

BROOKSIDE CEMETERY POLICY

Our policy is to plan, develop and maintain an orderly, efficient and aesthetically pleasing cemetery. To accomplish this, we need your help. Please abide by the following rules and regulations:

RULES & REGULATIONS

1. CEMETERY LOTS – SALES AND BURIALS

□. The City Clerk shall handle all sales of cemetery lots. Residents shall be entitled to purchase up to four (4) lots for the use by immediate family members. Members of the same immediate family (spouse and children under the age of 21) qualify as one resident for the purpose of this section. Exceptions to this policy may be granted upon the consent of the City Clerk and City Manager.

Definition of resident – A resident is a person who owns real property within the corporate limits of the City of West Branch according to tax records and has a valid State ID listing the real property as their principal residence at the time of purchase or a person who maintained their primary address and place of dwelling within the corporate limits of the City of West Branch for a cumulative total of at least 20 years.

□. All lot sales and cemetery services shall be in accordance with the current price schedule. Said schedule is subject to periodic change by action of the West Branch City Council.

□. Cemetery sites are not to be purchased for speculative purposes. Sites are provided as a service to the public and individual profit or gain is not a purpose of Brookside Cemetery. Therefore, all private sales of cemetery gravesites and lots shall be made only to the City of West Branch for resale to members of the public at pre-set prices. All deeds shall contain language restricting the private sale of cemetery lots.

□. The deed issued by the City Clerk and a copy of these policies shall constitute the complete agreement between the City of West Branch and the lot owner.

□. It is the responsibility of the lot owner to notify the City Clerk of any change of address. Individual or groups of gravesites not experiencing interest, inquiry or activity for periods of fifty (50) years or more may be subject to ownership reversion to the City of West Branch through a court of competent jurisdiction.

□. Transfers of property interest in cemetery lots are to be reported to the City Clerk. Proof of ownership of gravesites may be required at the discretion of the City Clerk.

□. No lot shall be used for any other purpose than the burial of human remains. A standard vault is required for all full size burials. Vaults cannot be placed in the ground prior to death.

□. No more than two cremation burials are permitted on a gravesite.

□. Before any burial is made in a lot, complete payment for the lot must be made to the City. Deferred payments on additional unused lots may be accepted for up to one year. After that time City may make lots available for sale to public without notification. All payments made will then be forfeited unless other arrangements are made.

□. No interment shall take place without a burial permit, which shall be presented, by the funeral director, or his designated representative upon arrival at the cemetery. Either a burial permit or death certificate shall accompany cremation burials.

The City of West Branch will take all reasonable precautions to protect lot owners and the property rights of lot owners within the cemetery from loss or damage, but the City disclaims all responsibility for loss or damage from causes beyond its reasonable control.

The City of West Branch shall have the right to correct any errors which may be made, either in making an interment or disinterment, or in the description, transfer or conveyance of any property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as near as possible, or by refunding the amount of money paid on account of that purchase. In the event the error shall involve the disinterment of remains of any person in such property, the City shall have the right to remove and reinter in such other property of equal value and similar location as may be substituted and conveyed by the City of West Branch.

Disinterment of a body, once properly interred, shall not be made without a properly executed disinterment permit. Graves, which must be opened for inspection for any official investigation, shall require an order signed by a court of competent jurisdiction.

Notification of burials for weekends and holidays must be made prior to 9 a.m. on the last regular work day before the weekend or holiday. Notifications made after this deadline may be scheduled for the weekend or holiday at the discretion of the DPW Superintendent.

Appeals of decisions made under this policy may be made to the City Council and such appeal may be granted by a majority of Council Members present.

1. HOURS OF ACCESS AND SPEED LIMITS

Hours of access are limited to daylight hours. Anyone on cemetery grounds during other than daylight hours, except authorized personnel, will, upon conviction, be guilty of trespassing.

Vehicles shall be operated at reasonable speeds not to exceed 10 mph. Except when parking or passing, vehicles shall be restricted to the designated lanes.

1. MONUMENTS AND MARKERS

Monuments are allowed in any section of Brookside Cemetery except in the '73 Addition. Flush markers can be placed in the '73 Addition.

Any monument or marker shall be placed in accordance with the Brookside Cemetery specifications. No monument or marker is to be placed without first contacting the DPW Superintendent, or his designated representative, to insure compliance with this rule without incurring unnecessary re-setting costs. One monument per gravesite is allowed except in the '73 Addition where monuments are not allowed. No more than two flush markers can be placed on a gravesite.

Flush markers placed in memory of someone that is not buried in Brookside Cemetery are allowed. The death certificate of the person must accompany the request for the marker along with a statement telling where the remains are located.

The installation of marker foundations by private contractors shall be permissible as long as all specifications are met. All installations by private contractors are subject to the inspection of the DPW Superintendent. The City of West Branch will not be responsible for improper installation by private contractors. Any repair or re-installation will be performed at the property owner's expense.

Should any monument or memorial become unsightly, dilapidated or a safety hazard, the DPW Superintendent shall have the right, at the expense of the owners, to correct the condition or

remove the same. The City of West Branch disclaims any responsibility for loss or damage to any monument.

1. GENERAL CARE

The general care of the Cemetery is assumed by the City of West Branch Public Works Department and includes the cutting of the grass, at reasonable intervals, the raking and cleaning of the grounds and the pruning of shrubs and trees that may be planted by the City of West Branch.

1. PLANTINGS – FLOWERS AND SHRUBS

- There will no planting on any plotted grave space.
- Flowers, whether unplanted natural or artificial, are permitted on a burial space without limitation for a period of two weeks after interment therein.
- Flowers, whether unplanted natural or artificial, are, except as provided under rule 5 (B) above, limited to one arrangement per gravesite contained in a readily removable holder from May 1st to October 15th of each year. Glass containers are not allowed. “Readily removable” means not stuck in the ground and must be equipped with a handle.
- Grave blankets will be permitted from October 15th to April 15th. If not removed by April 15th they will be removed and disposed of by the City maintenance forces.
- The DPW Superintendent shall have the authority to remove any or all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery as soon as, in the judgment of the DPW Superintendent, they become unsightly, dangerous, detrimental or diseased, or when they do not conform to the standards maintained.
- The City of West Branch shall not be responsible for any kinds of individual plantings damaged by the elements, vandals, and thieves or by other causes beyond its control.

Brookside Cemetery is owned and operated by the City of West Branch. Any business or questions that you may have should be brought to the attention of the City Manager or his designated representative at 121 North Fourth Street, West Branch, Michigan 48661 or phone (989) 345-0500.

