

SPANISH FORK CITY CEMETERY POLICIES

10-15-20

Cemetery policies are intended to provide a cemetery facility with the most pleasing and uniform appearance that is acceptable to the majority of cemetery patrons.

CEMETERY GRAVESITE POLICY

Grave Type Options

1. **Standard Single and Standard Side by Side gravesites** are available for purchase. A single grave position is 48 inches wide and 108 inches in length. A side by side grave position is 96 inches wide and 108 inches in length.
2. **Double Deep gravesites** are available for purchase. This position is the same size as a Standard Single grave position. The vault of the first deceased is placed below the vault of the last deceased. Once interred, the first burial will not be exhumed to change the position of the vaults.
3. **Cremation gravesites** are available for purchase. Cremation positions are typically one-half the size of standard positions.
4. **Baby and Small Child gravesites** are available for purchase. Baby positions are typically one-half the size of a standard position.

Grave "Purchase" and Care

1. When a grave position is "purchased" the purchaser receives a Certificate of Burial Rights specifying the position and is granted the right to use that grave position for the burial of human remains. The certificate is not a deed of ownership. The grave position remains the property of the City of Spanish Fork. (Municipal Code 7.04.020)
2. The perpetual care and maintenance of the grave position is the responsibility of the City of Spanish Fork. (Municipal Code 7.04.020)
3. The grave marker care and maintenance is the responsibility of the person holding the Certificate of Burial Rights.
4. When a person is buried, the body is traditionally placed so that the head rests on the west end of the grave. All headstones are placed on the west end of the grave, above the head of the deceased. This is called the headstone row. No marker shall be placed on the east end of the grave.
5. A married couple is traditionally laid to rest with the man on the woman's right. Care must be taken when planning for the headstone engraving. The names of the deceased may be engraved on either the west or the east side of the stone.

- When a grave marker is being placed in the center of the grave, such as a military marker or an infant marker, it must be flush with the ground.

Grave Markers

Grave Marker Dimension Limits are listed in the chart. No grave marker may encroach on an adjacent grave site.

Grave Type and Size		Grave Marker Dimension Limits			
Grave Type	Grave Position Size	Length	Width	Height	Border Size
Standard Single	48 x 108	48	30	74	6
Standard Side by Side	96 x 108	96	30	74	6
Standard Double-Deep	48 x 108	48	30	74	6
Cremation	48 x 48	48	30	Flush	6
Baby	48 x 54	48	30	30	6

*All measurements include the 6-inch border. *All measurements are in inches.

- All grave markers, which are not in the headstone row, must be flush with the level of the lawn. All markers are required to have a concrete border of six (6) inches around the headstone. All concrete borders must be flush with the lawn.
- If holes or flower vases are placed within the concrete border, they must be placed on the north and/or south sides of the headstone. No holes or flower vases are allowed in the concrete border on the east or west side of the headstone or grave marker.
- Placement or installation of any structure, elevated grave surface, fence, corner post, coping, or hedge of any kind upon any block, lot or grave position is prohibited.
- Outlining of the gravesite using bricks, pavers, rocks, concrete, fencing, flowers, shrubs or any other decoration or device is prohibited. This prevents the cemetery staff from mowing and trimming the site.
- Placement or installation of any decorative stones, markers or monuments outside of the bounds of the grave marker is prohibited.
- Grave markers shall be installed on a new grave no later than one (1) year following interment. A temporary marker may be installed to hold the place until the permanent marker is installed. All grave markers must be approved by the cemetery sexton. All grave markers must be installed by a professional

monument company. Installation of all grave markers must be coordinated with the cemetery sexton.

FLOWERS ON GRAVES POLICY

Properly displayed flowers add beauty and character to the Cemetery. Flowers are allowed throughout the year, with the following stipulations.

1. Spanish Fork City or City employees will not be responsible for flowers or other personal property left in the Cemetery. Be aware that on occasion, uncaring individuals have removed expensive flower arrangements without the patron or staff knowledge or consent.
2. The Cemetery staff will remove decorations or flowers on new graves after seven (7) days. Special flower mementos should be removed by the family at the conclusion of graveside services.
3. Fresh cut flowers will remain on graves until they appear to be out of condition as determined by cemetery personnel. Once the flowers are no longer attractive, the cemetery crew will dispose of the flowers and the container provided for them.
4. All flowers, real or artificial must be in a container placed on, or attached to the grave marker, as in stone or metal vases or vase holes. Flowers in movable containers must be placed on the grave marker or concrete border to ensure access for grass maintenance. Plastic flowers may be removed at any time by cemetery staff if they are determined to be worn out, sun-bleached or create maintenance problems.

DECORATIONS POLICY

Properly displayed decorations add beauty and character to the Cemetery.

Decorations are allowed throughout the year, with the following stipulations.

1. Glass, ceramic, porcelain and other breakable containers are strictly prohibited and will be removed by cemetery staff immediately. Small stones, glass beads, coins, toys or other items placed on the grave marker or concrete border, that can easily be dislodged by the string trimmer during the grass maintenance process, will be removed immediately upon discovery and be discarded by cemetery staff.
2. Any objects driven into the ground around the grave marker, such as wires, metal rods, sticks, pegs, artificial flowers, flags, toys, air socks, balloons, outdoor lighting, pin wheels, etc. are not permitted and will be removed immediately upon discovery and be discarded by cemetery staff. (Exception: see Shepherd Hook Policy)

3. Decorations are not allowed on any part of the grass. Any object, flower or decoration placed in the grass area of the Cemetery during mowing season (March 1 through November 1) will be immediately removed. (Exception: see Memorial Day Policy)
4. Decorations can be dislodged from their grave marker by wind, vandals, deer, etc. Cemetery personnel will make every effort to properly relocate a dislodged decoration. Decorations that cannot be returned to the proper grave marker will be discarded by Cemetery personnel.
5. Any object or decoration not in compliance with this policy will be removed immediately upon discovery. Once removed, grave decorations will be disposed of and will not be saved or kept at the Cemetery.
6. **DECORATIONS WHICH CAN POTENTIALLY CAUSE DAMAGE TO PERSONNEL OR GRASS MAINTENANCE EQUIPMENT WILL BE IMMEDIATELY REMOVED UPON DISCOVERY.**

PERMANENT DECORATIONS POLICY

1. Permanent decorations are those intended to remain at the grave site for periods in excess of 30 days. These items usually include shepherd hooks (vertical structures), solar lighting, artificial flowers, flags and memorabilia.
2. All shepherd hooks, works of art and solar lights must be approved by the Sexton before installation. **If not approved, they cannot be installed.**
3. No permanent decoration may be placed on the grass outside of the headstone or concrete base from March 1 through November 1. All decorations displayed on the grass or that spill out onto the grass will be discarded by the Cemetery Staff.
4. Ground Elevation or Flush Grave markers installed in the mow path must remain free from all decorations during the mowing season, March 1 through November 1. (Exception: see Memorial Day Policy)
5. All decorations are subject to removal and disposal by cemetery staff when they are determined to be unsightly or create maintenance problems.

SHEPHERD HOOK POLICY

1. **Only one (1) Shepherd Hook (vertical structure) is allowed for each burial position.**
2. Cemetery patrons must remove any existing shepherd hook from their family grave site which violates this policy. No exceptions are “grandfathered” into the policy.

3. Cemetery patrons must gain approval from the cemetery sexton before installing a shepherd hook.
4. Shepherd hooks must be installed touching the concrete border or inserted directly into the concrete border. Where no concrete border is present the shepherd hook must be installed touching the headstone.
5. No portion of the shepherd hook or attached decorations can extend outside the boundary of the headstone or concrete border. The hook must be turned into the headstone to avoid injury to patrons or workers passing by.
6. No shepherd hook or item hanging from the shepherd hook can exceed six feet in height from the ground elevation.
7. Shepherd hooks are subject to removal and reinstallation if they obstruct or hinder equipment access for burials or cemetery maintenance.
8. Placement of shepherd hooks not in accordance with this policy will result in the removal and disposal by Cemetery staff.

MEMORIAL DAY POLICY

1. Patrons may begin decorating for Memorial Day starting the Wednesday before Memorial Day.
2. Decorations may remain on the gravesites through the Sunday following Memorial Day.
3. Decorations are NOT required to be confined to the headstone and surrounding concrete border from the Wednesday prior to Memorial Day until the Sunday following Memorial Day.
4. On Monday, one week following Memorial Day, all decorations and flowers displayed on the grass or that have spilled out onto the grass and the containers provided for the flowers will be discarded by the cemetery staff. In addition, dead and dying flowers and containers will be removed from the headstones and concrete borders and discarded.
5. On Monday, one week following Memorial Day, the cemetery staff will continue the routine landscape maintenance responsibilities.

PLANTING FLOWERS, SHRUBS AND TREES POLICY

1. Spanish Fork City Municipal Code prohibits the planting of any trees, shrubs, flowers or grass in the Cemetery without the written authority of the sexton. (Municipal Code 7.04.060) If possible, the sexton will designate an appropriate location for such donations or gifts and the staff will do the planting.
2. **All trees, shrubs, flowers or grass planted without permission of the sexton will be removed by cemetery staff.**

TREE AND SHRUB CARE POLICY

1. Trees and shrubs shall not be planted, pruned, maintained or removed by the public without the consent of the cemetery sexton. (Municipal Code 7.04.060)
2. All tree and shrub care are performed or overseen by cemetery staff. Diseased or damaged trees are removed by cemetery staff, and the staff plants all new trees. Pruning of trees and shrubs is done under the direction of cemetery sexton. (Municipal Code 7.04.060)
3. Requests for tree removal, when the tree is intrusive to a grave or a grave marker, will be honored. However, every attempt is made to save the tree if possible.

SECONDARY WATER

Spanish Fork City Cemetery uses Pressurized Irrigation in the sprinkler systems and the water faucets throughout the property. **PLEASE NOTE: WATER FAUCETS ARE NON-POTABLE WATER AND SHOULD NOT BE USED FOR HUMAN CONSUMPTION.**