



# VILLAGE OF BARTLETT

## Cemetery Use Policy

Adopted:

June 2023v2

**VILLAGE OF BARTLETT**  
**VILLAGE OWNED CEMETERY POLICY**

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VILLAGE OF BARTLETT  
VILLAGE-OWNED CEMETERY POLICY

**PURPOSE AND INTRODUCTION**

As approved in Ordinance #2023-                    An Ordinance Amending.                    on (DATE), the Village Board has approved a Cemetery Policy to outline the basic rules, regulations and fees (the "Policy") regarding the Village of Bartlett Owned Cemetery (the "Cemetery").

The following rules and regulations have been adopted by the Village of Bartlett (the "Village"). All current and prospective lot owners, visitors and other persons present at the Cemetery, shall be subject to this Policy and to such other rules, regulations, amendments or alterations as shall be adopted by the Village as necessary. The rules and regulations contained herein are subject to any and all ordinances of the Village, now or hereafter enacted.

The Village will take reasonable precautions to protect the owner's property rights, within the Cemetery, from loss or damage, but it disclaims all responsibility for loss or damage caused by the elements, and acts of God, thieves, vandals and unavoidable accidents.

**CEMETERY HOURS OF OPERATION**

The Cemetery shall be open to the public all year between sunrise and sunset. No persons shall be admitted in the Cemetery after dusk.

**CEMETERY RULES AND REGULATIONS**

**DEFINITIONS.**

*Interment:* Burial of a deceased owner of the grave site, may be remains or cremains.

*Cremains:* Cremated remains of deceased individual placed in an urn.

*Lot:* Space in the Cemetery used, or intended to be used for the interment of human remains or cremains; applies to one or more adjoining graves.

*Grave:* Space of ground in the Cemetery used, or intended to be used for burial.

*Memorial:* Monument, marker, headstone or tombstone.

*Monument:* Memorial of granite comprised of a die and base that extends above the surface of the lawn.

*Marker:* Memorial set flush to the ground.

*Columbarium*: A structure for the reverential and public storage of funeral urns, holding cremated remains of the human deceased.

*Columbarium Ossuary*: An ossuary is a large vault within the center of the columbarium. Cremated remains are placed into ossuary felt bags and co-mingled with other cremated remains within the ossuary.

### OWNERSHIP AND USE OF LOTS:

1. Purchase of a lot, columbarium niche/ossuary in the Cemetery may only be made by current Village of Bartlett **residents** and will be made by contacting the Village Hall, who has on file a plat of the grounds showing unsold spaces and the prices fixed for them (prices detailed in further detail below in "Pricing", section). Payment shall be made to the Village, and upon payment of the full purchase price said office shall issue to the purchaser a deed subject to the conditions, rules and regulations now in force or which may hereafter be adopted. \*Single graves may be purchased in the same manner as lots but only in plots.
2. No sale, transfer or assignment of any lot, columbarium niche/ossuary or any part of a lot, niche/ossuary shall be valid until all payments due upon such lot, niche/ossuary have been made, and such transfer be made in writing to the Village.
3. After the death of the owner, the Village will recognize the right of the surviving spouse or next of kin insofar as it is able to ascertain who such parties are in regard to ownership of said lot, niche/ossuary. The original owner may designate burials on such lot and/or niche/ossuary in writing to the Village at any time.
4. No lot, columbarium niche/ossuary and/or grave located at the Cemetery shall be used for any purpose other than as a place of burial for the human deceased.

### INTERMENTS:

1. No interment shall be made nor work done on any lot against which there are due and unpaid charges.
2. The location of a grave for opening must be designated by the lot owner or his authorized representative.
3. No interment will be made without proper permit, as required by law, and furnishing of such information relative to the deceased, and authority for use of the lot, as may be required for the records.
4. An acceptable vault of concrete must be used for full burials.

5. Cremation urns must be placed in a rigid outer container designed to withstand exposure to the elements and be able to support the earth above the urn.
6. All graves shall be opened and closed only by the Village employees or representatives as designated by the Public Works Director.
7. Interment charges must be paid for before, or at the time of interment. Schedule of charges for opening and closing is included.
8. **Burial Hours:** Monday - Friday 8am to 3pm, Saturday 8am to 12pm, Closed Sundays and Holidays
9. Notice of forty-eight (48) hours, excluding weekends and holidays, are required for the opening of a grave.
10. When instructions for opening a grave are indefinite, or for any reason the grave cannot be opened in the location specified, the Village may order it opened at such location in the lot as may seem best under the circumstances. The Village nor its employees shall be responsible for any mistakes occurring in the order for the opening of a grave, unless such order is made in writing with the signature of the lot owner. When the lot is held jointly by two (2) or more persons, an order will be accepted from either, or any of them for interment of a member of the immediate family, in that part of the lot designated, unless objections are made, before interment, by a majority of the remaining heirs.
11. Order for interment of remains for other cities or cemeteries must be accompanied by the proper papers prescribed by law.
12. Interment of two (2) bodies in one grave will be allowed only in the case of:
  - a. Mother and infant
  - b. Twin children
  - c. Two (2) children buried at one (1) time
  - d. Cremains of up to four (4) deceased persons
    - i. Maximum of two (2) markers: One flush and one upright
13. All interment dates and times must be verified by the Village prior to any and all commitments to the families by the participating funeral home.

#### DISINTERMENT OR REMOVALS:

No removal of a body shall be made from one grave to another or from one cemetery to another, except upon presentation of a permit as required by law. All charges for such services shall be paid in advance. The Village will instruct its employees or agents to exercise the utmost care in making removal, but assumes no liability for damages to any burial case in making the removal.

## CARE OF LOTS:

1. Lot owners and visitors to the cemetery shall bear in mind that the care of all lots is the work of the Village or its Contractors upon who rest the responsibility for the general condition, appearance and upkeep of the property.
2. The laws of the State of Illinois provide that all cemetery property shall be held inviolate and offenders will be dealt with accordingly. The Village and designated Village employees are invested with police power and shall forbid entry to the ground and eject any person or persons who conduct themselves in an unseemly manner.
3. Picking of wild or cultivated flowers, breaking or trimming any tree, shrub or plant, or injury of any kind to any fixed or movable property within the cemetery is prohibited.
4. A lot owner is not permitted to trim or remove any tree that is owned by Village even though may encroach on his/her lot; the care of all growing things being planted on a lot is the responsibility of lot owner. No shrubs or trees shall be planted on any cemetery lots.
5. At the time of burial, and for a reasonable period thereafter, flowers, wreathes and receptacles containing them may be left on a grave but the Village designated employees are instructed to remove them as soon as the flowers are withered or deemed unsightly, and to dispose of any jars, cans, crockery or other artificial materials.
6. It is requested that the lot owners cooperate in keeping graves looking orderly and that whatever is placed on graves (except immediately after burials) be limited in number, and so placed as not to be blown over by wind. Permanent blankets and wreaths will be permitted in the winter months only, after which time they will be removed by the Village designated employees.
7. In all cases the Village of Bartlett reserves the right to keep the lot clear of artificial materials or any matter that will interfere with the proper upkeep of the cemetery grounds.
8. It shall be the right of the Village of Bartlett to alter avenues and walks, redesign unsold property and to make rules and regulations for the government of the cemetery as it may deem proper for the best interest of the cemetery and lot owners.

## MARKERS AND MEMORIALS:

1. Above ground burial vaults are strictly prohibited.
2. Only one (1) grave marker will be permitted on a grave space. No marker may be set to embrace two (2) or more graves except a companion or a family marker, except as explained with cremains above.
3. Marker must be placed in conformance with present markers.
4. No mound will be permitted over a grave, nor will planting of any sort be allowed that will cover or outline the grave, and no coping or enclosure of the grave or lot will be permitted.
5. Organizations wishing to place permanent markers at the graves of a deceased member must obtain the approval of the Village of Bartlett; The Village reserves the right to withdraw its approval if in its judgement the organization is misusing the privilege.
6. Installation of markers shall be made only after receiving authorization from the Village. No foundation will set when frost is on the ground.

## PLANTING OF FLOWERS AND ARRANGEMENTS:

1. Lot owners are allowed to plant annual or perennial flowers in an area not to exceed twelve inches (12") in front of the memorial.
2. It shall be the responsibility of the lot owner to weed and maintain flowers planted on the owner's lot.
3. Perennial woody plants, including but not limited to trees, shrubs, evergreens and yews, are strictly prohibited.
4. The Village reserves the right to remove any plantings that become unsightly, diseased, dangerous or that do not conform to the standards set forth in this section.
5. The Village reserves the right to remove any plantings that interfere with a grave opening.
6. Fresh cut flowers are allowed on cemetery lots at any time of year.

7. The Village reserves the right to remove floral arrangements when, in the judgement of the Village, such arrangements become wilted or unsightly.
8. The Village reserves the right to remove floral arrangements for interment services when, in the judgement of the Village, they become unsightly or after the first weekend following the interment service, whichever occurs first.
9. The Village shall not be responsible for any floral arrangements placed on any Cemetery lot.

#### SEASONAL AND OTHER DECORATIONS:

1. Artificial flowers, wreaths and cemetery blankets are permitted on cemetery lots from November 15<sup>th</sup> to March 15<sup>th</sup>.
2. The Village reserves the right to remove any artificial decorations or wreaths left on cemetery lots after March 15<sup>th</sup>.
3. No more than one (1) bench may be placed upon any one (1) grave, and are only allowed of graves of 48 square feet.
4. Benches installed must be made of granite or concrete and must be placed upon a 4-inch (4") granite or concrete apron with footings not less than 42 inches (42") deep, or to the burial vault.
5. All foundations must be installed by a bench or memorial supplier subject to approval by the Village.
6. No bench or foundation may be installed on any cemetery lot, until said lot is paid for.
7. No bench installed or replaced may exceed 2/3 of the width of the total graves purchased.
8. The Village will remove any bench that becomes dangerous, damaged and which the Village reasonably determines poses a safety hazard to visitors and/or workers. Notwithstanding the foregoing, the Village assumes no liability or responsibility for maintaining and/or repairing any bench located at the cemetery.
9. If a grave has a marker on one end and a bench on the opposite end, and a grave must be opened; the less evasive of the two will be removed for interment. It is up to the lot owner to have it permanently reinstalled.



## COLUMBARIUM:

1. The columbarium will have niches designed for single urns.
2. The columbarium niches are for the interment of human cremains only.
3. Niche openings can only be performed by Village employees.
4. At time of purchase of each niche you have option to pay the cost of niche engraving or can pay at time of burial.
5. The cost of engraving the niche cover is the responsibility of the niche owner listed on deed or their family.
6. All engraving will be of a standard design set forth by Village; name of deceased, birth and death date.
7. The niche engraving regulations will be set by the Village; font and letter size.
8. Niches for military members will have a medallion with the name of military branch served.
9. No profanity or offensive language to be used on plaques.
10. No flower arrangements, plants, wreaths, toys or mementos will be allowed to be placed near the columbarium, at any time, except at the time of interment.
11. In the event that the Columbarium requires repair in order to maintain its integrity, the niche owner agrees to permit the temporary removal of any cremains until those repairs are completed. The cremains will be returned to the proper niche by the Cemetery.
12. If cremains must be removed from the columbarium, by the family or an authorized person. A permit must be provided as required by law. A written request must be made to the Village. The request must explain the reason for removal, who is making the request, their relationship to the deceased, the day and time requested for the removal and who will take possession of the cremains at the time of removal. The cost of a vacated niche will not be refunded.

## COLUMBARIUM OSSUARY:

1. The ossuary will be a place within the columbarium vault for cremains to be placed inside a felt bag and co-mingled with other cremated remains
2. The ossuary is for the cremains of the human deceased only.
3. Ossuary openings can only be performed by Village employees.
4. At time of purchase of an ossuary, you have the option to pay the engraving costs for the memorial cover or can pay at time of interment.
5. The ossuary memorial cover engraving will be a standard design set forth by the Village; name of deceased, birth and death year.
6. The ossuary memorial cover engraving will be set forth by the Village; font and letter size.
7. No military medallions on the ossuary memorial cover.
8. All ossuary burials are permanent and cannot be disinterred.

## PROHIBITED ARTICLES:

Chairs, statues, tables, settees, fences, paver bricks, hedges, wooden or iron markers, stepping stone and glass objects are prohibited. All other objects that pose a safety hazard to visitors or workers are prohibited.

## DISCLAIMER OF LIABILITY:

The Village of Bartlett expressly disclaims all liability and/or responsibility for loss or damage from causes beyond its reasonable control, and, especially, from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, acts of terrorism, explosions, unavoidable accidents, invasions, insurrections, riots or order of any military or civil authority, whether the damage be direct or indirect. The Village does not undertake to provide security services for the cemetery grounds.

## ADOPTION OF ADDITIONAL RULES AND REGULATIONS AMENDMENT AND/OR REPEAL OF RULES AND REGULATIONS:

As approved by the Village Board, The Village of Bartlett hereby expressly reserves the right to adopt additional rules and regulations, to amend, alter or repeal any rule, regulation, article, section, paragraph or sentence set forth herein at any time.

## PRICING:

Any person requiring burial within the Bartlett Cemetery shall be required to pay the following fees prior to or at the interment. Disinterment/removals can also not commence before proper payment is made to the Village of Bartlett.

<b>Village of Bartlett Cemetery Price List</b>	
<b>Plot Purchase Fees:</b>	
Cemetery Plot	\$1,200
<b>Columbarium Purchase Fees:</b>	
Niche	\$1,500
Ossuary	\$700
<b>Columbarium Engraving Fees:</b>	
Niche and Ossuary	\$500
<b>Opening Fees Per:</b>	
Grave	\$1,000
Cremation	\$650
Infant/Child	\$550
Columbarium Niche/Ossuary	\$150
Weekday after 3pm and Saturdays (extra cost)	\$250
*Openings can mean for an interment or disinterment	
*Closed Sundays	
*Closed Holidays (New Years Eve & Day, Christmas Eve & Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving)	

