

RULES AND REGULATIONS

RICHMOND TOWNSHIP CEMETERIES

In accordance to Chapter 21, Section 64.24 E, of the Illinois Revised Statutes, the Trustees of the Richmond Township Cemeteries do hereby adopt the following Rules and Regulations.

1. SALE OF PROPERTY

- A. The Richmond Township Cemeteries Trustees or their designed person shall approve each application for purchase of grave or grave lots.
- B. The Richmond Township Cemeteries Trustees decision shall be final as to the ownership or non-ownership of any grave or grave lots.
- C. The Richmond Township Cemeteries Trustees shall issue a Deed to the purchaser of a grave or grave lots after receipt of full payment of purchase price of said grave or grave lots. Said price shall include Perpetual Care and cost of grave or grave lots, in accordance with the price schedule in effect at time of purchase.
- D. The Richmond Township Cemeteries Trustees reserve the right of first option to purchase any grave or grave lots that is offered for sale by the owner or his heir of said grave or grave lot, if the Richmond Township Cemeteries Trustees deem it necessary, for the benefit of the residents of Richmond Township, at the original purchase price in accordance with the price schedule in effect at the time of purchase, less perpetual (Income) care that has been paid.
- E. Said option to purchase shall be exercised for the benefit of the residents of Richmond Township only. If said potential purchaser be a non-resident of Richmond Township, or potential sale price is in excess of current price of a like grave or grave lot site offered by the Richmond Township Cemeteries Trustees, then the first option to purchase shall lie with the Richmond Township Cemeteries Trustees.

2. VAULTS FOR INTERMENT

- A. No interment, including cremains, shall be allowed in any of the Richmond Township Cemeteries, (Richmond, Cedar Vale, North Solon, or Washington) without a cement, concrete or metal (steel, copper, or galvanized) vault, unless specifically approved to the contrary by the Richmond Township Cemeteries Trustees.
- B. The use of a wooden, plastic, or fiberglass vault is strictly forbidden.
- C. Cremains shall be interred in a substantial material, i.e. cement, concrete, cast or sheet bronze, marble, cultured marble, pewter, acrylic, stone, heavy aluminum, copper and/or heavy plastic. Any wood, cloisonné, glass or ceramic urn will have to be in a concrete or cement outer urn. Notification of any and all said interments shall be given to the Sexton or Trustees of the Richmond Township Cemeteries.
- D. All baby interments and urns shall have the same requirements as adult interments and cremains.

3. INTERMENTS INCLUDING CREMAINS

- A. A permit for the Disposition of a Dead Human Body must accompany each and every interment. Each permit shall include all of the following:
Name of deceased, age of deceased, date of death, place of death, city, county, and state, cause of death, if deceased is a Veteran, name and address of Funeral Home conducting services, date of burial, place of burial, and of attending Doctor, Coroner, or Medical Examiner.
If the above information is not included on the Permit, a copy of the Death Certificate must accompany the permit. This information is used to complete the Cemetery Records and is not intended for public use or knowledge.

- B. It is the responsibility of the Funeral Director to contact the person designated by the Richmond Township Cemeteries Trustees, for the opening of any and all graves for interments, including small baby graves, and any cremains interment. The Richmond Township Cemeteries Trustees reserve the right to designate the grave digger for the Richmond Township Cemeteries.
- C. The Richmond Township Cemeteries Trustees reserve the right to name and designate the Sexton for the Richmond Township Cemeteries.
- D. It shall be the responsibility of the Funeral Director to contact the person designated as Sexton of the Richmond Township Cemeteries so an inspection of the vault may be made before burial. At the time of interment, the Funeral Director, or his stead, must present the Burial Permit to the Sexton. Said permit shall have the above named information completed.

4. RECORDS AND RECORD KEEPING

- A. The Richmond Township Cemeteries Trustees shall designate a Recorder to record all grave or grave lot owners, interments and all facts pertaining to record keeping as shall be set forth by the Richmond Township Cemeteries Trustees.
- B. All grave or grave lot owners shall be recorded by name, both in an alphabetical and numerical order. The records shall show the date purchased, purchase price paid and the Perpetual Care amount paid at the time of purchase, according to the price schedules in effect at the time of purchase.
- C. All interments shall be recorded by name of deceased in an alphabetical order. The records shall show which lot, section and grave where the deceased is interred. The records shall also show the name of the deceased, age, cause of death, place of death, veteran or not, place and date of interment and name of Funeral Director conducting services.
- D. The Richmond Township Cemeteries Trustees reserve the right to name the Recorder as the need may be. The Recorder does not have to be a member of the Richmond Township Cemeteries Trustees.

5. MARKERS, HEADSTONES, MONUMENTS

- A. All interments shall be marked with a temporary name marker.
The Funeral Director conducting the services should include said name marker in his service. A permanent marker shall be placed on each grave or grave lot within a three (3) year period following interment.
- B. All permanent markers, headstones, or monuments shall have a concrete base that extends four (4) inches from all sides of markers, headstones, or monuments. They shall be at ground level on all corners of the base. The setter must use black dirt to make sure that the base shall be at ground level.
- C. Lawn level, bevel and wedge, single or double markers shall have a base no less than five and one half (5½) inches thick. Monuments shall have a base no less than forty-two (42) inches thick.
- D. All bases shall be set on the inside of the grave or grave lot line.
- E. It shall be the responsibility of the Seller or Producer of the grave marker, headstone, or monument to contact the Sexton of the Richmond Township Cemeteries, before any marker, headstone, or monument is set, so that an inspection may be made before final setting is completed.
Any marker, headstone, or monument may be removed by the Richmond Township Cemeteries Trustees, or their Sexton, that does not conform to the above rules and regulations.
- F. The Richmond Township Cemeteries Trustees or their Sexton reserve the right not to accept any base, marker, headstone, or monument that has been illegally placed on any grave or grave lot in the Richmond Township Cemeteries.

- G. All markers, headstone, or monuments are the personal property of the grave or grave lot owner or owners. It is their or their heirs' responsibility to keep them in good repair.
- H. The Richmond Township Cemeteries Trustees reserve the right to move, or to remove, any marker, headstone or monument, bench, ornament, structure, planting or any part thereof, which in their opinion is hazardous, unsightly, objectionable by reason of placement or condition, damaged or deteriorated to the point of being useless for the purpose it was intended to serve.

6. CARE OF GRAVES AND GROUNDS

- A. The Richmond Township Cemeteries Trustees shall be responsible for the ordinary care of the Richmond Township Cemeteries under their control, only to the extent that funds are available to them from time to time from the Perpetual Care Fund.
Included but not limited to grass cutting, trimming around markers, headstones, monuments, trimming of bushes, trees, and shrubs that have been planted by the Richmond Township Cemeteries Trustees in and about non-grave sections of the Richmond Township Cemeteries.
- B. No coping, curbing, iron, wire or plastic fencing, gravel, ornamental rock/stone or enclosures of any kind shall be allowed in or around any grave or grave lot without the permission of cemetery trustees. No tree, shrub, benches, flower boxes, large pots, or other permanent structure of ornamentation shall be planted or placed upon any grave or grave lot without the permission of the Richmond Township Cemeteries Trustees.
- C. Perennial flowers may be placed or planted at any grave or grave lot in the Richmond Township Cemeteries. However, the plantings are limited to twelve (12) inches behind the REAR BASE of the marker, headstone, or monument. Flowers shall not extend beyond the width of the marker, headstone, or monument. Any flowers so planted beyond these limits shall not be allowed. The workers shall not be held liable for any flowers that may be damaged by mowing or trimming, that exceed these limitations.
- D. Artificial flowers may be placed on any grave or grave lot in the Richmond Township Cemeteries.
Fresh flowers may be placed on any grave or grave lot in the Richmond Township Cemeteries.
HOWEVER, NO GLASS CONTAINERS shall be used as a holder for these flowers.
A plastic container is available for this purpose and should be used. Glass is easily broken, and is dangerous to the visiting public and to the workers in the Richmond Township Cemeteries.
When artificial flowers are thrown about either by wind, vandals or by an act of God, or they no longer serve the purpose of which they were intended or are unsightly by fading or falling apart, they shall be disposed of by the workers.
When fresh flowers die, they shall be disposed of by the workers.
- E. No tree or trees of any species, no shrub or shrubs of any species may be planted on any grave or grave lot, by their owners or their heirs.
Any future planting of trees or shrubs on any grave or grave lot is prohibited.
- F. Grave or grave lot owners or their heirs are responsible for the trimming and care of any bushes, trees, shrubs, or perennial flowers that are now on any grave or grave lot in the Richmond Township Cemeteries.
Any trimming or care of these bushes, trees, shrubs or perennial flowers that are neglected and unsightly to the appearance of the Richmond Township Cemeteries, shall be tended to by the workers, and said grave or grave lot owners, or the heirs will be billed for that portion of work needed and completed.
- G. The placing of large cement or concrete flower pots, urns, or planters are not permitted. These must be moved for mowing and or trimming, and are much too heavy for the workers to move. Styrofoam flower pots or planters are not permitted. These become weather beaten and disintegrate. The Richmond Township Cemeteries Trustees or the workers

cannot accept the responsibility for the care of these containers. Any type of pot (clay or plastic) or granite vases shall have a hole for natural drainage. Standing water may become a breeding ground for mosquitoes (West Nile).

- H. Evergreen blankets or grave coverings are **NOT** permissible due to animal infestation. Shepherd hooks are **NOT** permissible due to possible entanglement with the cemetery mowers if they were to fall in the grass.
- I. Replacement of any existing personal property, trees, shrubs, flowers, plantings, pots or planters, coping, railing, gravel, markers, headstones, monuments, or any other items, must conform to Illinois's State Standards.

7. DIGGING OF GRAVES

- A. The Richmond Township Cemeteries Trustees reserve the right to name the grave digger for the Richmond Township Cemeteries. This so named person shall be the only person to dig new graves, small baby graves, and/or cremains graves, no matter which Funeral Director may be used. There shall be a minimum of eighteen (18) inches of tamped down dirt above all these types of vaults or urns. This is a State Standard. Sod shall be replaced on top of all these types of graves. Any excess dirt shall be placed in an area designated by the Sexton.
- B. The grave digger shall have proof of liability insurance to cover any damages that may occur.
- C. If anyone causes damage to markers, headstones, monuments, fences, trees, or any other Richmond Township Cemeteries property, they shall be responsible and liable for the repairs or replacement thereof.

8. DELIVERIES OF VAULTS

- A. Any damage to markers, headstones, monuments, fences, trees, or any other Richmond Township Cemeteries property, caused by the neglect of the vault company while on Richmond Township Cemetery property, shall become the responsibility of the vault company to repair or replace such damaged property.

The Richmond Township Cemeteries Trustees reserve the right to amend, alter, rescind, or to add to these Rules and Regulations as the need may arise.

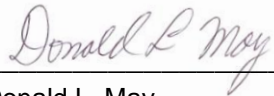
These Rules and Regulations shall replace any and all other Rules and Regulations that may have been or that are now in effect.

This ordinance shall take effect and be in full force from and after its passage and approval.

ATTEST:



Bruce A. Adams
Secretary
Richmond Township Cemeteries



Donald L. May
President
Richmond Township Cemeteries

PASSED: April 22, 2010

APPROVED: April 22, 2010

This is a revised and amended version from the one dated July 14, 1983.