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CEMETERY RULES AND REGULATIONS

Part One PURCHASE OF LOTS OR SPACES

1. Lots or spaces in the Clear Lake Cemetery ("Cemetery") that are owned by the City of Clear Lake shall be available to all people who make application to purchase them. The charge for the said lots or spaces in said Cemetery shall be fixed from time to time by the City Council.
2. Applications for purchase of and payment for lots or spaces shall be made at the office of the City Clerk, Clear Lake, Iowa.
3. Cemetery lots or spaces are deeded to the purchaser for Cemetery purposes only, and shall be used under the rules and regulations prescribed by the City for such use.
4. The Public Works Department will have plats available, showing the location, size and price of the lots or spaces. Business hours are from 7:30 a.m. to noon and 1:00 p.m. to 4:30 p.m. Monday through Friday.
5. Burial arrangements and payment for grave openings shall be made at the office of the City Clerk.

Part Two TRANSFER OF LOTS AND SPACES

Lots or spaces in the Cemetery shall be transferred by a bill of sale or receipt. All deeds shall convey lots or spaces for burial purposes only, subject to the rules and regulations of the Cemetery.

Part Three ABANDONED LOTS OR SPACES

All abandoned lots or spaces, as set out in *Iowa Code* Sections 566.20 to 566.27, shall revert to the City of Clear Lake. Upon completion of the abandonment of such lots or spaces, the City may sell the same and convey title thereto.

Part Four CARE OF LOTS OR SPACES

1. The general care of the Cemetery is assumed by the Public Works Department and includes the cutting of grass at reasonable intervals, raking and cleaning of grounds, pruning of shrubs, trimming of trees which have been placed by the Cemetery, and filling and seeding graves and low areas.
2. The general care assumed by the Public Works Department shall in no way be construed as meaning the maintenance, repair, leveling or replacement of any grave monument, marker, stone, or concrete base.

3. All grading, landscape work and improvements of any kind, and all care of lots, shall be done, and all trees, shrubs of any kind shall be planted, trimmed or removed, and all interments, disinterments and removals shall be made only by Public Works Department personnel.
4. Effective October 1, 2007, all bushes, plantings of floral pieces (either annual or perennial varieties) upon individual graves or lots shall be prohibited. All plantings will be removed and City personnel will seed the area with grass.
5. The City shall not be liable for damage to gravesites, markers or monuments resulting from the City's care or maintenance of the cemetery grounds.

Part Five **RESTRICTIONS**

1. Out of respect, all work of any description should cease while a funeral or interment is being conducted nearby. It shall also be required that trucks and workmen withdraw to a reasonable distance from the location of the funeral service.
2. Approaching the bereaved for the purpose of soliciting any business within the Cemetery will not be permitted.
3. No fences, hedges, shrubbery, floral pieces (either annual or perennial varieties), landscaping or enclosures of any kind shall be permitted around any lots or spaces.
4. Trees may be permitted to be planted if approved by the Public Works Director, but not within 50 feet of another tree. The Public Works Director must approve the species and location.
5. The use of wooden rough boxes or crypt-beds is prohibited in burials within the Cemetery and only sealed concrete vaults and sealed urns shall be used, except for County burials.
6. No trees, shrubbery, markers, plantings or obstacles will be placed in the walkways or alleys between lots or spaces.
7. There will be no Sunday or City recognized holiday interments or burials without obtaining permission from the Public Works Director, which permission will be granted for emergencies only. The following are City observed holidays:

New Year's Day	President's Day
Good Friday	Memorial Day
4 th of July	Labor Day
Veteran's Day	Thanksgiving Day
Christmas Day	Friday After Thanksgiving

If any of the above-listed holidays fall on a Saturday, the Cemetery will be closed from the preceding Friday through, and including, the following Sunday. If any of the above-listed

holidays fall on a Sunday, the Cemetery will be closed from the preceding Saturday through and including the following Monday.

Part Six GRAVE DECORATIONS

Summer Months-April 15 Thru November 15. Fresh flowers, plants, artificial wreaths or flowers, and shepherd hooks (plant holders) may be used for decorating graves **BUT** must be placed within the concrete foundation or on the monument or markers, except for Memorial Day. For a period of 10 days preceding and 10 days following Memorial Day, the above-mentioned type of arrangements may be placed on graves providing they are in containers other than glass or pottery and set close to the monument or marker. Public Works personnel will be instructed to remove all items after this period. The Cemetery shall not be held accountable or responsible for any items so placed. Permanent metal vases attached to monuments or ground-style inverted vases cast in place with concrete foundation or granite is recommended. Flowers and arrangements will be removed upon deterioration throughout the year.

Winter Months-November 16 Thru March 31. All permanent metal vases must be placed in the inverted position to prevent breakage. The Cemetery will not be held responsible for damaged vases. All flowers, decorations, wreaths, etc. wished to be salvaged by family members must be removed by March 31 due to Public Works personnel removing all arrangements on graves starting April 1.

Part Seven VISITORS

1. Any person within the Cemetery shall use only the roads, walks or alleys and at no time shall trespass on Cemetery lots, other than their own, and shall at all times conduct themselves in a quiet and respectful manner.
2. Visitors shall not pick any flowers, injure any trees or plants or mar any stone or monument.
3. Vehicles are permitted on the driveways only. The speed limit within the cemetery is 15 miles per hour.
4. No dogs are allowed.

Part Eight INTERMENTS

1. All graves shall be opened by workmen employed by the City, and no filling, seeding, or other work upon single graves or lots shall be done except by such employees.
2. No interment of any body other than a human being shall be permitted or made in the Cemetery. No cremains may be spread on top of the ground within the cemetery.

3. No more than one body may be interred in any one grave, unless both are cremated, or one traditional burial and the other cremated and put on top. The traditional burial must occur first.

4. The Cemetery must have notice of an interment at least 24 hours in advance of burial from April 1 to October 31 and 48 hours from November 1 to March 31. Monday morning openings require notice to be given by noon of the preceding Friday.

5. The City shall in no manner be liable for any delay in the interment of a body where a protest to the interment has been made or where it has been determined that non-compliance with the rules and regulations of the Cemetery has occurred. The City shall be under no duty to recognize any protest of interment unless it is in writing and filed with the City Clerk. The City shall not be responsible for errors resulting from orders or instructions given by telephone and the Cemetery and Clerk may require such orders to be in writing before finalizing any action. All interment papers must be filled out and signed before the funeral.

6. The City shall not be liable for the interment permit nor for the identity of the body sought to be interred. The Cemetery reserves, and shall have, the right to correct any errors that may be made by it either in making interments, disinterments or removals, or in description, transfer or conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the Cemetery or, in the sole discretion of the Cemetery, in refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, the Cemetery reserves, and shall have the right to remove and/or transfer such remains so interred to such other property of equal value and location as may be substituted and conveyed in lieu thereof.

Part Nine DISINTERMENTS

The Funeral Director shall provide a disinterment permit from the State of Iowa and must be present during disinterment. Cemetery employees shall exercise reasonable care in making a removal but neither they nor the City shall assume any liability for damages to any casket, vault or urn incurred in making the removal. The price of a removal will be three times that of a Saturday a.m. funeral. Disinterments will only be done Monday through Friday, April 1 through November 1.

Part Ten MONUMENT AND MARKER GUIDELINES

1. All monuments and markers shall be placed on the west line and parallel to the width of the space. West line of concrete foundation shall be 2" east of west line of grave space.

2. All monuments and markers shall be of first quality granite, marble, field stone or cast bronze warranted by the manufacturer to be free of sap and components which may cause rust stains and form natural faults which might cause cracks or checks.

3. In certain sections, designated by the Public Works Department, the lettering on the markers will be read from the east or west.
4. Should any monument or stone become unsightly, dilapidated or a menace to visitors, the Cemetery shall have the right, at the expense of the lot owner, either to correct the condition or to remove the same.
5. The City reserves the right to refuse permission to erect any monument or marker, not in keeping with the good appearance of the Cemetery.
6. There shall be only one stone per grave space.
7. All bronze flag holders, shepherd hooks (plant holders) and permanent inverted vases shall be placed in concrete foundations or granite bases.
8. A permit fee of \$50 is required, along with the approval of the Public Works Department, prior to the placement of markers or monuments. The permit can be obtained at the Public Works Facility, 1419 2nd Avenue S.
9. Any marker or monument erected without a permit may be removed by the City at the lot owner's expense.

Space Dimensions

Blocks 1 thru 8 and A thru F	40" x 8'
Blocks G thru H	42" x 11'
Block I	42" x 13' (2' on east end is walkway)

Concrete Foundation Size

Blocks 1 thru 8 and A thru F	Single	40" x 22"
	Double	80" x 22"
	Triple	120" x 22"
Blocks G and H	Single	42" x 22"
	Double	84" x 22"
	Triple	126" x 22"
Block I	Single	42" x 32" (12" wash on west)
	Double	84" x 32" (12" wash on west)
	Triple	126" x 32" (12" wash on west)

Concrete or granite foundations shall be placed flush with the ground. When pouring the foundation, accommodations should be made for placement of wrought iron shepherd hooks, bronze flag holders and inverted permanent flower bases. Minimum concrete foundation thickness is 10" with ½" diameter rebar mat with 2 longitudinal and 4 transverse bar per space or of greater design determined by company furnishing the monument. All concrete shall have a

minimum strength of 4000 PSI supplied by a ready-mix supplier. Precast cap and/or granite foundation may be used on top of wet concrete.

Monument or Marker Size

All sections - maximum size:	Single	30" x 14"
	Double	60" x 14"
	Triple	72" x 14"

EXCEPTION: Bronze marker on granite: single bronze 16" x 28"
double bronze 16" x 62"

1. All granite markers and monument bases shall have a minimum of 3" rock pitch at the bottom.
2. All granite markers and monuments must have flat bottoms and will set on top of the precast or poured foundation. No wet setting of granites.
3. Maximum width including the rock pitch face: 16".
4. Maximum height including granite base: 42".
5. Minimum marker thickness: 4".

Babyland Markers

1. Spaces: 20" x 4'.
2. Concrete foundation size: 12" x 20" x 6" deep.
3. Marker size - maximum: 12" x 6" x 4".

Columbarium Niche Regulations

The price of the niche includes the initial engraving at the time of purchase. The initial engraving is limited to: First Name, Middle Initial, Last Name, and Date of Birth.

Final dates will be the responsibility of the owner.

Due to limited space on the companion niches, no additions to the final date will be allowed. Additions to the final date on single niches may be allowed and are the responsibility of the owner. Prior approval by the Public Works Department is required for any additional engraving.

No government plaques are allowed.

No engraving will be done until the final payment has been made.

Please contact the Public Works Department to obtain the interior dimensions of the niche prior to purchasing urns.

The Public Works Department has the right to remove any unsightly or inappropriate items attached to or placed on or near the columbarium unit and landscaped area.

Part Eleven PRICE OF SPACES

Single Space (Adult & Child Over 1 Yr.)	\$450.00	
Infant Space in Babyland	\$150.00	
Columbarium Niche Fees		
Single Niche	\$900.00	Rows A and F
	\$1,100.00	Rows B through E
Companion Niche	\$1,100.00	Rows A and F
	\$1,300.00	Rows B through E

Part Twelve GRAVE OPENING & CLOSING

Adult & Child Over 1 Yr.	\$500.00	Monday through Friday
	\$600.00	Monday through Friday after 3:30 P.M.
	\$725.00	Saturday A.M. (Must be out of cemetery by noon)
	\$1,000.00	Sundays (Approved by Public Works Director)
	\$1,200.00	Holidays (Approved by Public Works Director)
Infant (Under 40")	\$300.00	Monday through Friday
	\$400.00	Monday through Friday after 3:30 P.M.
	\$450.00	Saturday A.M. (Must be out of cemetery by noon)
	\$600.00	Sundays (Approved by Public Works Director)
	\$800.00	Holidays (Approved by Public Works Director)
Cremation* (Outer Container 12" or Less in Diameter)	\$300.00	Monday through Friday
	\$400.00	Monday through Friday after 3:30 P.M.
	\$450.00	Saturday A.M. (Must be out of cemetery by noon)
	\$650.00	Sunday (Approved by Public Works Director)
	\$850.00	Holiday (Approved by Public Works Director)
Cremation* (Outer Container Greater than 12" in Diameter)	\$400.00	Monday through Friday
	\$500.00	Monday through Friday after 3:30 P.M.
	\$550.00	Saturday A.M. (Must out of cemetery by noon)
	\$750.00	Sunday (Approved by Public Works Director)
	\$950.00	Holiday (Approved by Public Works Director)

Columbarium Inurnment Fees*

\$300.00	Monday through Friday
\$400.00	Monday through Friday after 3:30 P.M.
\$450.00	Saturday A.M. (Must be out of cemetery by noon)
\$650.00	Sunday (Approved by Public Works Director)
\$850.00	Holiday (Approved by Public Works Director)

*Columbarium and Traditional Cremation fees are based on the number of urns.

Disinterment (April 1 through November 1)

Regular Burial	\$2,175.00	Monday through Friday Only
Cremation	\$1,350.00	Monday through Friday Only
Infant	\$1,350.00	Monday through Friday Only

Miscellaneous

	\$50.00	Tent and Burial set-up
	\$75.00	Additional Winter Burial Charge
Permit Fee	\$50.00	Monument Approval/Inspection

The Public Works Director is hereby empowered to enforce all rules and regulations and to exclude from the Cemetery any person violating the same.

The City Council may at any time add or change these rules and regulations.