



## **TOWN OF CLAYTON RULES & REGULATIONS FOR ALL CEMETERIES OWNED BY THE TOWN**

**Adopted: September 12, 2018**

1. All lots in Town cemeteries are sold in accordance with the provisions of the laws of the State of New York and shall not be used for any purposes other than as a burial place for deceased human beings.
2. The full purchase price of a grave must be paid before a Deed will be issued or burial permitted.
3. In purchasing more than one grave, full purchase price must be paid for one grave and balance shall be paid in full within thirty (30) days or graves will be subject to resale.
4. Transfers of graves shall be done by owners, or in the case of the owner being deceased, only direct heirs will have final decision on transfers. As of September 12, 2018, a signed, notarized letter from the lot owner or deed holder must be submitted to the cemetery office to complete the transfer.
5. Graves shall not be opened from November 15<sup>th</sup> through May 1<sup>st</sup>, or when frost, wet conditions and weather warrant refusal.
6. All funerals, processions and vehicles, including monument and outside contractors will be under the control of the Town of Clayton while in the cemetery.
7. All full body internments during the week (Monday through Friday) must be in the cemetery by 2:00pm Eastern Standard Time. After 2:00pm an overtime fee as set by the Town Board will be charged. No internment will be allowed after 3:30pm, Eastern Standard Time. Cremain internments will be subject to the same rules.
8. All interments on Saturdays, Sundays and observed Federal holidays, will be charged an additional fee as established by the Town Board.
9. All cremains are required to be in urns, or an approved, non-corrosive container. There shall be no more than two (2) urns to a grave or one (1) regular internment and one (1) urn.
10. All cremains in a non-approved container must be interred in an urn vault, at the cost of the lot owner or deed holder.
11. Effective September 12, 2018, all cremains interred on a relative's grave must have permission in the form of a signed, notarized letter from the lot owner or deed holder.
12. All vault setups will be at the discretion of the Town of Clayton.
13. For reasons of safety, only cemetery personnel will be allowed in the area during the closing of a grave.
14. No monument or marker will be allowed to be delivered to the cemetery until all appropriate fees have been paid in full, and foundations are installed and ready to receive it. All foundations will be constructed by or under the direction of the Town of Clayton.
15. Monuments and markers are restricted to size depending on location and number of graves.
16. Special monuments and markers may require the addition of pins and/or larger bases. In these circumstances, suppliers should consult with the Town of Clayton to ensure that requirements are met. All design approvals will be at the discretion of the Town of Clayton.
17. No monument or marker shall be permitted which utilize material other than those of granite or bronze.

18. No vault or mausoleum shall be above ground without the permission of the Town Board, and only in such locations as it approves.
19. The Town Board will approve no mausoleum for construction unless a sufficient endowment is set up to provide adequate income to maintain the structure.
20. The Town of Clayton reserves the right to remove any monument or inscription that, in the opinion of the Town of Clayton Board, is unsightly, derogatory or dangerous.
21. Only one family monument shall be allowed on a plot. A minimum of six (6) plots is required to allow for a family monument. All family monuments shall conform to established plans in regard to size, material and location.
22. All flowers, natural or artificial, must be in urns, and located directly to either side of the monument.
23. The Town of Clayton prohibits planting of shrubs or trees without Town Board approval.
24. Any planting or ground cover on grave soil or around monuments shall be prohibited.
25. No glass containers or decorations or allowed.
26. Ornamentals, decorations, figurines, etc. will be allowed, provided that they are placed to the front of the monument at a distance of no more than 8" from the monument.
27. The Town of Clayton reserves the right to removal all flowers, wreaths, or other decorations from lots as soon as they become unsightly or dangerous.
28. All persons shall be allowed access to the cemetery during daylight hours, observing all rules and speed limits, which are in effect and with the respect due the cemetery.
29. Heavy trucking or other vehicular traffic shall be refused entrance to the cemetery when, in the opinion of the Town of Clayton, injury to roads, driveways or grounds might result.
30. No pets are allowed.
31. Only Town of Clayton employees and approved contractors shall do work in the cemetery.
32. There shall be absolutely no loitering.
33. Anyone damaging or vandalizing cemetery property, monuments, etc. will be prosecuted to the full extent of the law.
34. Any matters not addressed by the above rules and regulations, are at the discretion of the Town Board of the Town of Clayton.