

CEMETERIES

It is the purpose of this policy to permit the Board of Trustees to establish and operate cemeteries under the provisions of Chapter 517 of the Revised Code.

All guidelines needed to support this policy are found in Chapter 517 of the Revised Code. Compliance with those guidelines and operation of the cemeteries will be the responsibility of the Road Department.

Rules and Regulations – A copy of the current rules and regulations will be given to the purchaser when they receive the deed or whenever requested by the general public.

The current fee schedule can be obtained from the Cemetery Sexton or the Office upon request.

R.C. 517 et seq.

ADOPTED 11-28-95
REVISED 09-09-97 # 19 & 20
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REVISED 14102820 (deed transfer only)

Res. #24040917; fees revised 04/09/2024; Effective 06/01/2024

SAYBROOK TOWNSHIP CEMETERIES

RULES & REGULATIONS

INTERMENT

1. Morticians, allied industries and their employees connected with the interment of a human body or ashes of a human body in Saybrook Township Cemeteries are under the supervision of the Cemetery Sexton of Saybrook Township.
2. All material brought to the Cemetery by the mortician or allied industries and their employees to be used during funeral services shall be removed from the Cemetery on the same day on which the services are held.
3. Maximum of one human body (non-ashes) and up to two additional ashes **OR** a maximum of three ashes (no body) will be permitted to be buried in any one adult size grave. There can only be the remains of up to three interned per cemetery grave, including comingling of two or three ashes in one container. Above ground burial of ashes will be allowed in proper sealed monuments (these ashes will be counted as part of the up to three remains, regardless of above or in ground burial). Separate fees will be charged per remains interned even if comingled.
4. No burials will be made on Sundays or actual holidays. On Saturdays and observed holidays, burials will require an additional charge for grave openings.
5. No less than 24 hour notice shall be given to the Cemetery Sexton for an interment. All internments of full bodies shall be enclosed in an approved vault.

DISINTERMENT

Saybrook Township Cemetery shall disinter or grant permission to disinter any remains buried in the Cemetery once all requirements have been met. A licensed Funeral Director must accompany the process at all times and the cost for said service must be paid for by the party requesting disinterment.

1. The Cemetery Authorities having control of Saybrook Township Cemeteries, shall, on application of the next of kin of the deceased, being of full age, disinter or issue a permit for such disinterment and deliver any body buried in said Cemeteries to such next of kin, on payment of the reasonable cost and expense of disinterment. No such disinterment shall be made until a permit has been issued by the Board of Health of a General Health District or City Health district.

2. An application for disinterment shall be in writing and shall state the following: the relationship of the applicants to the deceased, that the applicant is the next of kin to the deceased, that they are of full age and sound mind, the disease of which the deceased died and where the body shall be re-interred. Such application shall be subscribed and verified by oath.

See Disinterment Procedures Policy 8012.

SALE

1. The deed to a Cemetery lot or grave conveys only burial rights, and title to the land remains in the ownership of Saybrook Township. Purchasers of lots or graves complying with the terms of sale will receive a deed which the Board of Township Trustees will execute and which will be signed into the Township Record of Cemetery Lots.

2. The purchase of cemetery lots or graves shall be arranged through the Cemetery Sexton or his authorized representative who will show the lots or graves which are for sale. All sales are cash and no credit can be extended for the purchase of a lot or grave. (Per current fee schedule)

3. The Township does not accept for re-sale any unused lots or graves except on condition that the Township purchase the unused graves or lots from the original owner or his next of kin at the original cost.

USE

1. Internment in a lot will be permitted for the owner of the lot or grave named as grantee in the deed and for his immediate family and heirs. The burial of any person other than the lot or grave owner and his immediate family and heirs will require permission from any heir.

TRANSFERS

1. Cemetery lots or graves may be transferred from the original owner or next of kin or heirs upon application to the Cemetery authorities and the surrender of the original deed. If the application is made by an heir of the owner it should be accompanied by a written waiver of all claims for burial by the remaining heirs. New deeds will be issued to the new owners and appropriate fee must be paid before new deed is received. (Per current fee schedule)

MONUMENTS AND HEADSTONES

1. In designated areas, where monuments are permitted, there shall be a maximum size as follows:

- A. All single headstones, that is a headstone marking a single grave, shall not have a greater base or ground area than thirty inches (30") long, four feet (4') high and sixteen inches (16") wide.
- B. Where two (2) graves side by side, are sold, there may be one (1) monument permitted, not to exceed four feet (4') in length and height and sixteen inches (16") wide.
- C. Where three (3) graves side by side, are sold, there may be one (1) monument permitted, not to exceed five feet (5') in length and four feet (4') in height and sixteen inches (16") wide.
- D. Where four (4) or more graves abreast are sold to a family, there shall be only one (1) family monument allowed not to exceed six feet (6') in length and four feet (4') in height, and sixteen inches (16") wide.
- E. Flush markers of a maximum 12" X 24" are allowed.

2. Any monuments set after December 31, 2010 will be required to meet the following: Monuments less than 48" high with a separate base shall have the pieces secured with standard adhesive materials in accordance with all applicable industry standards. Any monument 48" and higher must be pinned using a ½" diameter pin not less than 4" into the base and 4" into the tablet, with one pin for every two feet of length. The pin must be manufactured of bronze, brass or 300 series stainless steel. The requirement to pin the tablet to the base also applies if the design of the monument is such that standard adhesive materials may not be sufficient to affix the tablet to the base. The monument dealer must certify that the large monument being place in Saybrook Cemetery is set in accordance with all applicable industry standards and the minimum standards established by Saybrook Township Trustees. The Township reserves the right to request, of the monument dealer, a certificate of installation.

MAUSOLEUMS

1. Mausoleums will not be allowed to be erected in any part of Saybrook Center Road Cemetery. (At present there is a mausoleum for Neville family, this mausoleum is grand-fathered in).

FOUNDATIONS

1. Foundations for monuments and headstones shall be installed by the employees of Saybrook Township Trustees.

2. Application for the installing of monument or headstone foundations should be made to the Sexton of Saybrook Township Cemeteries before the dates of May 1st and October 1st each year. (See current fee schedule)

Foundation orders must be placed **and** paid for with the Cemetery Sexton by May 1st in order for the foundation to be placed by Memorial Day. Autumn foundation orders must be received by October 1st. (See current fee schedule) All information on order forms must be completely filled in with name or names, Section, Lot and Grave or Grave Number(s).

For prices of graves: A Saybrook Township resident is anyone residing in either the Unincorporated or Incorporated areas of Saybrook Township.

GRAVES AND GROUNDS

1. Each lot in Sections A & B contains eight (8) graves. In Section C, each lot contains ten (10) graves.

2. In Saybrook Center Road Cemetery, all Sections permit upright monuments or headstones to be installed.

3. No planting of shrubs or trees will be permitted on Cemetery Lots in Saybrook Township Cemeteries.

4. Any work done within the Cemetery grounds shall be performed under the supervision of the Sexton of Saybrook Township Cemeteries.

5. If any existing tree or shrub standing on any lot shall, by means of it's roots, branches or otherwise, become detrimental, dangerous or inconvenient to adjacent lots or drives, or if they become unsightly, the Sexton shall have the right and it shall be his duty to remove such tree or shrub or any portion thereof.

6. The Township will maintain, as nearly as may be practical, existing plantings or original growth of trees and shrubs on individual lots.

7. Fence, hedge, glass blocks containing artificial flowers, enclosure or curbing of any kind will not be allowed in any Saybrook Township Cemetery.

8. Glassware, cans, crockery, boxes, baskets, shell or watering pots left on graves or lots are detrimental to the safety of all workers and visitors and to the appearance of the Cemetery and the Sexton is directed to dispose of such articles from the graves and lots.

9. No person shall deposit anywhere within the Cemetery limits, debris, rubbish or waste material of any nature except that resulting from decoration or care of Cemetery lots and such debris and waste materials shall be deposited in receptacles designed for such use.

10. Metal emblems may be placed on graves, but such emblems may be removed when deemed necessary.

11. Flowers may be planted within twelve (12) inches from the rear of main headstone in all Sections.

12. No landscaping mulch or stone will be permitted.

13. Floral baskets, artificial flowers, designs and winter wreaths will be permitted during the winter months from November 1st to March 31st. From April 1st to October 31st any remaining baskets, artificial flowers, designs and winter wreaths remaining on the Cemetery lots will be picked up and disposed of by the Cemetery employees.

14. Flowers placed on the grave at the time of burial will be disposed of at the discretion of the Cemetery Sexton, but, in no case, except in Winter, will be left more than five days.

15. An additional marker on each grave will be limited to one flush type marker and will be placed approximately twelve inches (12") from the original marker.

TRAFFIC RULES WITHIN CEMETERY:

1. Entrance to the Cemeteries shall be made only by the walks and drives maintained by the Cemetery authorities for this purpose.

2. Walks and drives in the Cemeteries shall not be used as thoroughfares or public highways. Mini-bikes, 4-wheelers, snowmobiles or any other similar type of vehicles will not be permitted in the Cemeteries, except as official escorts.

3. There shall be no driving over the lawns or in the walks under any pretense whatsoever. (with the exception of equipment used by Cemetery employees) If damage occurs the driver of the vehicle shall be required to make good on such damages.

4. The speed limit of the drives shall be limited to ten (10) miles per hour.

5. Drivers of vehicles are cautioned not to pass close to funerals while the services are being held. This applies to employees as well as the general public.

6. Visitors on foot have the right-of-way in use of drives and vehicle drivers are required to respect this right by careful driving.

NO OPENINGS ON SUNDAYS OR ACTUAL HOLIDAYS

Holidays observed by the Township are: New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving Day and Christmas Day.

OPENINGS WILL BE ALLOWED ON THE FOLLOWING OBSERVED FRIDAYS:

When Christmas, New Years, Veterans Day and the Fourth of July fall on Saturday, the preceding Friday will be celebrated as the holiday. Also, the day after Thanksgiving Day.

OPENINGS WILL BE ALLOWED ON THE FOLLOWING OBSERVED MONDAYS:

When Christmas, New Years, Veterans Day and the Fourth of July fall on Sunday, the following Monday will be celebrated as the holiday.

DEED TRANSFER BY LIVING OWNER(S)

Date: _____

Owners printed name: _____

In the matter of: Section _____
Lot # _____
Grave _____
Page _____

Saybrook Center Road Cemetery:

I, _____, being the owner(s) of the above mentioned grave(s), do hereby relinquish any claim to the above named grave(s).

Name Address

Signature: _____ Printed Name: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____

DEED TRANSFER AFTER DEATH OF OWNER

Date: _____

Owners printed name: _____

In the matter of: Section _____
Lot # _____
Grave(s) _____
Page _____

Saybrook Center Road Cemetery:

I, _____, being the lineal descendant or heir of the above mentioned owner, do hereby relinquish any claim to the above named grave(s) and give my permission for this grave(s) to be deeded to:

Name Address

Signature: _____ Printed Name: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____

Saybrook Township Cemetery Fees		
Purchase of Graves		
Adult residents of Saybrook Township	Sections A, B, & C	\$ 450.00
Adult non-residents of Saybrook Township	Sections A, B, & C	\$ 850.00
Baby Section		
Infant residents of Saybrook Township	(4' & under including vault)	\$ 300.00
Infant non-residents of Saybrook Township	(4' & under including vault)	\$ 450.00
Grave Openings		
Monday through Friday (except holidays)		
Adult grave opening		\$ 600.00
Infant grave opening	(4' & under including vault)	\$ 400.00
Opening - Ashes		\$ 350.00
Saturday opening/Monday or Friday holidays observed		
Adult grave opening		\$ 1,000.00
Infant grave opening	(4' & under including vault)	\$ 800.00
Ashes opening		\$ 500.00
Disinterment		
Body		\$ 1,200.00
Ashes		\$ 600.00
Transfer of Deeds (per deed)		\$ 50.00
Monument Foundation Charges		
Up to four (4) square feet		\$ 175.00
Each additional square foot		\$ 100.00
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