

# RULES AND REGULATIONS KANNAPOLIS CEMETERY ON WEST “C” STREET

## **I. GENERAL GUIDELINES**

- (A) Experience has proved the adoption and enforcement of rules to be necessary to secure a proper burial, to protect the interest of lot owners, and to preserve the beauty of the cemetery. All persons are urgently and respectfully requested to conform to these rules and regulations and to assist the management in enforcement of the same.
- (B) Kannapolis Cemetery is also subject to the rules and regulations that have been established by the City Council for all city park property and public open space. The cemetery rules and regulations can be found on the city website at [cityofkannapolis.com](http://cityofkannapolis.com) or at the Kannapolis Parks and Recreation offices.
- (C) Cemetery hours are 8:00 a.m. to 30 minutes before sunset.
- (D) Due to the circumstances regarding the records for the Kannapolis Cemetery, the Parks and Recreation staff will do all that is possible to assist in the location of loved ones or family burial plots. However, lack of adequate records and failure to previously place markers on family plots, has made it difficult to locate all individuals.
- (E) All lots have six grave plots. Lots have dimensions of 20’ (twenty) feet long and 15’ (fifteen) feet wide. All plots are 5’ (five) feet wide and 10’ (ten) feet long.
- (F) It is the preference of the department that remaining plots within a family lot may only be used or transferred within the immediate family of the original purchaser. Immediate family members are defined as spouse, lineal descendants and siblings. The transfer of burial rights begins with the spouse, the oldest child, second oldest, etc.; then to the oldest grandchild, second oldest, etc; then the oldest great-grandchild and so on. If there are no children, then it begins with the oldest sibling of the original purchaser, then second oldest and so on.
- (G) A transfer of burial rights within a family on any plot in the Kannapolis Cemetery can be done with a notarized statement turned into the Parks and Recreation Director. A permanent copy of this transfer will be held in a file for the given lot. This transfer letter must list the date, Cemetery section, lot number, individual transferring the rights and individual receiving the rights. There is a fee for all burial rights transfers within immediate family members. All fees will go into the perpetual care/cemetery improvement fund. See fee schedule for amount.
- (H) Remaining plots on a lot may be transferred outside the immediate family; all transfers must be done in the same accordance as transfers within a family. There is a fee to transfer plots outside of immediate family; the fee is per plot. All fees will go into the perpetual care/cemetery improvement fund. See fee schedule for amount.
- (I) Lot ownership is a license for burial only and subject to City Rules and Regulations adopted from time to time by City Council. Title to all lots in the cemetery are and remain vested to the City.
- (J) Any family that wishes to transfer its remaining burial rights of vacant plots back to the City may do so at no charge.

- (K) The Kannapolis Parks and Recreation Department or its contractors will keep the lots clean, grass mowed, and maintain its conformation to the surrounding lots as it deems necessary and appropriate.
- (L) The Kannapolis Cemetery is to be used for the burial of HUMANS only. All graves must be opened under the supervision of an individual on the Parks and Recreation staff. All funeral homes must receive approval from the City before any grave plot can be opened. Disinterment requires two weeks notice prior to removal.
- (M) Only one body shall be allowed in a grave plot. In certain cases, an infant child may be buried with a parent in the same casket; both individuals must have a marker or share a marker. A Cremains or infant burial over an adult's grave may be permitted, provided that the adult burial is of sufficient depth and in a permanent vault and approved by the Director of Parks and Recreation; both individuals must have a marker or share a marker.
- (N) Cremains of two individuals in separate urns are permitted to be buried in a single plot; however a single marker with both names including birth and death dates is required.
- (O) There is a burial fee that must be paid in full to the City of Kannapolis by the family before any grave can be opened. All proceeds will go into the perpetual care/cemetery improvement fund. Payments are to be made at the Kannapolis Parks and Recreation office at Village Park. See fee schedule for amount.
- (P) A death certificate or full information of the individual being buried must be sent from the funeral home to the Parks and Recreation Department within one (1) week of burial. Information must include the full name, birth date, death date, next of kin and/or family contact information.
- (Q) The City prefers that funerals not be performed on the following holidays: Christmas Eve, Christmas Day, New Years Day, Memorial Day, Fourth of July, or Thanksgiving Day. No burials are permitted after 4:30 p.m. The City has the right to make adjustments to these restrictions based on individual circumstances; the City also has the right to notify funeral homes that on certain dates, based on activities in the park, that funerals will be discouraged.
- (R) A security deposit is required to be paid to the City prior to the burial to ensure marker placement. If a marker is not placed within six months of burial, the City will use the security deposit to have a marker made and placed on the grave plot. If a current family marker or headstone exists where the space is present for the information of the deceased (companion marker or family marker), then the City may have the information engraved using the security deposit if not done within six months from time of burial. If family handles marker placement within six months, security deposit will be fully refunded. See fee schedule for amount.
- (S) A temporary marker must be placed at the gravesite at time of internment by the funeral home. Temporary markers are not to be left for periods in excess of six months. Should the temporary marker become broken or deteriorated, park personnel may remove the marker at any time. A **permanent** marker is *required* within six months of burial.
- (T) It shall be the duty of the Parks and Recreation staff to supervise the digging of all graves and to supervise the laying out, posting and cleaning of all burial plots or squares. In addition, thereto, he shall see that all laws and regulations concerning the cemetery are duly observed and enforced, and in any case of any violation, shall report the same to the Chief of Police.
- (U) As of July 1, 2003, all individuals and/or companies who provide funeral/cemetery services in the City of Kannapolis Cemetery will be required to provide verification of liability insurance for the minimum

amount of \$1,000,000 and also list the City of Kannapolis as an additional insured. Certificate of Insurance must be received in office before services can be done.

- (V) All persons are reminded that the cemetery grounds are sacredly devoted to the burial of the dead, and that the provisions and penalties of the law shall be strictly enforced to keep it thus.

## **II. MONUMENTS (HEADSTONES)**

The following rules apply:

- (A) Central family monuments are permitted, however, all individuals buried on the lot must be marked with a grave marker (foot stone).
- (B) The face area of any monument shall not exceed fifteen (15) percent of the superficial area of the lot; its base length shall not exceed sixty (60) percent of the average width of the lot and its base width shall not exceed two (2) feet, provided however, that where there are four (4) or more graves, the base width may be a maximum of three (3) feet.
- (C) Monuments and markers of concrete, artificial stone, composition plastic, wood, tin, iron or similar materials are not permitted within the cemetery.
- (D) Monuments and markers shall be placed only on concrete foundations approved by the Parks and Recreation Director.
- (E) Minimum thickness of monument base shall not be less than 6" (six inches).
- (F) Minimum thickness of monument (dies) shall not be less than 6" (six inches).
- (G) A Parks and Recreation staff member must be present during the placement of any monument or marker.
- (H) An at grade "catwalk" of no less than 3 inches wide around base must be placed under the monument for ease of maintenance (this can be concrete of at least six inches thick with a smooth finish); base can be utilized if used in an at grade manner.

## **III. GRAVE MARKERS (FOOT STONES)**

- (A) Grave markers shall not exceed one (1) foot in width and two (2) feet in length and shall be placed at the end of the grave farthest from the central monument; or at the foot of the individual burial plot.
- (B) Grave markers are to be a minimum of 4" thickness and must be set flush with the ground.

## **IV. GRAVE VAULTS**

- (A) CONCRETE OR STEEL GRAVE LINERS shall be used for all burials in Kannapolis Cemetery. Vaults are not required for burial of cremation urns. The minimum requirement for concrete vaults shall be: (a) 1-1 ½" average sidewall thickness (b) 2-inch top thickness (c) 2-inch bottom thickness (d) 4500 p.s.i.
- (B) The minimum requirements for a steel vault shall be 12-gauge thickness top, sides and bottoms.

- (C) Non-biodegradable polypropylene vaults are permitted. These vaults must be able to withstand a load of 5,100 lbs per square foot and over 44,000 lbs of total load after burial.

**V. MAUSOLEUMS AND TOMBS**

- (A) No mausoleums or tombs are permitted on any lot in the Kannapolis Cemetery.

**VI. GENERAL INFORMATION**

- (A) Should any monument or marker be placed that does not meet the Rules and Regulations of the Kannapolis Cemetery, the Parks and Recreation Department will at the expense of the lot owner, remove same.
- (B) Should any monument, marker or ornament become unsafe, unsightly or in need of repair or resetting, the City, after giving notice to the owner of such condition and upon the failure of the said owner to correct the condition within thirty (30) days after receiving said notice, reserves the right to correct or remove the same at the expense of the owner.
- (C) The design of any marker or memorial must be in general character of the Cemetery and subject to approval of the Parks and Recreation Director. Any monument, marker, or memorial placed on a lot or plot will be at the owner's care, risk and responsibility.
- (D) No raised borders of any kind or design are permitted around lots or plots. The Parks and Recreation Director must approve borders that are flush with the ground. Corner stones designating lot boundaries are permitted, but must be installed flush with the ground.
- (E) No loose stone of any kind is permitted on any lot or plot.
- (F) No grave ledgers are permitted on any plot.
- (G) **NO TREES, SHRUBS OR FLOWERS** shall be planted upon any cemetery lot. Any existing trees, shrubs or flowers that become unsightly or dangerous may be removed or pruned without notification. No individual other than Parks and Recreation staff or its contractors may perform any work on any trees or shrubs. All available options will be pursued before any existing tree is removed from any lot or its vicinity.

**VII. FLOWER ARRANGEMENTS**

- (A) Flower arrangements will be left on a new gravesite for approximately one week. Once the tent is removed by the funeral home, Parks and Recreation staff will remove floral designs that are in poor condition. Silk flowers will be left on the lot. If you desire to keep ribbons or special forms placed by the gravesite, you should remove them within the first week following internment.
- (B) In placing floral arrangements on your plots it is helpful to place an identification card on the arrangement. This may be done in writing the section/row/lot # or the name of the deceased individual on the card attaching it to the arrangement. This card may be laminated for durability or placed in a small zip lock bag and attached to the flower. The Parks and Recreation office can provide the section/row/lot # if needed. In the event that the wind blows an arrangement from the lot, it may be returned to its proper place.

- (C) Routine flower cleanup will occur twice per year at specific dates established by the Parks and Recreation Department. The first cleanup of the year will be the first two weeks of March. At that time all Christmas flowers and all other flowers, designs, baskets and arrangements may be removed from lots. The second flower cleanup of the year will be the first two weeks of September. At that time all Easter, spring and summer arrangements may be removed from the lots. Notifications of specific dates will be advertised in the Kannapolis City newsletter and by placing signs throughout the cemetery. Owners who want to save specific arrangements should remove them prior to scheduled dates for spring or fall cleanup. **Saddle type** arrangements are exempt from this procedure, but will be removed when considered unsightly.
- (D) No hanging baskets shall be permitted on any lot.
- (E) Under no circumstances may glass vases be placed on the grounds of any lot.
- (F) Baskets, glass, cans, crockery, boxes, shells, watering pots, wire, and metal are detrimental to the appearance of the cemetery and are not permitted; they will be promptly removed when found. Floral Easels are exempt from this.
- (F) Potted plants shall be permitted to remain on graves until the blossoms are dead, at which time they shall be promptly removed. Potted plants are limited to one for each occupied grave; the same to be removed ten days after Easter, Mother's Day and Memorial Day.
- (G) Artificial or fresh cut flowers may be placed on any grave. All withered and faded cut flowers shall be removed when lots are mowed.
- (H) Metal vases that are part of a marker must be inverted by the owner when not in use. The City shall not be liable for any damage done to these vases.
- (I) The City shall not be held liable for lost, misplaced or broken flower vases or for damage caused by the elements, thieves, vandals or by causes beyond its control. The City reserves the right to regulate the method of decorating lots and the right to regulate decorations so that a uniform beauty may be maintained.

#### **VIII. GENERAL RULES AND POLICIES**

- (A) Littering is not permitted. No person shall deposit any rubbish, filth, waste or unclean or unsightly substance in the cemetery.
- (B) No person shall use any part of the cemetery as a playground.
- (C) No person shall drive or ride any motor vehicle in the cemetery in a speed in excess of (10) miles per hour.
- (D) No person shall sit or stand on any monument.
- (E) No person shall drive or lead any animal or motor vehicle over, upon or across any burial lot or plot in the cemetery. The only exception of this rule is for the opening and closing of graves, placement of monuments or grave markers, or for the maintenance of trees or grass by the Parks and Recreation staff or its contractors.
- (F) All pets must be kept in vehicles while on Cemetery property.

- (G) Balloons and toys are prohibited on any lot.
- (H) The Cemetery grounds are closed to everyone except Parks and Recreation employees and other authorized persons, during the hours of darkness. Violators of this provision are subject to arrest and prosecution.
- (I) Flags may be placed at any time during the year on a grave as long as the flag is placed within six inches of the monument or marker. Flags will be removed when they become worn or damaged.
- (J) No person shall discharge firearms within the Cemetery except for military funerals or Memorial Day exercises.
- (K) No individual other than City staff or its contractors shall perform any maintenance work on any grave lot or plot within the Kannapolis Cemetery. Opening and closing of graves is the responsibility of the funeral home and their contractors. Proof of insurance must be provided annually listing the City as an additionally insured as stated in Section I part U.
- (L) No grave may be opened without prior consent by Kannapolis Parks and Recreation staff and until it is properly located and marked.
- (M) No gravesite marker company is permitted to place any marker within the Kannapolis Cemetery without previous approval by the City of Kannapolis. A Kannapolis staff person must be present when the marker is being placed.
- (N) Due to the necessity of continuous maintenance and other cemetery operations, incidental damage may occur to the borders and edges of monuments and memorials. Such incidental damage shall not obligate the City to replace the monument or memorial.
- (O) Removal, by the heirs, of a body or cremated remains must be in accordance with the local laws and of the State of North Carolina, and the Rules and Regulations of the Cemetery.
- (P) The City of Kannapolis is not responsible for burial errors or headstone placement errors prior to the City taking control of the cemetery in 2001.
- (Q) The City hereby expressly reserves the right to adopt additional Rules and Regulations or to amend, alter, or repeal any rule, regulation, article, section, paragraph, fee, or sentence in these Rules and Regulations, at any time and the only notice thereof which need be given shall be by posting thereof at the Parks and Recreation office.

**KANNAPOLIS CEMETERY FEE SCHEDULE**

Transfer of burial rights within a family:	\$25.00
Transfer of burial rights outside of immediate family:	\$200.00 per plot
Transfer of vacant plots to City:	No Charge
Burial fee (must be paid prior to burial):	\$150.00 per plot
Security deposit to ensure marker: (must be paid prior to burial)	\$175.00 per marker

\* All fees collected are deposited into the Kannapolis Cemetery perpetual care fund