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HIGHLAND CEMETERY **RULES & REGULATIONS**

Revised October 19th, 2020

1. All rules and regulations governing Highland Cemetery enacted prior to the effective date of these rules and regulations are null and void.
2. All graves shall be opened and closed by the City of Gladwin. The City of Gladwin requires two (2) business days' notice for Interment. A \$150.00 Rush Service fee will be charged if the required notice is not given at the time of request. Fees for this service shall be established from time to time by resolution of the City Council.
3. Burial vaults shall be required on all burials, excluding cremains. Vaults must be constructed of concrete or steel.
4. Only one (1) person may be buried in a gravesite/plot except for (1) one adult and one infant (2) two infants/children (3) four cremations or (4) one regular burial and one cremation.
5. The scattering of ashes in Highland cemetery is not permitted.
6. If there is more than one marker on a plot, all other markers will be placed flush with the ground.
7. The local health officer must approve any disinterment or reinterment requests (Section 2853, Public Health Code).
8. A deed shall be prepared for each sale of a burial plot(s). The purchase of a plot or the issuance of a Cemetery Deed does not transfer ownership of property but is transferring the right of burial of human remains on that land. Burial plots shall be paid in full at the time of purchase.
9. Regarding the transfer of plots, when an owner shall sell or convey a plot(s) to someone else, a notarized affidavit must be presented to the City Clerk's office stating such.
10. A copy of these rules and regulations shall be given to every purchaser of a plot(s).
11. Cemetery hours are sunrise to sunset.
12. No plots shall be filled above established grades, nor shall any be permanently mounded. Mounds that hinder the free use of a lawnmower or other gardening apparatus are prohibited.
13. No enclosure shall be permitted around plots. Surfaces other than earth or sod are prohibited.
14. Perpetual care on eligible plots shall consist of: mowing, seeding and raising of sunken graves as deemed necessary by the City.
15. The City of Gladwin shall not be liable for loss or breakage of floral pieces, baskets, pots or frames in which, or to which, such floral pieces are attached or contained beyond the day of burial.
16. All funeral flowers must be removed within ten (10) days after the funeral; otherwise, they will be removed and discarded by the City.

17. No flowers, shrubs, trees or vegetation of any type shall be planted without the approval of the City. Any of the foregoing items planted without such approval may be removed.

18. The City of Gladwin shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the Cemetery as soon as they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the standard maintained.

19. All winter decorations must be removed by April 1 of each year. All summer decorations must be removed by October 1. The City of Gladwin shall remove flowers, wreaths, blankets, pillows, etc. twice a year. Spring clean-up will be between April 2 and May 15. Fall clean-up will be between October 2 and October 31 every year.

20. Any item placed in the cemetery shall be in line with the existing row of headstones so as not to hamper mowing duties.

21. All foundations shall be installed by the City of Gladwin. Specifications for installation of markers are as follows: The foundation shall be at least two (2) inches wider and two (2) inches longer than the marker resting upon it, and six (6) inches in depth. All markers shall be centered upon the foundation. Annual deadlines for marker foundations are: May 15th for spring & October 31st for fall. Fees for installation by the City of Gladwin shall be determined from time to time by resolution of the City Council.

22. Graveside services are not permitted from December 1 to March 31 of each year. Requests for the use of the chapel may be made prior to the day of the funeral. Please give at least 24 business hours' notice in winter to allow time to heat chapel. There is no charge for the use of the chapel.

23. The City Administrator may make temporary additional rules as may be needed, from time to time, to meet emergencies which are not covered by these Rules. Special cases may arise in which the liberal enforcement of a rule may impose unnecessary hardship. The City Administrator may make exceptions, suspensions, or modifications of any of these Rules when such action appears necessary, and such temporary exception, suspension or modification shall in no way be construed as affecting the general application of such Rules.