

HILLCREST CEMETERY RULES

Village of Albany
206 North Water Street
Albany, WI 53502
608-862-3240
Revised February 11, 2014

GENERAL

All persons purchasing grave sites in Hillcrest Cemetery shall receive a deed for same. Said deed shall state the lot number purchased, the amount paid, and the number of lots purchased. The grave sites may only be used for the interment purposes of human remains. **No animals** are allowed.

Each grave site may be used for one of the following types of interment:

- a) one adult or one child;
- b) crematory remains for two humans;
- c) one interment in conjunction with a crematory remains burial;
or
- d) infant interment in conjunction with an adult interment.

Such cases are allowed providing that space is available. An **added cost** will be assessed as determined by the Village Board for more than one burial per single grave lot.

The cemetery shall be maintained by the Village of Albany. Grass shall be kept cut and shall be trimmed around monuments and markers. Seeding or sodding shall be done as deemed necessary. Drives shall be maintained throughout the year and kept reasonably free of snow during the winter months.

GRAVE OPENINGS/INTERMENT/DISINTERMENT

No grave shall be opened until the fee has been paid in advance or guaranteed by a funeral director(s).

Opening of graves shall be done in a neat and orderly manner by the Village of Albany, with care being taken to protect monuments and markers. Graves shall not be less than forth-eight inches nor more than seventy-two inches in depth.

An outer burial container of concrete, steel, or plastic must be used for all interments with the exception of the interment of crematory remains or infant remains.

Interment and disinterment, including one necessary for crematory remains must be done by Village of Albany personnel or as otherwise authorized by the Cemetery Committee.

Disinterment can only be done with the **approval** of the County Coroner.

After interment or disinterment, the grave shall be closed and the ground allowed to settle. The grave site shall then be sodded, seeded or otherwise restored to the condition of the surrounding area.

CREMATION AREA RULES AND CHARGES

Cremation burial areas are 36" x 48" with 18" x 48" concrete foundation area for a stone marker or brass marker. No scattering of ashes will be allowed. Markers must be on the concrete foundation. The maximum base size of stone markers or brass markers shall **not** exceed 13" in width or 34" in length. If two adjoining cremation lots are owned by one owner, an exception to the length of the stone marker may be granted. In any case, there shall be a minimum of concreted wash in front and rear of the marker(s) of 2.5" and a minimum of 7" at each end of the marker.

As in all sections of the cemetery, all decorations, including urns, must be placed on a concrete foundation base. All military staffs and staffs for hanging plants, lights, etc. must be drilled into the concreted base. They may **not** be placed on the ground or along the side of the concrete base.

The cost of the lots in the cremation area will be reviewed from time to time and set by the Village Board. There will, however, be an additional \$100 charged if two cremation burials are placed in one gravesite.

MONUMENTS/MARKERS

All monuments and/or markers must be placed on a concrete foundation base of a minimum thickness of 4" on soil not disturbed by the grave opening. The base must extend beyond monument or markers by a minimum of 14" on each end and 4" in front and back.

The maximum height of monuments and/or markers **shall not exceed 32"** from the foundation, with foundation **not to exceed 1" above ground level.** Those exceeding 32" require the approval of the Superintendent of Public Works for the Village of Albany.

No person shall erect or cause to have erected any permanent object other than the above-mentioned monuments and markers without **prior** approval of the Cemetery Committee.

RECORD KEEPING

The Village of Albany shall collect all monies for grave sites, perpetual care, grave openings, gifts and memorials and shall be responsible for maintaining records of all interments and disinterments, and making necessary reports as required by the State of Wisconsin.

DECORATIONS

1. All decorations, including urns, must be placed on the concrete foundation base. Staffs for hanging plants, lights, etc. must be drilled into the concrete base. **Not placed beside.**
2. Decorations may be placed at any time, but may be removed when becoming unsightly or as deemed necessary by the groundskeeper. Decorations cannot be a nuisance for others or the groundskeeper.
3. Fresh flowers placed on a grave at the time of funeral **must** be removed within forty eight hours or they may be removed by the groundskeeper.
4. Evergreen blankets may be placed on a gravesite during winter months.
5. All live plants **must** be placed in urns (limit two) and placed on the cement foundation. Glass or wire containers are **not** allowed.
6. Trees, shrubs, and other perennials may only be planted with the approval of the Cemetery Committee.

Any request for a variance from these rules **must be in writing** and submitted to the Cemetery Committee for consideration.