



# MAPLE GROVE CEMETERY

**Regulations Amended** – May 23, 2019

**Regulations Amended** – April 5, 2021

**Fees Amended** – October 6, 2014

**Fees Amended** – July 1, 2019

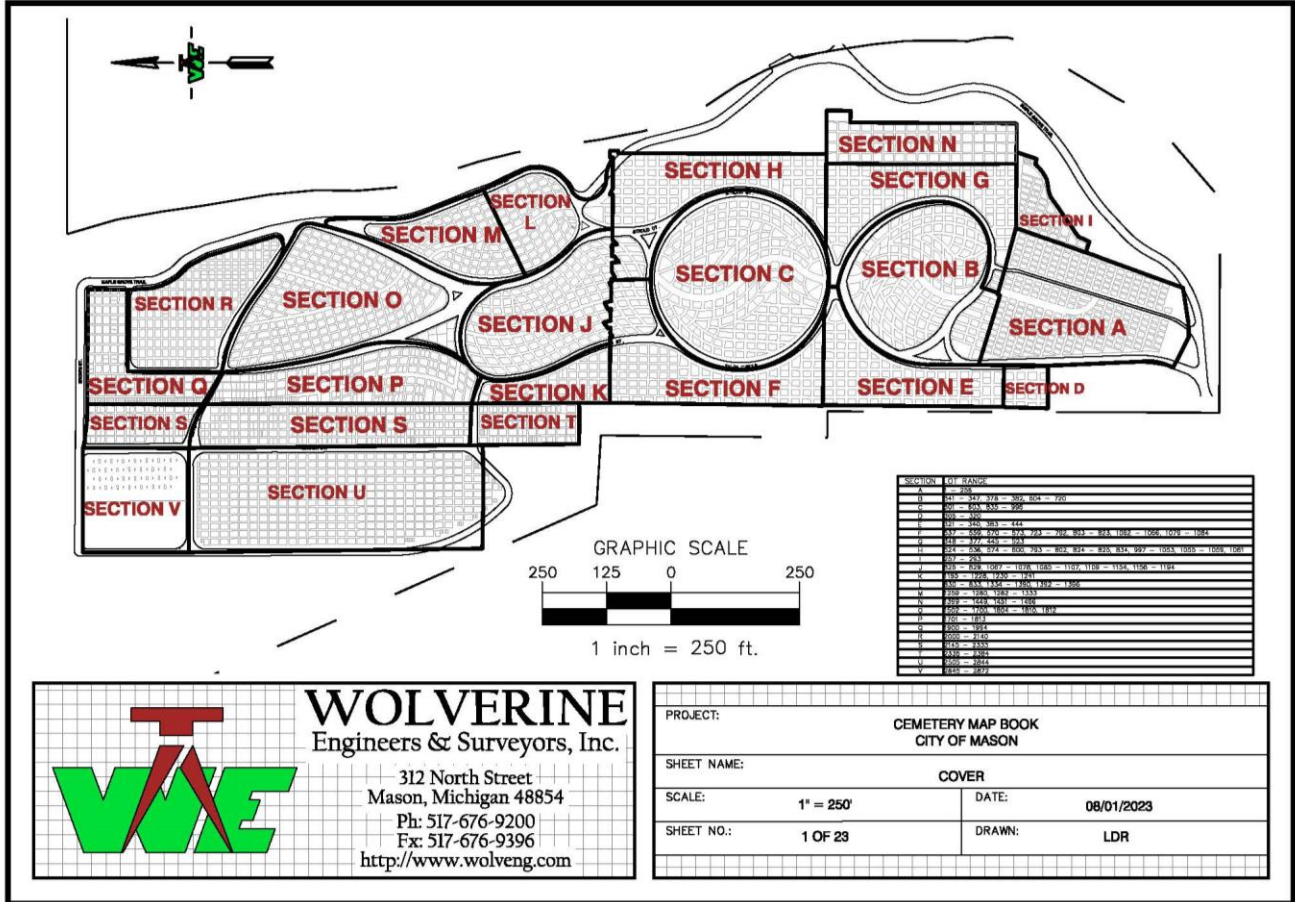
**Regulations Amended** – April 6, 2021

**Regulations Amended** – March 11, 2022

**Regulations Amended** – August 1, 2023

# Cemetery Map

Refer to map on website for more detailed information on each section.



S:\Projects\2023\23-0052 City Of Mason Cemetery Layout\CAD\DWG\ALL SECTIONS\_2.dwg, Tuesday, August 1, 2023 12:35:23 PM, Lori Raymond

## Contact Information

### Phone Numbers

Customer Service Desk: 517.676.9155

After-hours Cemetery Grounds/Burial Concerns Only: Parks, Forestry & Cemetery Superintendent: 517.410.0972 or 517.749.8726

### City of Mason, Clerk's Office:

City of Mason  
Attn: City Clerk  
201 W. Ash Street  
Mason, MI 48854

# Rules and Regulations

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## Introduction

The City of Mason administers the affairs of the municipal cemetery, Maple Grove. City Staff, upon advice from the Cemetery Board, has established rules and regulations, and the City Council has adopted ordinances which will afford maximum protection to the burial rights holders and best ensure and preserve the beauty, orderly development, and care of the cemetery. The City reserves the right to make such changes or alterations of the rules and regulations from time to time as they deem necessary. **CHECK WITH THE CITY STAFF TO CONFIRM ANY RECENT CHANGES.** The rules contained herein are subject to any and all ordinances of the City, now or hereafter placed in effect.

## Dedication

The cemetery grounds are dedicated to the proper burial and repose of the human dead.

## Purpose

It is the City of Mason's purpose to provide the public with a well-maintained cemetery and for the perpetual care of the City cemetery property.

## Definition of Burial Rights

The term BURIAL RIGHTS shall be construed to mean the holder of the "Cemetery Deed" for a specific site. Such rights are limited to a burial privilege or the right to assign that privilege to a second party by recognized descent or devise from the original holder where same is placed on record with the City.

## Cemetery Design

Cemetery sections, contiguous sites, gravesites, walkways, and roads are established by plan. This provides proper access for the public and for efficient cemetery operation and grounds maintenance, as well as, ensuring that proper records may be kept.

All sites are surveyed and identified before burial rights privileges are granted.

The City reserves the right to perform all work for the care and upkeep of all cemetery grounds. No objects other than monuments, markers, urns, or approved shrubs will be permitted upon any gravesite and then only in conformity with the rules and regulations herein set forth.

## Purchase of Cemetery Lots and Niches

Infant Graves, Single Spaces, Half Lots, Full Lots and Niche purchases are made through the City of Mason Clerk's office. Payment types include cash, check, credit card (service fee applies), or money order. All purchases must be paid in full at the time of purchase before a cemetery Burial Rights Certificate will be issued; no payment plans are allowed. No burial, placement of cremains in a columbarium, placement of any memorial on any space and/or engraving on any niche front cover will occur if the burial space, lot, and/or niche has not been paid in full.

Cemetery Lots/Niches are defined as:

- Infant Grave: one (1) Infant Burial
- Single Space: one (1) Full Burial and two (2) Cremains -or- four (4) Cremains
- Half Lot: two (2) Full Burials and four (4) Cremains -or- eight (8) Cremains
- Full Lot: five (5) Full Burials and ten (10) Cremains -or- twenty (20) Cremains
- Niche: one (1) or two (2) Cremains depending on size of urn/vessel. Approval to place more than two (2) Cremains in a Niche must be obtained from the City at the time of purchase.

**Transfer, Assignment or Relinquishment**

Possession of a Cemetery Deed or Burial Rights Certificate is not in itself sufficient evidence to change Ownership. Burial rights holders may assign, relinquish, or transfer their rights only by written affidavits, which must be accepted at the Clerk's Office.

Should the owner die without having designated an individual(s) to be buried on the balance of any gravesite(s), the City will permit the burial of heirs as designated by court proceeding and/or declaration. Burial rights holders should either designate the individual(s) to be buried on the gravesites at the time of purchase, by assignment at a later date, or in their Last Will and Testament. No burial shall be allowed unless the City has a record that the deceased has a right to the designated burial site.

**Perpetual Care**

The purchase of every burial right includes Perpetual Care, and such care is made a part and condition of each sale. Perpetual Care shall consist of mowing, re-seeding, and leveling of sunken graves at reasonable intervals and periodic inspection for irregularities by agents of the City. Perpetual Care does not include the repair, maintenance or replacement of any items or objects placed on or in cemetery grounds. Perpetual Care as outlined above will provide the essential requirements of a well-kept cemetery, protection of the burial grounds, and care forever without further expense to the burial rights holder.

**Perpetual Care Trust Fund**

A portion of the sale price of each burial right is deposited in the Cemetery Perpetual Care Trust Fund of the City. The interest income from these investments will be used for cemetery maintenance.

**Special Care**

The City does not accept requests for Special Care (planting of flower beds or bulbs, placing of wreaths, cleaning of markers, etc.). Special care is accomplished by the burial rights holder and all work shall be done in accordance with established cemetery rules set herein.

**Shrubs, Trees, Bushes, Ground Cover, Planting of Flowers**

Flowers may be planted within eighteen (18) inches of a marker or monument on the interment side. No sod may be removed from any Cemetery lot except within the eighteen (18) inches of a marker or monument for the purpose of planting flowers.

No shrubs or trees shall be planted until prior approval has been given by the City. Shrubs and trees will only be permitted at the ends of the monuments. The City reserves the right to remove any tree, plant, shrub, or any other object that violates Cemetery Rules.

Prohibited items and actions related to plants include:

- all rose bushes containing thorns,
- all ground cover (ivy, creeping plants, periwinkle, etc.),
- no shrubs or trees which will exceed five feet (5') at maturity, and
- picking any flowers, or breaking/injuring any tree, plant, or shrub.

## Flags

Flags, when used, shall be placed in a City provided flag holder. The City furnishes flags each year for the graves of every United States Military Service personnel. The flags' purpose is to mark and designate each grave in honor and memory of his/her service. Flags are placed by the Mason American Legion Brown/Cavendar Post #148. Flags will be placed by Memorial Day and will remain on the grave site until Veterans Day.

When either purchasing or setting up grave openings, families and/or agents of the deceased will be asked to inform the City of whether the deceased was a Veteran or Active Service member. This ensures an accurate record of gravesites where flags should be placed.

## Urns for Flowers

Cement urns are allowed, however, an urn that has not been used for one (1) year may be removed from the Cemetery by the City. Cement urns are required due to weed-whipping maintenance causing damage to less durable materials. Exceptions may be made with prior approval; you must contact the Clerk's office before placing the container graveside or it will be removed.

## Attachments and Furnishings

**Prohibited Year-Round:** Shepherd hooks, hanging baskets, wire baskets, glass-covered or wood boxes, chairs, settees, benches (except granite monuments), fencing, windsocks, chimes, birdfeeders, plastic flowerpots, etc. are prohibited.

**Winter Decorations:** Artificial flowers, wreaths, grave blankets, solar lights, and figurines may be maintained on graves from November 1 to March 31. If such decorations are not removed before April 1, they shall be considered abandoned and may be discarded by the City. Winter decorations must be placed adjacent to the monument or urn and should be well secured.

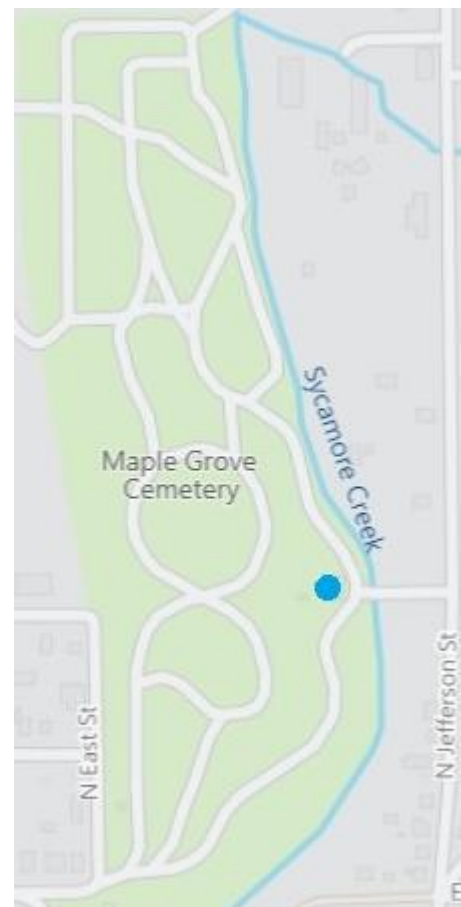
From April 1 to October 31, all winter decorations are prohibited. Only living plants and flowers (not artificial) are allowed.

## Annual Cemetery Clean-Up

Beginning April 1, Maintenance will begin to remove abandoned winter decorations, as well as any prohibited items. These will be stored for a short while next to the Blue Maintenance Building. If you are unable to remove your items prior to April 1<sup>st</sup> and they have already been moved from your lot, you should be able to find them there until early/mid-May. They will be discarded if not picked up by then.

The Blue Maintenance Building's location is shown on the map, toward the East side of sections H and N.

The City is not responsible for any decorations.



### Markers and Monuments

All markers and monuments will be installed under the supervision of the City. All markers and monuments must be placed on a cement foundation. All Military markers four (4) inches or less thick shall be installed flush with the ground unless used as a double marker on a granite base. Lot corner markers may be used if level with the ground. Granite benches are allowed as Monuments/Headstones but must be securely fastened together if in multiple pieces.

The following material in any form will not be permitted for markers, monuments, or foundations: marble, sandstone, slate, artificial stone, field stone, terra cotta, wood, iron, glass, unconsolidated material (i.e. wood chips, stones/rocks, etc.), and all kinds of landscape edging. Requests for exceptions can be submitted to the City Clerk's office for consideration by the Cemetery Board.

**Reasonable care will be taken by the City to protect the Memorials from damage. The City, however, assumes no responsibility for damage in case of unintentional chipping, marking in the regular course of site care, or vandalism. All memorials are the private property of the purchaser.**

### Markers and Monument Sizes and Regulations

Below are the maximum sizes allowed for monuments and markers:

- Infant Grave or Single Space: 34 inches wide
- 2 Spaces or Half Lot: 68 inches wide
- Markers and Monuments larger than 68 inches wide and/or placed on more than two (2) spaces must be approved by the City Clerk's office.

Below are additional regulations regarding the placement of monument and markers.

- Each space can have one (1) headstone and two (2) flush foot stones within the measurements indicated above.

### Foundations

All markers and monuments are required to be on City-poured cement foundations. Foundations are poured twice each year in the Spring and Fall. All foundation orders must be paid in full by the due date to ensure their placement. Spring Foundation orders are due by April 15 and Fall Foundation orders are due by September 15. Foundations must be exact size of the base of the monument (no overlay is allowed).

Foundation prices are determined by the square inch (width x length).

Foundation orders can be done directly through the City Clerk's office or the Monument Company can send payment and monument/foundation dimensions to the City Clerk's office.

### Engraving of Niche Fronts

All niche fronts will be engraved by the City's contractor in the Times New Roman font to ensure uniformity of the Columbarium. Forms for engraving requests will be given to burial rights holders upon issuance of Burial Rights Certificates. Replacement forms may be obtained through the City Clerk's office. The City of Mason will submit requests for engraving orders four (4) times per year (March 15, June 15, September 15, and December 15). Any orders received with payment by these four (4) dates will be submitted to the City of Mason's contractor for engraving.

## Funerals and Burials

All funerals, burials, and cremation placements within the cemetery grounds are under the direction of the City.

Notice of funerals, with exact location of gravesite, time of burial, and any special requests must be given to the City Clerk's office at (517) 676-9155 at least eight (8) regular business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) in advance of the burial. ***In Winter months, please contact the City Clerk's office as far in advance as possible due to frozen grounds.*** Payments for openings/closings **NOT** being paid by the funeral home **MUST** be paid prior to the date of the burial. Funeral homes may mail or drop off payments as soon as possible to the City of Mason, Clerk's office.

The City will not assume responsibility for errors in opening gravesites and niches when orders are given by telephone. Orders from the funeral home for the opening of gravesites will be construed as orders from the burial rights holder.

A burial arrival time must be no later than 3:30 p.m. Monday through Saturday. Funeral processions entering the cemetery after these times will be subject to an overtime fee. An invoice for these fees will be sent to the burial rights holder or authorized agent if not paid in advance.

There are NO burials on Sundays nor on scheduled City of Mason Holidays.

Burial Transit Permits and Cremation Certificates are required for all full burials and cremains, respectively. These documents shall be presented at the conclusion of the burial service to the Parks, Forestry & Cemetery Superintendent or his/her designee and will be kept on file in the City Clerk's Office.

As soon as flowers used at a funeral and left on a gravesite become unsightly, they will be removed. The City assumes no responsibility for their return to owners.

All graves will be opened and closed by the City.

All burials shall be in metal or concrete vaults, or concrete rough boxes, except for cremations and infant burials in caskets or urns 26" X 50" or less.

## Removals and Disinterments

Disinterment of a body once properly buried shall not be made without approval of the City and with proper disinterment paperwork. Gravesites shall not be reopened for inspection except for official investigation.

### General Use Rules

Visitors will be allowed daily from sunrise to sunset. Minors must be accompanied by their parent/guardian or adults who will be responsible for their conduct in the cemetery. The City shall have the care of the Maple Grove Cemetery, and are hereby authorized to remove all those who violate these rules or commit trespass.

The speed limit on cemetery roads is established at 15 miles per hour. In inclement weather, the cemetery may remain closed until time allows for the cemetery roads to be safely passable.

Persons entering the cemetery will be held responsible for any damage they cause to the cemetery property and are requested to observe the Rules and Regulations available at the Customer Service Desk, on the City's website, or in the green mailbox in the cemetery located along the east road near the south pedestrian bridge. Destructive actions within the cemetery will be considered a misdemeanor and will so be treated.

Prohibited actions whether intentional or otherwise, include, but are not limited to:

- damage or defacement of markers, monuments, foundations, interment sites, cemetery appurtenances, or equipment,
- removal of flowers, urns, or similar items without authority,
- driving a vehicle in the cemetery in excess of 15 miles per hour, driving recklessly, and/or causing damage to items within the cemetery including its privately-owned contents,
- dogs, cats, and other domestic animals running at large on the grounds (owners will be held responsible for any damage caused),
- profane or boisterous language,
- loitering, and
- gifts or tips to City employees.

The City staff and Cemetery Board have no private ends to sub serve or any pecuniary interest to benefit. They are proud of the beauty of Maple Grove Cemetery and are pleased to consult with and advise lot owners looking toward further improvements of the grounds.



# Fees

## Purchase of Burial Spaces

Burial spaces may be purchased by contacting the City of Mason. Spaces are sold in the following ways:

- Infant Grave: one (1) Infant Burial
- Single Space: one (1) Full Burial and two (2) Cremains -or- four (4) Cremains
- Half Lot: two (2) Full Burials and four (4) Cremains -or- eight (8) Cremains
- Full Lot: five (5) Full Burials and ten (10) Cremains -or- twenty (20) Cremains
- Niche: one (1) or two (2) Cremains depending on size of urn/vessel

PURCHASE		
	RESIDENT	NON-RESIDENT
Infant Grave	\$265	\$465
Single Space	\$700	\$1,200
Half Lot	\$1,295	\$2,295
Full Lot	\$2,585	\$4,585
Niche	\$700	\$1,200

GRAVE OPENING/CLOSING	
WEEKDAY	
Cremation or Infant Full Burial	\$235
Full Burial	\$675
Niche	\$50
SATURDAY	
Cremation or Infant Full Burial	\$300
Full Burial	\$800
Niche	\$75

<b>DISINTERMENT:</b>	250% of grave opening/closing fee
<b>FOUNDATION:</b>	\$.50 per square inch (minimum cost - \$125)
<b>NICHE ENGRAVING</b>	\$245 for single name/dates; \$295 for two (2) names/dates
<b>OVERTIME:</b>	\$150 extra for an in-ground burial or \$25 extra for a niche opening for any funeral entering the cemetery after 3:30 p.m.