

ARLINGTON MUNICIPAL CEMETERY RULES AND REGULATIONS



Approved By Arlington City Council

October 21, 2024

Arlington Municipal Cemetery

Rules and Regulations

The following Rules and Regulations are established for the benefit of the Arlington Municipal Cemetery, the grave owners, Cemetery visitors, and for the long-term care, preservation and endowment of the Cemetery for generations to come. The City may adopt new rules and regulations or amend existing rules for the benefit of the Cemetery. Such additions or amendments shall be binding upon all parties without notice. Copies of the most current Arlington Municipal Cemetery Rules and Regulations may be obtained at the Cemetery Office, on the City website, or at the office of the Arlington City Clerk. These rules are presented below in the following sections:

Section 1.0 - Cemetery Administration and General Provision

Section 2.0 - Definitions

Section 3.0 - Services Offered

Section 4.0 - Lot/Grave Sales and Ownership

Section 5.0 - Interment and Inurnment

Section 6.0 - Memorials and Markers

Section 7.0 - Cemetery Maintenance

1.0 Cemetery Administration and General Provisions

- 1.1) Rules and Regulations - These rules and regulations are established by the City of Arlington (City) in accordance with Arlington Municipal Code 2.80 and may be administratively amended at any time by the City when any rule is found to be detrimental to the best interest of the plot owners as a whole, or when new conditions require the adoption of other or further regulations.
- 1.2) Cemetery Board - The Cemetery Board is made up of five members appointed by the Arlington Mayor with consent of the Council in accordance with Arlington Municipal Code 2.76. The Cemetery Board meets bi-monthly, or more frequently as determined by the Board, along with the Cemetery Coordinator, Public Works Director, and other city staff as necessary. The Board shall periodically review and make recommendations to these Rules and Regulations as needed.
- 1.3) Cemetery Coordinator – The Cemetery Coordinator is responsible for the coordination and management of the Cemetery’s day-to-day activities, all customer service inquiries, and coordinating and arranging all Cemetery business transactions and services.
- 1.4) Cemetery Fees and Charges - All prices for burial lots, interment rights, cremated remains interment rights, burial or cremation products, endowment care, markers, service fees, and other charges are recommended by the Cemetery Board and approved by the Arlington City Council by resolution. Please contact Cemetery Office for a list of current Cemetery fees.
- 1.5) Method of Payment - All sales shall be paid in full at the time arrangements are made in the form of cash, approved check, or credit cards acceptable to the City of Arlington.
- 1.6) Cemetery Hours - The Cemetery is open to the public seven days a week from dawn. each morning until dusk. The Cemetery Office is located at the Arlington Municipal Cemetery and is open 8:00 a.m. to 4:00 p.m., Monday through Friday (except city recognized holidays).
- 1.7) Funerals Burials and Committals (Days and Hours Allowed) - Normal burial services shall be restricted to weekdays either at 9:00 a.m. or 1:00 p.m. The Cemetery recognizes that mitigating circumstances may arise necessitating a burial outside of normal hours. This can be arranged, subject to the availability of Cemetery staff. Overtime fees will be incurred if the burial extends past 3:00 p.m. or burial is requested on a Saturday. No burials will be allowed on city recognized holidays or on Sundays.
- 1.8) Acceptable Behavior - Visitors and the public are invited to utilize the Cemetery in a manner consistent with its purpose as a place of interment and as a memorial, subject to the following:
 - a. The headstones and monuments on the premises shall not be handled, climbed upon or otherwise mistreated.
 - b. No one shall move, repair, pressure wash, or otherwise alter any monument or headstone without written consent of the City.
 - c. No one shall deface or otherwise damage any monument or headstone.

- d. Pets must be always on a leash. Animals are not allowed to defecate in any part of the Cemetery, pet owners will be held liable for all clean up expenses.
 - e. Loud talking and distracting activities will be avoided within hearing distance of a funeral service.
 - f. Littering including wilted or dead flowers and any other refuse is prohibited on drives, paths, or any grounds or in any building.
 - g. It is forbidden for anyone visiting the Cemetery to pluck any flower, break any branch, remove any tree or plant, or write upon, deface, or damage any memorial, fence or other structures within the Cemetery.
 - h. No person will be permitted to peddle flowers or plants or to solicit the sale of any commodity or service within the Cemetery without written authorization from the Cemetery Staff or the City Administrator.
- 1.9) Authority of Cemetery Staff - Cemetery staff are empowered to enforce all rules and regulations and to exclude from the Cemetery any person violating the same. Cemetery staff are responsible for the grounds and buildings. All persons in the Cemetery, including the conduct of funerals, traffic, employees, plot owners and visitors shall comply with this code and directions of Cemetery staff.
- 1.10) Requests for an emergency waiver of these Rules and Regulations or any provision of these Rules and Regulations may be made to the Cemetery Coordinator, Public Works Director, City Administrator, or their designee who shall have discretion to approve or deny the emergency waiver request. The emergency waiver request shall include payment for any and all additional expenses to the City for these services (*current Administrative Service Fee, within Cemetery Fee Schedule shall apply*).

2.0 Definitions

The following terms and words are used throughout these Rules and Regulations and shall have the intended meaning as described below:

- 2.1) Border - The concrete edging around the marker to protect the marker from damage and to allow trimming around the marker.
- 2.2) Burial - The placement of human remains in a grave.
- 2.3) Cemetery – A place used and dedicated for cemetery purposes as allowed by RCW 68, herein the Cemetery is the Arlington Municipal Cemetery.
- 2.4) Cemetery Board – A City Council Authorized Board made up of five members appointed by the Arlington Mayor with the consent of the Council in accordance with Arlington Municipal Code 2.76 which oversees and provides guidance for the Arlington Municipal Cemetery.
- 2.5) Cemetery Staff - Refers to City of Arlington personnel that are assigned administrative and maintenance duties at the Cemetery.
- 2.6) Columbarium – A structure or other space containing niches for permanent inurnment of cremated remains.

- 2.7) Columbarium Niche – A space in a columbarium used or intended to be used for inurnment of cremated human remains.
- 2.8) Columbarium Niche Marker – The shutter or cover of a columbarium niche is a granite tablet that can be inscribed to serve as the memorial marker for the interred.
- 2.9) Committal - That part of a funeral service which places the remains of the deceased to his/her final resting place.
- 2.10) Cremated Remains - A human body after cremation in a crematory.
- 2.11) Customer – Any person purchasing a product, grave, niche, or service from the Arlington Municipal Cemetery
- 2.12) Disinterment – The removal of buried human remains from a grave or niche.
- 2.13) Flat Headstone – Memorial markers that remain flush with the ground.
- 2.14) Funeral Service – A memorial service for a deceased person.
- 2.15) Grave – A lot or niche intended for the earthly interment of human remains or inurnment of cremated remains.
- 2.16) Human Remains or Remains – The body of a deceased person and includes the body in any stage of decomposition except cremated remains as defined by RCW 68.04.020.
- 2.17) Interment – The disposition of human remains by cremation and inurnment or by traditional burial in a place used or intended to be used and dedicated for cemetery purposes.
- 2.18) Inurnment - The disposition of cremated human remains within an urn.
- 2.19) Liner - A concrete or composite material container that is buried in the ground to provide outer protection and into which caskets with human remains are placed in the burial process.
- 2.20) Lot – A grouping of graves designated by a common delineated geographical area within a Cemetery Section and part of a grave address following the format *Section-Lot-Grave*.
- 2.21) Marker – A grave headstone, urn garden plaque, statue, memorial or monument that is inscribed and intended to permanently mark a grave, a memorial tree, or to serve as a memorial marker.
- 2.22) Next of Kin – The relative(s) or person most immediately related in the following general order of priority, i.e.: (a) Spouse or state registered domestic partner; (b) Children; (c) Parents; and (d) Brothers and Sisters.
- 2.23) Open and Close - The term used for referring to the opening of a gravesite and closing of a gravesite after remains are placed.
- 2.24) Pre-Need – A term referring to future needs in advance of death.
- 2.25) Pre-Need Payment Plan – A Cemetery operated payment plan to assist with pre-need arrangements.
- 2.26) Plot - A space of ground in the Cemetery used for, or intended to be used for, burial of human remains.

- 2.27) Section – A grouping of lots designated by a common delineated geographical area within the Cemetery and part of a grave address following the format *Section-Lot-Grave*.
- 2.28) Upright Headstone – A vertical above ground gravesite memorial marker. Includes monument and bench.
- 2.29) Urn Liner - A concrete, granite, or composite material container that is buried in the ground and sealed to provide outer protection and into which cremated human remains are placed in the burial process.
- 2.30) Vault - A concrete, granite, or composite material sealed container including a lined interior that is buried in the ground to provide outer protection and into which human remains are placed in the burial process.

3.0 Services Offered

- 3.1) Cemetery Fee Schedule – The Cemetery offers services and products as allowed by the City Council and included on an Arlington Municipal Fee Schedule established by ordinance. State sales tax will be added as applicable as required per state law.
- 3.2) Payment – The Cemetery accepts payment in the form of cash, check, or credit card. Payment is expected at the time purchase, no products will be ordered or services scheduled until payment is received in full.
- 3.3) Pre-need Services – The Cemetery offers a Pre-Need Service whereby the Cemetery Coordinator meets with clients to discuss their future needs in advance of death (*Pre-need*). The decisions made now give clients peace of mind by allowing them to make decisions calmly, responsibly, economically, and prudently in preparing a comprehensive and personalized Pre-need Package. Ownership of the Pre-need products and contracts for the Pre-need services will be fully vested with the purchaser upon complete payment of the Pre-need Package. Payment can be made fully at the time of preparing the Pre-need Package or over time with a low down payment and interest-free monthly payments (*see Pre-need Payment Plan*).
- 3.4) Pre-need Payment Plan – The Cemetery offers a payment plan for the payment of Pre-need services and products; specifics of the plan are as follows (additional information is available on the Pre-need Payment Plan Agreement):
 - a. There is no interest charged on the payment plan.
 - b. An annual administrative service fee is applied at 12-month intervals over the term of the payment plan.
 - c. A minimum down payment of 5% is required.
 - d. There is a minimum monthly payment of \$50.00.
 - e. Four payment plan terms are offered: 12-month, 24-month, 36-month, and 48-month plans.

- f. The Cemetery will mail monthly statements on the 15th of each month, and the contracted minimum payment amount should be received in the Cemetery Office by the 15th of the following month.
 - g. Failure to pay three consecutive months of payments will place the account in delinquent status, an administrative service fee will be applied to reactivate the account.
 - h. Payment plans can be closed and accrued payment amount refunded to the account owner, however there is a 5% account termination charge on the accrued payment amount.
 - i. If a plan remains delinquent for 12-months, the Cemetery will close the account and return the plan's accrued payment amount, less the 5% account termination charge.
 - j. The Pre-need selected traditional burial lots, urn lots, or columbarium niches will be listed as reserved until the Pre-need Payment Plan is fully paid.
 - k. A Certificate of Use will not be issued for the pre-need selected traditional burial lots, urn lots, or columbarium niches until the payment plan is fully paid.
- 3.5) Administrative Service Fee – The Cemetery charges an Administrative Fee for the below services, this fee covers costs for recording, filing, documentation and notary services. The administrative fee will be the current fee as included in the Cemetery Fee Schedule.
- a. Lot or Niche Ownership Transfer
 - b. Certificate of Use Modification
 - c. Payment Plan Servicing
- 3.6) Lot Sales – The Cemetery offers graves or burial lots for the earthly entombment as traditional burials, as burials for children in the Children Garden, or as burial for cremated remains in the Urn Garden. The purchaser of a lot or lots is granted or conveyed only the right of interment of human remains and the right of installation of a memorial on each lot. Conditions of burials, second rights, rights of ownership, and transfer of rights are detailed in Section 4. A portion of each lot sale will be deposited into an endowment care fund for the perpetual care of the Cemetery per RCW 68.40.
- 3.7) Columbarium Niche Sales – The Cemetery offers above ground inurnment services in columbarium niches for the interment of cremated remains. Each columbarium has a total of approximately 96 niches, and each niche is approximately 9½-inches tall by 9½-inches wide by 9½-inches deep. Cremated remains are to be in a suitable urn and will be placed in the niche by Cemetery staff. Each niche is secured with a niche shutter/cover upon which an inscription may be inscribed denoting those interred in the niche.
- 3.8) Second Right Sales – Lots or graves, whether in the main cemetery area, Urn Garden, or Children's Garden, along with Columbarium niches have second rights available. All second rights are interred as cremated remains and shall be entombed in an Urn Liner or through direct burial in an urn that meets the durability requirements of an urn burial vault. The terms and conditions governing assignment, sale and transfer of second rights are detailed in *Section 4 - Lot/Grave Sales and Ownership*. Second rights available for various interment sites are as follows:
- a. Traditional Burial: 3 second rights

- b. Urn Garden: 1 second right
 - c. Children's Garden: 1 second right
 - d. Columbarium: 1 second rights
- 3.9) Opening/Closing – Every interment, whether Traditional Burial, Urn Garden, Children's Garden, or Columbarium, shall have an Opening and Closing service for the placement interred remains.
- 3.10) Concrete Liners and Vaults – All traditional burials, those where remains are in a coffin, must be entombed in a concrete liner or vault. Urn burials, whether in the Urn Garden or as Second Right burial, must be entombed in an urn liner or the urn must meet the durability requirements of an urn burial vault.
- 3.11) Memorial and Marker Sales – The Cemetery offers the sales of Memorials and Markers, these include Headstones, Monuments, Grave Markers, Memorial Plaques, Memorial Trees, and Memorial Benches. Additional details regarding memorial and markers is included in *Section 6.0 - Memorials and Markers*.
- 3.12) Inspection Services – Every memorial, marker, monument, bench, liner, and vault that comes into the Cemetery shall be inspected by Cemetery staff. The cost for inspection services is included in the sale price of memorials and markers sold by the Cemetery, memorials and markers sold by vendors outside of the Cemetery will be charged an inspection service fee.
- 3.13) Inscription Services – The Cemetery coordinates for additional inscription services on headstones or markers for those who are jointly interred or jointly noted on a headstone. Both on-site inscription service and off-site inscription service options are offered. An on-site inscription service entails the inscribing company to come to the Cemetery and inscribe the additional information onto the headstone or memorial while it is in place, this can be impacted by weather or how the headstone or memorial is placed. An off-site inscription service entails Cemetery Staff removing the headstone or marker and arranging for it to be picked up by the inscribing firm. When it is returned, Cemetery staff will inspect the headstone or memorial and reset it at its original location.
- 3.14) Headstone or Marker Setting or Resetting Services – The Cemetery offers headstone and monument removal, relocation, setting, and resetting services. Cemetery staff will note and record the condition of each headstone and marker prior to any movement or placement service.
- 3.15) Pressure Washing Services – Over time all headstones and markers will get soiled due to natural weathering and atmospheric conditions. The Cemetery offers pressure washing and cleaning services that will remove accumulated grime and debris, it will not correct or repair any impacts due to weathering.
- 3.16) Disinterment Services – Remains once interred in Arlington Municipal Cemetery are considered permanently disposed of; removal from one grave to another within the Cemetery, or removal from Arlington Municipal Cemetery to any other Cemetery is strongly discouraged. However, when legally permitted or ordered by legal decree, Cemetery staff will coordinate the disinterment from both traditional burials and cremated burials or disinter

cremated remains from columbarium. Fees will be determined on a case-by-case basis pending contract pricing for disinterment.

4.0 Lot Sales and Ownership

- 4.1) Governing Law - Titles, Rights and Interest in Cemetery plots, graves and columbarium niches shall be governed by RCW Chapter 68.32 as now and hereafter amended.
- 4.2) Certificate of Use – Upon full payment, the Cemetery will issue to the Purchaser a Certificate of Use that conveys only a right to be interred in the interment space (Cemetery plots, graves and columbarium niches) and does not convey any real estate title to the Purchaser/owner.
- 4.3) Rights Attached to Certificate of Use – The Certificate of Use, and the rights vested therein, and the rights of the owner, successor or assigned are subject to these Cemetery Rules and Regulations. The graves, lots or niches shall be used for approved burial or interment purposes only.
- 4.4) Endowment Care – A percentage of each sale of cemetery plots, graves and columbarium niches, including second rights thereof, will be deposited into an endowment care trust fund. The Cemetery’s endowment care trust fund is designed to ensure that there will always be sufficient income available for the continued maintenance and upkeep of the cemetery, even when all the interment spaces are sold. The endowment care trust fund is operated in accordance with state laws (*including RCW 68.40 and 68.44*) and the Cemetery will preserve the principal in perpetuity. Funds set aside for the endowment care trust fund are exempt from taxation.
- 4.5) Right of Interment – The owner of a lot or lots is granted or conveyed only the right of interment of human remains and the right of installation of a memorial on each lot. The owner of the right of interment does not possess a fee interest or any other interest in the land itself.
- 4.6) Second Rights of Interment – The Purchaser/owner of a cemetery plot, grave, or columbarium niche has the right to give or deny permission to use the second rights in the owned cemetery plot, grave or columbarium niche. These permissions will be established at the time of sale and recorded on the Certificate of Use. If the Purchaser/owner allows second rights but does not specify names of persons, the Cemetery will allow next-of-kin to be interred until all second rights are exercised. Permissions to second rights can be changed by the owner at a future date.
- 4.7) Transfer of Certificate of Use – The Purchaser/owner of cemetery plots, graves and columbarium niches has the right to sell and convey the interment space, but any transfer of ownership by will or otherwise will be recognized by the Cemetery only after it is recorded at the Cemetery and a new certificate of interment rights is issued to the new owner.
- 4.8) Bequeathment of Rights – Ownership of a cemetery lot, grave, or niche can be transferred to new owners by bequeathment through a will; however, rights only extend to interment and permissions for unused Second Rights. All interred spaces authorized by the original owner shall remain as assigned, unless so noted by will, power of attorney, or other legally binding form.

- 4.9) Next of Kin – The City shall endeavor to determine the legal next of kin, but the City shall not be held responsible for failure to do so. Persons representing themselves as next of kin may be required to provide a notarized statement to this effect. The City shall not be responsible for activities authorized by persons falsely representing themselves as next of kin.

5.0 Interment Services

- 5.1) Acceptable Interments – The Arlington Municipal Cemetery will only accept human remains for interment, the interment of animals or non-human remains is strictly prohibited.
- 5.2) Burial Permit - A burial permit from the Snohomish County Department of Health, or from the sending county or province, must be secured by the funeral home or person(s) making the arrangements before an interment will be permitted. The Cemetery shall not be responsible in any manner for securing any permit. Cremated remains must be properly labeled and accompanied by a cremation and disposition authorization form to the Cemetery to certify identity of the cremated remains.
- 5.3) Interments Per Grave, Lot or Niche – The allowable interments per grave, lot, or niche space is as follows:
- a. Regular grave interments are designated for one traditional casket burial and a maximum of three cremated remains; or a maximum of four cremations.
 - b. Children’s Garden interments are designated for one traditional casket burial and a maximum of one cremated remains.
 - c. Urn Garden plots allow for a maximum of two interments per grave or lot.
 - d. Columbarium Niches allow for a maximum of two interments per niche.
- 5.4) Interment Agreements - When a lot, grave, or niche is jointly owned, authorization for interment will be granted to either owner, or their heirs (*next-of-kin*) as governed by RCW Chapter 68.32. Likewise, second rights can be assigned and recorded with the Cemetery office. The Cemetery may consider but has no obligation to honor any other agreement regarding the right of burial excluding bequeathments.
- 5.5) Funerals, Burials, and Committals - Funerals, burials, and committals at the Arlington Municipal Cemetery are permitted by and under the control of the City of Arlington at all times. All plots, graves, and niches shall be opened and closed by Cemetery staff. If requested, Cemetery may allow deviation from the rule if consistent with a custom or religious ceremony. Interment services should be scheduled during the week at either 9:00 AM or 1:00 PM(Monday through Friday), interments scheduled outside these hours will be charged overtime accordingly and are subject to staff availability.
- 5.6) Ceremony Accessories – The Cemetery offers accessories to support gatherings and ceremony of the interred, these accessories include tent or canopies, chairs, and artificial grass. Lowering devices, tractors, and other equipment needed for interments, inurnments, and any disinterment shall be used exclusively by Cemetery Staff. Use of outside accessories or equipment is not permitted. See Cemetery Coordinator for a list of available accessories.

- 5.7) Liners – All earthly entombments, whether traditional burial or cremated remains, shall incorporate the use of a concrete liner or vault specifically designed and manufactured for this purpose. The Cemetery offers concrete liners for sale. Alternatively, clients may procure a vault from a third party, but all purchased vaults must meet the Cemetery specifications and be inspected before use at the Cemetery.
- 5.8) Arrangements - All families, funeral homes, or designated representatives shall be required to complete an Interment Authorization form accepting responsibility and authorizing and designating the exact location of the plot for burial. Funeral directors, or designated representatives who sign on behalf of the family, accept financial responsibility and liability for any decisions or actions taken under their direction. Under no condition shall the Cemetery open a grave, lot or niche without proper authorization.
- 5.9) Notice of Interment or Disinterment - The Cemetery must be notified at least three full business days before any interment so the plot or niche may be properly prepared, and at least one week's notice shall be given prior to any disinterment. The Cemetery reserves the right to delay an interment or disinterment when scheduling conflicts occur.
- 5.10) Welfare Burials - A welfare burial is available if the plot is pre-owned by the deceased or applicant. Burials will follow the Department of Social and Health Services (DSHS) guidelines for the disposition of remains.
- 5.11) Disinterment - For disinterment of remains (including cremated remains), the applicant must have written authorization from the closest living relative. Provisions concerning permission to remove remains shall be governed by State law in RCW Chapter 68.50 as now or hereafter amended.
- 5.12) Procedure for Disinterments. The following shall be required by the Cemetery prior to any disinterment of remains:
- a. Signed affidavit(s) of all nearest of kin approving the disinterment or removal.
 - b. Signed approval of the lot purchaser/owner or their lawful representative.
 - c. Disinterment permit from the Washington State Department of Health or writ from a Washington state court for removal from Arlington Municipal Cemetery.
 - d. The desired lot must be selected and all charges for disinterment and reinterment, together with all other charges due, must be paid in full.
- 5.13) Removal Permit. Remains removed from other cemeteries and brought to Arlington Municipal Cemetery for reinterment must be accompanied by the proper papers as prescribed by law.
- 5.14) Liability. The Cemetery will exercise utmost care in making a disinterment, but assumes no liability for damage to any casket, vault, liner, grave box, or any other burial case in making the removal or disinterment.
- 5.15) Acceptance of cremated remains – All burial fees and scheduled date of burial must be paid in full and scheduled prior to cemetery's acceptance of cremated remains.

- 5.16) Outer Case Replacement. When, in the opinion of the Cemetery, a new outer burial container is needed, at the time of reinterment, following a disinterment, the person arranging for the removal, through the Cemetery, must provide it.
- 5.17) Removal for Profit Prohibited. Removal, by the heirs, of any remains so that the lot may be sold for profit, is absolutely forbidden.

6.0 Memorials and Markers

- 6.1) The Cemetery allows the placement of memorials and markers to honor, remember, and commemorate the lives of friends and family members. Memorials and markers permitted in the Cemetery include:
 - a. Headstone
 - b. Memorial Marker
 - c. Memorial Tree with Marker
 - d. Memorial Bench
- 6.2) Headstone –
 - a. Each traditional burial plot, Children’s Garden burial plot, or Urn Garden Burial Plot is allowed a headstone to identify and memorialize the original interred. The marker will be situated at the head of the grave.
 - b. Urn Garden is limited to a Flat (or flush) Headstone, this is memorial marker that will remain flush with the ground. An Urn Garden flat headstone marker is restricted to a maximum size of 28-inches by 16-inches. Adjoining Urn Garden lots can have a companion marker having a maximum size of 60-inches by 20-inches.
 - c. Children’s Garden is limited to a Flat (or flush) Headstone, this is memorial marker that will remain flush with the ground. A Children Garden flat headstone marker is restricted to a maximum size of 24-inches by 12-inches. Adjoining Urn Garden lots can have a companion marker having a maximum size of 36-inches by 12-inches.
 - d. Section C, D, and Robb Section are limited to a Flat (or flush) Headstone, this is memorial marker that will remain flush with the ground. A Flat Headstone marker is restricted to no more than 48-inches wide for a single marker, or 60-inches wide for a companion marker on two adjoining lots.
 - e. Sections A, B, E, F, G, H, I, J, K, L, M, and N (*commonly referred to as the “Old Section”*) – The Old Section can have either a Flat Headstone or Upright Headstone marker. A Flat Headstone marker is restricted to no more than 48-inches wide for a single marker, or 60-inches wide for a companion marker on two adjoining lots. Upright markers will not exceed a height of four feet (48 inches) from ground level. Concrete borders at the front and back of an upright memorial can be a minimum of 2 inches, not to exceed 4 inches in width and on the sides.
 - f. Each second right interred in a traditional burial plot, Children’s Garden burial plot, or Urn Garden Burial Plot is allowed a single Flat Memorial Marker.

- g. The Cemetery offers Flat Headstones and Upright Headstones for purchase, headstones not purchased through the Cemetery are subject to Inspection Service and fee.
 - h. All headstones or monuments not purchased from a known vendor must be approved by Cemetery staff prior to installation.
 - i. A scaled drawing of all upright markers must be submitted to the City for approval to ensure it conforms to Cemetery standards.
 - j. The Cemetery offers the placement of memorial markers at select locations; please see the Cemetery Coordinator for available locations.
- 6.3) Columbarium Niche Marker
- a. Each columbarium niche is secured with a granite exterior shutter that can only be open or closed by Cemetery staff.
 - b. The columbarium niche shutter is available for inscription.
 - c. Cemetery staff will remove columbarium niche shutter to allow inscribing for second rights.
- 6.4) Memorial Marker – Memorial Markers are available for purchase, please contract Cemetery Coordinator for details.
- 6.5) Memorial Tree
- a. The Cemetery offers the procurement and planting of memorial trees at select locations; please see the Cemetery Coordinator for available locations.
 - b. The Cemetery has certain trees approved for memorial planting, please ask the Cemetery Coordinator for a list of approved trees.
 - c. Each memorial tree comes with a 12-inch by 8-inch oval memorial plaque.
 - d. Memorial Bench – the Cemetery offers the placement of memorial benches at select locations; please see the Cemetery Coordinator for available locations.
- 6.6) All permanent vases must be installed at the head of the grave space and be installed within a foundation of either granite or concrete. Vase installations for additional headstones/monuments placed below the head of the grave space will not be permitted.
- 6.7) Markers must be set level with and conforming to the slope of the lawn and placed in line with adjacent stones so as to present a uniform appearance. The Cemetery reserves the right to inspect all markers/memorials after installation and to require or make changes if improperly set.
- 6.8) Only flush memorials are allowed to mark cremated remains inurned on an occupied grave space when the first interments are already marked with a headstone. The marker shall be placed adjacent to the existing marker and directly over the inurned cremated remains.
- 6.9) Marker setting and on-site engraving shall be scheduled with the Cemetery Coordinator and be performed during normal business hours; arrangements are to be made at least one working day prior to the work being done. The City reserves the right to remove any marker which

was set or engraved without permission and does not conform to the standards set forth in these rules and regulations.

- 6.10) The City does not bind itself to maintain, repair, or replace any markers or monumental structures erected upon the plot which are lost or damaged due to weather, age, vandalism, or normal maintenance. The City will endeavor to see that the headstone remains in good condition.
- 6.11) The Cemetery has monuments, headstones, and markers available for purchase. Marker setting fees must be paid prior to the setting.

7.0 Maintenance and Landscape Regulations

- 7.1) Standard of Care - The Cemetery intends to maintain the Cemetery's current and future landscape quality and serenity in perpetuity. At Arlington Municipal Cemetery perpetual care means that the City intends that each gravesite, the cemetery grounds, trees, shrubs and roads will be well maintained in perpetuity. This perpetual maintenance also includes preserving the existing landscape by keeping out invasive weeds, grasses, and plant species. To that extent, the Cemetery reserves the right to regulate the method of decorating plots so that a uniform beauty throughout the Cemetery may be maintained.
- 7.2) The Cemetery is responsible for all grounds and landscape maintenance activities at the Cemetery. The Cemetery will perform all grounds and landscape maintenance activities with City of Arlington employees. The Cemetery may also hire outside contractors, employ Department of Correction workers, and utilize volunteers to perform grounds and landscape maintenance activities.
- 7.3) Allowed Visitor Activities – The Cemetery allows the following activities regarding placement of flowers, wreaths, and other graveside decorations:
 - a. Cut flowers and bouquets are allowed year-round.
 - b. Artificial flowers and decorations are allowed from November 1 to March 30.
 - c. Hooked poles for hanging flower baskets are allowed, subject to approval by Cemetery Coordinator.
 - d. Any items placed improperly or without permission shall be removed.
 - e. Alcohol in any form (opened or unopened) is prohibited on cemetery property.
 - f. The City is not responsible for damage to or theft of cut flowers, potted plants, displays, or containers. Anyone leaving such articles in the Cemetery does so at his/her own risk.
 - g. The placing of boxes, shells, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles upon plots is not permitted.
 - h. The Cemetery is not responsible for plants, plantings, flowers or displays of any kind that become damaged by the elements, thieves, vandals, or by other causes beyond the Cemetery's control.
 - i. The Cemetery reserves the authority to remove floral designs, flowers, shrubs, plants, or herbage of any kind from the Cemetery if deemed dangerous, detrimental, diseased, or if

the displays become unsightly and do not conform to Cemetery standard of care. The City shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached.

- 7.4) Only Cemetery staff shall trim, prune, or remove any part of trees or shrubs in the Cemetery. If any tree or shrub becomes detrimental, dangerous, or objectionable to the adjacent plots, walks, or avenues, or the City is unable to maintain the grounds, the City shall have the right to remove the tree(s), or shrub(s), or any part(s) thereof as it may see fit.
- 7.5) No plot or grave shall be defined by fence, railing, hedge or by any other unauthorized memorial or planting.