge from one of the armed services of the United States, and be eligible for a government marker, and
- b. He or she must have been a resident of the City of Alma at the time of his or her death, or
- c. He or she must have been a resident of the City of Alma within the period of two years prior to December 7, 1941, or
- d. His or her next of kin must have been a resident of the City of Alma for a period of five years prior to his or her death (assuming his or her death antedates January 1, 1948), or

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- e. He or she may have moved away from Alma less than a year prior to his or her death. However, should he or she have been a resident of Alma for five years prior to his or her moving away, he or she is still eligible, or
- f. He or she need not be nor have been a resident of Alma providing he or she meets requirement No.1 and providing further that he or she or his or her kin pay the standard charges in effect at the time of his or her death for lots and burial in Riverside Cemetery.
- g. Relatives of any deceased veterans desiring the privilege of burying said deceased in this Military section shall secure from the organization named above in a written statement that said deceased is eligible for burial in Riverside Cemetery. Upon receipt of said written statement, the City Clerk will designate a burial location to said deceased without any charge therefore.

8. COLUMBARIUM

The columbarium provides single niches for the interment of ashes. (See rate schedule for purchase prices and interment fees.)

- a. Niches are designed for one cremains, with interior measurements of 11 ½” x 11 ½” x 11 ½”.
- b. All interments must be performed by cemetery personnel.
- c. Lettering of niche face will be of engraved type and performed by a monument company.
- d. Unless otherwise provided for, flowers, glass containers, or decorations are not permitted on or around the columbarium except within furnished adjacent urns.
- e. Niche owners may install one durable vase, with a maximum height of 6 inches, on the niche face for cut flowers. Installation shall be by a monument company.
- f. Until wilted, one small bouquet of fresh flowers may be placed at the base of the columbarium at the time of interment.

9. PERSONAL MAUSOLEUMS

The following requirements shall be fulfilled for the placement of a Personal Mausoleum at Riverside Cemetery:

- a. A personal mausoleum may only be placed in the designated area established at the cemetery. The area designated for a Personal Mausoleum shall be adjacent to Sections A & C, east of the cemetery drive and adjacent to the cemetery perimeter fence.
- b. Lot sizes shall be 30ft x 30ft. The mausoleum shall be centered within the lot and shall be oriented square with the lot lines.

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- c. Mausoleum size maximum shall be 8 crypts with an approximate size of 15ft square.
- d. Lot price: \$5,500.
- e. In addition to the lot sale, owner shall contribute 10% of the completed construction cost of the mausoleum to the cemetery perpetual care fund. Maintenance on structure is the responsibility of lot owner. Perpetual care funds are utilized to maintain the grounds adjacent to the mausoleum as well as long term maintenance of the structure in the event the owner fails to fulfill the maintenance needs.
- f. Mausoleum manufacturer/contractor or mausoleum owner shall purchase a performance bond for 100% of the value of the construction project which names the City of Alma as an additional insured until the project is completed.
- g. The design, specifications, and construction plans, for the proposed mausoleum must be submitted to the cemetery for review and approval. The cemetery or its governing agency may deny approval to construct and place mausoleums to contractors and suppliers whose proposals and/or subsequent work fails to meet accepted standards.
- h. Mausoleum shall face the cemetery road, however, family name may be placed on both ends.
- i. Upon completion of the Mausoleum construction project, mausoleum owner shall provide a key to the Riverside Cemetery for the operation of the door.
- j. All interments shall be performed by City Staff and interment fees shall be the current fee at the time of interment.
- k. No in-ground burials are permitted in a mausoleum plot.
- l. Access to mausoleums will be the same as for other graves in the cemetery.
- m. All mausoleum-related work and maintenance, including entombments, must take place during regular business hours at the cemetery unless special arrangements are made in advance.
- n. Any and all contractors (including those specializing in trucking, crane work, landscaping, foundation construction and mausoleum construction) must meet the respective insurance requirements of the governing body for the appropriate cemetery.
- o. Nearby mausoleums, gravesites and cemetery properties must be protected from damage during construction. Upon completion of construction activities surrounding grounds must be restored with the use of topsoil and seeded.
- p. Work must start within 24 months of purchase of lot; if no work has started within 24 months of purchase date, lot shall revert to the City of Alma and the City shall refund the purchase price to the purchaser.
- q. The specifications of a mausoleum shall be subject to the approval of the City of Alma with the following minimum requirements:
 - Owner shall obtain all applicable building permits.
 - Building shall be manufactured and constructed by an established mausoleum company, subject to the approval of the City of Alma.
 - Manufactures shall provide a 30-year minimum warranty certification.
 - All fasteners, guides and anchors shall be of stainless steel.
 - All exterior surfaces shall be constructed of 6" minimum thickness durable granite or marble. Polished surface is recommended.
 - Roof shall be sloped and shall be constructed of similar materials as mausoleum walls.

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- Door(s) and door hardware shall be manufactured of non-corroding metal.
 - Floor shall be of one solid piece of stone or shall be solid stone composed of multiple pieces that are physically interconnected either by the use of keyways or are doweled together with stainless steel pins.
 - Each mausoleum will be set on a poured, reinforced concrete foundation or stone slabs of granite. The foundation plan must be stamped by an engineer licensed in the State of Michigan. Foundations must conform with local building codes.
- r. All landscaping shall conform with the following:
- Flowers, annuals and perennials are permitted within up to two urns or vases adjacent to the door provided that they set upon a stone base that is flush with the surface of the earth.
 - Two trees maybe planted within the bounds of the lot provided that they are a minimum of six feet from the building. All tree species shall be selected from the Cemetery approved planting list.
 - No other decorations, plantings, fences and the like are permitted.

10. FEES

Please refer to the fee schedule accompanying this policy. It will be updated as necessary.

CITY OF ALMA



Policy/Administrative Procedure/Administrative Directive

SECTION: CEMETERY	POLICY NUMBER:
TITLE: RIVERSIDE CEMETERY SCHEDULE OF FEES & CHARGES	EFFECTIVE DATE: 12/10/2019
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INTERMENT FEES

		MON-FRI 8:00 a.m. - 3:00 p.m.	MON-FRI after-hours/Saturday	Sunday or Holidays
Full Burial - Adult/Child	Resident	\$600.00	\$750.00	\$1,000.00
Full Burial - Adult/Child	Non-Resident	\$1,200.00	\$1,500.00	\$2,000.00
Full Burial - Infant	Resident	\$400.00	\$500.00	\$700.00
Full Burial - Infant	Non-Resident	\$800.00	\$1,000.00	\$1,400.00
Cremation/Cremains	Resident	\$260.00	\$350.00	\$400.00
Cremation/Cremains	Non-Resident	\$520.00	\$700.00	\$800.00
Columbarium	Resident	\$150.00	\$200.00	\$250.00
Columbarium	Non-Resident	\$300.00	\$400.00	\$500.00
Note: any funeral arriving at Riverside Cemetery on or after 3:00 p.m. on a regularly scheduled work day shall be completed, and the charges for that interment will be at the after-hours rate.				
Winter Burial Surcharge	November 1-March 31	\$225.00	\$225.00	\$225.00

LOT PURCHASES

SECTION	DESCRIPTION	RESIDENT	NON-RESIDENT
Block U	Four Grave Lot	\$1,600.00	\$3,200.00
Block U	Two Grave Lot	\$800.00	\$1,600.00
Block T	Adult - Single Grave	\$500.00	\$1,000.00
Block Baby U	Infant - Single Grave	\$400.00	\$800.00
Columbarium	Niche - Single cremains	\$300.00	\$600.00
Lot Transfer Fee	Transfer of ownership from Resident purchaser to Resident Purchaser	\$20.00	
Lot Transfer Fee	Transfer of ownership from Non-resident purchaser to Non-resident purchaser		\$20.00
Lot Transfer Fee	Any transfer of ownership for one or more burial spaces from an original City resident purchaser to a Non-resident purchaser shall be charged the difference between the resident and non-resident purchase price per lot/grave.		

NON-RESIDENT SURCHARGE: A person who is not a resident within the corporate limits of the City of Alma shall be charged additionally for each grave purchase, opening or foundation. The residence at the time of purchase shall be controlling. The additional charge assists with perpetual care of cemetery lots and graves.

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LOT PURCHASES

SECTION	DESCRIPTION	RESIDENT	NON-RESIDENT
Lot-Personal Mausoleum	30 ft x 30 ft (see Clerk for available space)	\$5,500.00	\$5,500.00

DISINTERMENT FEES

		Adult/Child	Infant	Ashes
Disinterment	Reinterment in Riverside Cemetery	\$1,500.00	\$1,000.00	\$600.00
Disinterment	Removal to cemetery other than Riverside	\$800.00	\$500.00	\$300.00

FOUNDATION PURCHASES

Foundation Size	Monument/Marker Size		Resident	Non-Resident
20 x 20	Urn Base - 8 x 16		\$210.00	\$420.00
16 x 24	10 x 18, 10 x 20 Maximum size 12 x 20		\$225.00	\$450.00
18 x 30	10 x 24, 12 x 24 Maximum size 14 x 26		\$275.00	\$550.00
18 x 40	12 x 34, 10 x 30, 12 x 30, 12 x 36, 12 x 38 Max. size 14 x 38	MAX. SIZE for SINGLE GRAVE MARKERS	\$300.00	\$600.00
18 x 52	12 x 36, 12 x 38, 12 x 40, 12 x 42, 12 x 48, 14 x 46 14 x 48, Max size 14 x 48		\$350.00	\$700.00
20 x 66	14 x 54, 14 x 60 Max. size 16 x 60		\$400.00	\$800.00
12 x 24 Sand Compacted	Flush granite marker Blocks T & U		\$115.00	\$230.00
12 x 48 Sand Compacted	Flush granite marker Block T		\$170.00	\$340.00
Poured Foundation			Based on actual costs- labor & material	
Military Foundation-Eligible Gratiot County Veterans			\$50	