

Edmonds Memorial Cemetery and Columbarium Rules and Regulations



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Edmonds Memorial Cemetery and Columbarium Rules and Regulations

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A. Purpose

1. To provide operational rules and regulations for the administration of Edmonds Memorial Cemetery and Columbarium.

B. Definitions

1. **Burial:** The placement of human remains in a grave.
2. **Care:** The general care of the Cemetery as herein defined.
3. **Cemetery:** Any place used and dedicated for cemetery purposes.
4. **Columbarium:** A structure or other space containing niches for permanent inurnment of cremated remains.
5. **Cremated Remains:** A human body after cremation in a crematory.
6. **Disinterment:** The removal of buried human remains from a grave.
7. **Foundation:** The concrete or granite below ground level to support and stabilize a marker.
8. **Funeral:** A memorial service for a deceased person.
9. **Grave:** Space or ground in the cemetery used, or intended to be used, for the burial of human remains.
10. **Grave Owner:** Person or persons who have purchased interment rights or who hold the same right of inheritance or transfer.
11. **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.
12. **Interment:** The disposition of human remains by cremation and inurnment or burial in a place used or intended to be used and dedicated for cemetery purposes.
13. **Inurnment:** The disposition of cremated human remains within an urn.
14. **Liner:** Any concrete or composite material container that is buried in the ground to provide outer protection and into which human remains are placed in the burial process.
15. **Lot:** Sections of multiple graves together.
16. **Management:** Refers to the City of Edmonds Parks, Recreation & Cultural Services Department.
17. **Marker:** Any grave headstone, memorial or monument that is intended to permanently mark a grave.
18. **Niche:** A space in a columbarium used or intended to be used for inurnment of cremated human remains.
19. **Open and Close:** The term used for referring to the opening of a gravesite and closing of a gravesite after remains are placed.
20. **Staff:** Refers to City of Edmonds personnel that are assigned administrative and maintenance duties for Edmonds Memorial Cemetery and Columbarium.

21. **Urn Liner:** A container whose purpose is to provide outer protection for the ground burial of cremated remains.
22. **Vault:** Any container which is buried in the ground and sealed to provide outer protection and into which human remains are placed in the burial process.

C. Cemetery Administration and General Provisions

1. Rules and Regulations

These rules and regulations may be amended at any time by Management after advisement and consent from the Cemetery Board, and shall be so changed and amended when any rule is found to be detrimental to the best interest of the grave or niche owners as a whole, or when new conditions require the adoption of other regulations.

2. Cemetery Fees and Charges

The Cemetery price list shall be set by Management with advisement and consent from the Cemetery Board.

3. Method of Payment

All sales and services shall be paid in full at the time arrangements are made in the form of cash, check, or credit cards acceptable to the City.

4. Cemetery Hours

The Cemetery is open dawn to dusk.

5. Business Hours

The business hours of the Cemetery are currently 7:30am-3:00pm, Monday through Friday, except holidays.

6. Cemetery Board

The Cemetery Board is advisory per Chapter 10.16 of the Edmonds City Code. See 10.16.040 for Powers of the Board. They meet monthly except for December.

7. Concessions

Sales of merchandise, including fundraising, are not permitted per City Code 4.04.020.

D. Grave and Niche Sales and Ownership

1. All graves and niches in the cemetery are conveyed to the purchaser by a conveyance, but the rights of the owner, successor or assignee are subject to such rules and regulations as set by Management.
2. **Interest in Cemetery Graves and Niches**
Interest in Cemetery graves and niches shall be governed by RCW 68.32 as now and hereafter amended. 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.

3. **Selling or Transferring of a Grave or Niche**

When an owner of a grave or niche wishes to sell or transfer the grave or niche to another individual, he/she must provide the City with a "Quitclaim Deed" showing transfer of ownership. If the original owner of the grave or niche is deceased, the executor or heir(s) must show proof of their authority to devise or ownership of the property, i.e. Letters Testamentary, Decree of Distribution, or a copy of the will.

4. The City of Edmonds does not buy back graves or niches.

E. Interment Services

1. **Funerals, Interments, and Committals**

Funerals, interments, and committals within Edmonds Memorial Cemetery & Columbarium shall be under the control of Management. All graves and niches shall be opened and closed by Staff. Canopies, artificial grass, lowering devices, tractors, and other equipment provided shall be used exclusively for all interments, inurnments, entombments and disinterments. All Cemetery niche and gravesite charges must be paid prior to interment.

2. **Arrangements**

Arrangements for interments are made by contacting the Cemetery office. Staff will complete the interment agreement.

3. **Concrete Liners and Vaults**

All interments shall be in concrete liners or vaults.

Non-biodegradable urns may be buried directly into the earth without a liner or vault.

4. **Burial Permit**

A burial permit from the Snohomish County Department of Health must be secured by the funeral home before an interment will be permitted. The City 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. **Funerals, Burials and Committals: Days and Hours Allowed**

Normal burial hours shall be restricted to business days between the hours of 8:00 a.m. and 2:00 p.m. Management recognizes that mitigating circumstances may arise necessitating a burial outside of normal hours. This can be arranged, subject to the availability of Staff. Overtime fees will be incurred if the burial is requested after 2:00 p.m. or on a Saturday, Sunday or holiday.

6. **Interments Per Individual Grave**

The interment of two casket burials in one grave shall not be allowed. 8' casket graves are designated for one casket and a maximum of eight cremated remains. No interment other than that of a human being shall be permitted.

7. Disinterment

For disinterment of remains (including cremated remains), the applicant must have written authorization from the verified closest living relative. Provisions concerning permission to remove remains shall be governed by State law in RCW 68.50 as now or hereafter amended.

8. Interment Procedures

The casket may not be opened within the Cemetery without the express written permission, and in the presence of the Funeral Director. Management reserves the right to refuse permission to anyone to open the casket or to touch the body without consent of the legal representative of the deceased or without a court order. In the event the necessity requires, Management may take appropriate steps to correct any obnoxious or improper condition.

F. Markers

1. A permanent marker shall be placed within one year of the burial.
2. Garden type markers are preferred.
3. Upright markers are permitted up to 4-½ feet in height. All upright markers must have a minimum 4 inch thick foundation that is 4 inches wider all the way around the tablet/base that sits on the foundation.
4. Marker dealers shall abide by all rules and regulations of the Cemetery.
5. Only granite, marble or standard bronze markers shall be permitted. Any exception to marker materials is subject to the approval of Management and the Cemetery Board.
6. All markers are subject to the approval of Staff. It is recommended that a detailed plan and design is presented for approval prior to purchase.
7. The placement or removal of any marker shall be on the written order of the grave owner, and under the direction of Staff. In the event of the death of the grave owner, any and all privileges of the grave owner shall pass to the verified closest living relative, or person(s) inheriting such grave through a title transfer.
8. Management reserves the right to set fees for foundations.
9. Staff shall direct the location and position of the placement of any marker.
10. Staff will endeavor to see that markers remain in good condition.
11. If a marker becomes a safety concern, staff will attempt to notify the owner, but may remove the marker in the meantime.

G. Maintenance and Landscape Regulations

1. Staff will perform all maintenance of graves and niches. Maintenance of graves includes seeding, leveling of sites, mowing and also trimming around the markers. The City may place sod on an as needed basis. In addition, family members shall be allowed to help trim, rake or assist in maintaining family graves under current policies with Management approval.
2. Cut flowers and potted plants weighing less than 25 pounds wet weight are allowed year round.
3. Artificial flowers and decorations are allowed from November 1 to March 1.
4. Staff shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the Cemetery as soon as, in the judgment of the management, they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the standards maintained. Staff shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached. Staff shall not be responsible for plants or plantings of any kind damaged by the elements, thieves, vandals, or by other causes beyond its control. Management reserves the right to regulate the method of decorating graves and niches so that a uniform beauty may be maintained.
5. Planting of flowers, trees or shrubs is prohibited.
6. Staff 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.
7. The placing of boxes, shells, metal designs, ornaments, chairs, settees, glass, wood or iron crosses, and similar articles upon graves or niches shall not be permitted. Holiday decorations shall be allowed per Section G3 and G4.
8. Only Staff shall trim, prune, or remove any part of the trees or shrubs in the Cemetery.

H. Loss and Damage

1. Management disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by natural disasters and vandalism.
2. Management does not bind itself to maintain, repair, or replace any marker which is lost or damaged due to weather, age, vandalism or normal maintenance.
3. Staff will attempt to remove graffiti from markers. If it becomes necessary for staff to contract for the removal of any graffiti, all attempts will be made to contact the grave owner of record to pay for repairs. If, after a period of 120 days, the owner cannot be reached or refuses to pay, staff may remove the marker.