

TOWN OF CULPEPER
PRICING & POLICY STATEMENT
FOR GRAVE SPACES AND INTERMENTS
IN FAIRVIEW CEMETERY
Effective February 13, 2007

PRICING POLICY:

Cost of Grave Spaces:

\$ 900 - Town Resident
 \$1,000 - County Resident
 \$1,100 - Out of County Resident

Transfer of Title: \$50

Stone Placement Permit Fee: \$50

COSTS OF OPENING & CLOSING GRAVES:

	<u>Standard Grave (over 3')</u>	<u>Non-Standard Grave (up to 3')</u>
Basic Cost (after 11am Monday or the day following a Town holiday)	\$600	\$400
Saturday Interments	\$800	\$600
Double-Depth Interment	Additional \$400 added to basic or Saturday interment cost (top burial will be at regular rate)	
Disinterment	\$1,200	\$900*

*If there is no record pertaining to the location (top center, lower left, etc.) of a burial and a determination cannot be made from an on-site inspection of the lot, the \$1,200 rate will apply.

All payments for opening and closing graves and grave purchase for immediate use will be made prior to the grave space being opened. Payment shall be by cash, credit card, cashier or certified check only.

Purchasing Grave Spaces: Appointments can be made to purchase grave spaces by contacting the Town Clerk's Office at 540-829-8240.

Burial Records are retained in the Town Clerk's Office, 400 South Main Street, Culpeper, Virginia 22701.
 Phone: 540-829-8240

INTERMENT POLICY

Interment permit is required prior to burials being made.

Time of Notice for Interments: Notice must be given to the Town Clerk's Office at least 48 hours prior to the time of interment. The time of notice is the time *all* information required for a permit is submitted to the Town Clerk's Office including date and time of service, exact grave space to be used, etc. and the responsible party has signed the authorization form. If opening and/or closing of a grave involves work on Saturday, the Saturday fee will apply.

Interments Not Permitted: Interments will *not* be made nor will burial permits be issued on Thanksgiving Day and the Friday after Thanksgiving, Christmas Day, or New Years Day, Lee-Jackson-King Day, President's Day, Memorial Day, July 4th, Labor Day, Veterans Day, Sundays, before 11am on Mondays, or additional holidays observed by the Town.

Time of Interment: Time of interment is to be between 10am and 3pm. Time of interment is the time of arrival at the graveside.

Disinterments: Arrangements and activities for disinterments must adhere to the Time of Notice for Interments, Interments Not Permitted, and Time of Interment policies above.

Grave Liners: Concrete boxes, concrete grave liners, or equal shall be required for *all* burials in Fairview, except those burials processed under the Indigent Interment Policy.

Cremation Interment: A cremation interment will be permitted only when a cremation urn or sealed container of similar design and quality is used.

Turf Top Interments: Turf top crypts are not permitted for interments.

Double Depth Interments: If a lot owner or responsible party wishes to use a grave space for a double-depth interment, town forces will mechanically open the grave to a depth of seven feet on the shallowest end only if it is in an area that can accommodate grave-opening equipment at the time of need. If said conditions limit the town's ability to open the grave for a double-depth interment at the time of need or if the lot owner wishes to have the grave opened at a depth greater than seven feet, it will be the lot owner's responsibility to obtain an interment permit and hire an independent contractor who must meet all OSHA requirements. The contractor must provide a copy of his liability insurance certificate to the Town Clerk's Office prior to opening the grave and must complete the opening and closing of a grave during regular work hours of the cemetery custodian (7 a.m. to 4 p.m., Monday through Friday, except holidays observed by the Town). Town staff will make the ultimate decision on whether or not a double-depth interment can be allowed in a particular cemetery lot.

NOTE: All possible attempts will be made to adhere to the interment policy. However, should inclement weather, rock outcroppings or heavy concentrations of large roots delay progress, some adjustment will have to be made to the interment time.

The Town Manager or his designee has the authority to vary the interment policy if practical and feasible and it does not create an extraordinary impact on scheduled activities or personnel and equipment requirements.

DECORATION POLICIES

Removal of Floral Decorations: Cemetery personnel are authorized to remove or reposition any floral arrangements placed in Fairview Cemetery which they determine are deteriorated, unsightly, hazardous, prohibited or that interfere with the performance of maintenance or grave opening activities.

Regulations on Grave Decorations: The placement of items on graves *other than flowers on the day of interment* must be contained in the designated area at the top or bottom edge of a grave and in line with the other stones in the lot (see attached sketch) and is subject to the following conditions.

Floral Arrangements: Only two floral arrangements may be placed on a grave at one time. These should be securely anchored or in a non-breakable vase or container. Floral arrangements that attach to stones are recommended and allowed all year. Glass vases or containers are strictly prohibited. If flowers are blown away, cemetery personnel are not required to return them to the correct grave nor will owners be compensated for damaged or lost decorations. No floral arrangements are allowed within the mowing aisles.

Plantings: Plantings are only permitted in designated memorial areas (to be established).

Decorative Items: Fencing, borders, wood chips, decorative rocks, breakable objects of any kind, and similar commemorative items are not permitted on graves at any time. These and other hazardous objects will be removed by cemetery personnel whenever found on a grave.

Benches: One bench will be allowed per grave space and must be in line with other stones in that lot.

Lights & Statues: No more than two light fixtures and/or two statues per grave space. The item(s) must be securely anchored and in line with other stones in that lot.

Flags: Patriotic flags will be allowed and are to be no larger than 3' x 5' and must be affixed or in line with other stones in the lot and on an appropriately sized pole sufficient to support the flag. Garden, commercial and advertising flags are prohibited. (This policy applies to those American flags and poles installed after June 11, 2002 and will require permission from the Town Manager prior to installation.)

Other Decorations: All other decorative items not listed above are prohibited unless specific, written permission has been obtained from the town manager.

Spring and Fall Cleanups are conducted in March and October of each year, and all ground-mounted floral arrangements are cleared from graves. Families wishing to retain items should remove them prior to the second Sundays in March and October.

STONE PLACEMENT PERMIT POLICY

Permit Required: A stone placement permit must be obtained prior to the installation of all grave stones in Fairview Cemetery.

Time of Notice for Permits: Requests for staking for stone placement permits shall be received 48 hours prior to the planned installation. The time of notice is when all required information for the permit is submitted to the town.

Stone Placement: All stones are to be appropriately centered and installed flush with the outside line of the two (2) foot space at either the head or foot of a grave, as illustrated on the attached Grave Decoration/Memorial Area map, and shall not horizontally encroach into any area surrounding the grave space(s) on which the stone is placed.

Special Note: No gravestones or lot corner markers shall be installed within cemetery spaces that have not been paid for in full.

All stones must be set between the hours of 7 a.m. and 4 p.m., Monday through Friday, excluding the following holidays: Lee-Jackson-King Day, President's Day, Memorial Day, July 4, Labor Day, Veterans Day, or additional holidays observed by the Town.

Removal and Resetting of Head and Foot Stones: This will be the responsibility of the party authorizing the interment. The Town Clerk's Office will notify the responsible party of the need to remove a stone prior to opening the grave.

Stone Permit Requirements:

1. The length of the foundation shall be the same as the length of the stone; the width of the foundation shall be the same as the width of the stone.
2. All foundations must be poured using wet-mix concrete.
3. The depth of all foundations to be constructed on disturbed soil (over an interment) should be that which is necessary to allow the bottom of the footing to rest on the top of the vault but at least 18 inches;
4. All stone foundations shall be a minimum of eighteen inches (18").
5. All excavated material from the installation of a stone shall be removed from the cemetery or disposed of in the rear of the cemetery where the town places excess material.
6. Prior to setting base and die of stone, the foundation must be inspected by the cemetery caretaker or his designee.

GENERAL INFORMATION

Hours of Operation: The cemetery is open one hour before sunrise to one hour after sunset.

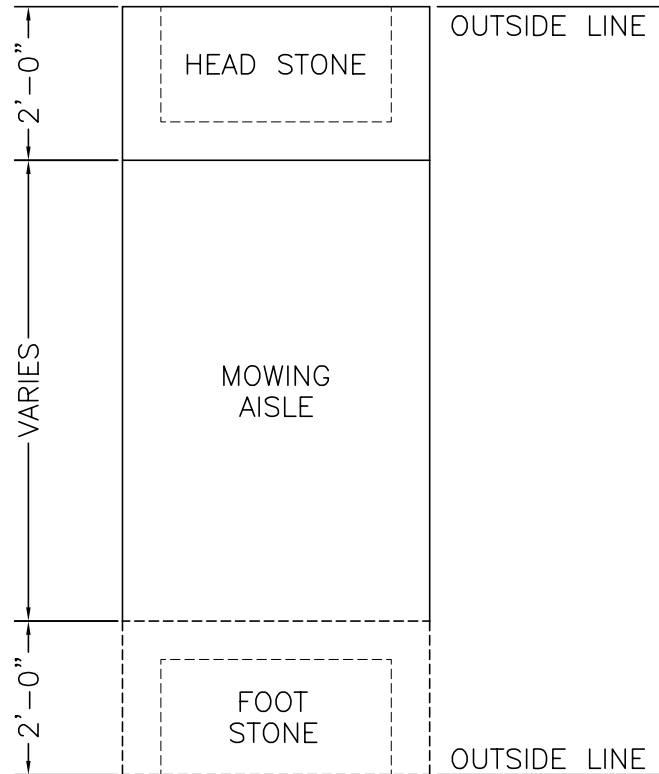
Disturbance of Cemetery Property: It is unlawful for any person, without authority, to remove, dislocate, break, injure, or destroy any tomb, marker, or gravestone or any shrub, tree, plant, vault or enclosure, or injure, deface, or mutilate any monument or decoration to any grave or lot in the cemetery.

Reward Policy: There is a reward for information leading to the arrest and conviction of persons guilty of disturbing cemetery property. Information should be given to the Police Department for proper investigation.

The **Fairview Cemetery Perpetual Care Trust Fund** was established for future care of the cemetery. Perpetual care is included in the cost of grave spaces but is limited to grave-leveling, seeding, weed-eating, and mowing. Perpetual care does not include maintenance or repair of stones or other grave decorations placed by the owner, family members, or other associated parties.

At any time, memorial contributions may be made to this fund, which is a long-lasting memorial to loved ones. All contributors will receive a card of receipt and families of those honored or memorialized will also receive notification of the contribution. Contributions can be made at the Town Clerk's Office, 400 South Main Street, Culpeper, Virginia 22701.

SINGLE GRAVE SITE



DOUBLE GRAVE SITE

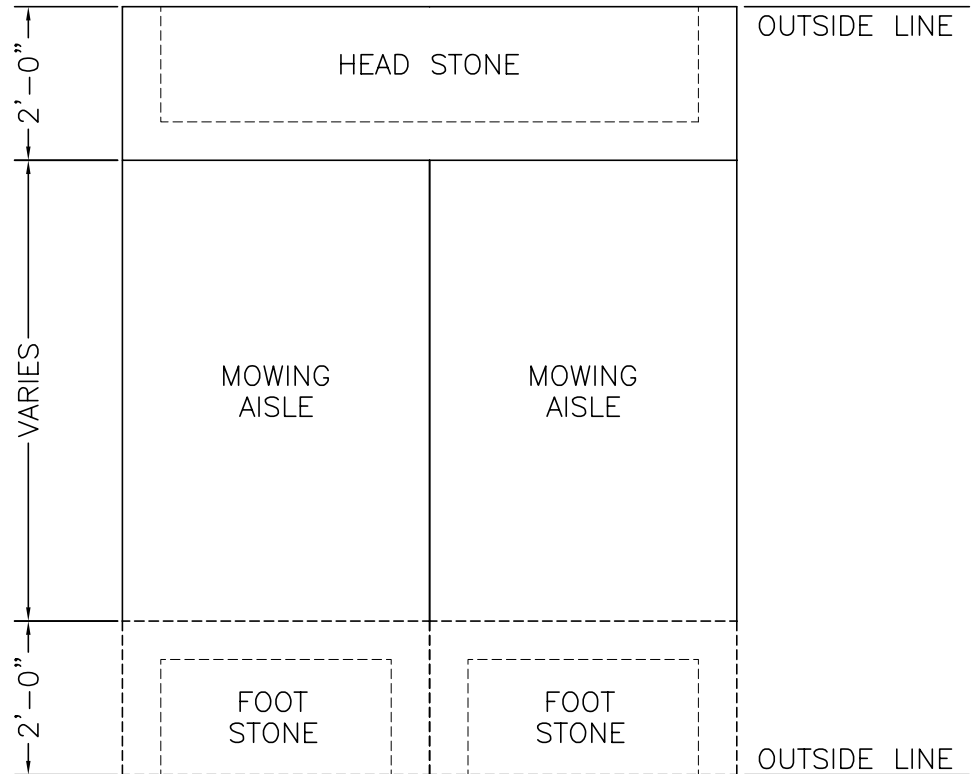


ILLUSTRATION IS SHOWN USING STANDARD 4' X 10' CONVENTIONAL GRAVE SPACE

1. DECORATIONS ARE TO BE PLACED ON OR ADJACENT TO THE HEAD STONE
-SEE DECORATION POLICIES FOR PERMITTED ITEMS
2. THE FOOT STONE AREA IS NOT INTENDED TO BE USED FOR DECORATION PLACEMENT
UNLESS THAT AREA IS DESIGNATED AS THE PRIMARY MARKER AREA
3. HEAD AND FOOT STONES ARE TO BE APPROPRIATELY CENTERED AND INSTALLED
FLUSH WITH THE OUTSIDE LINE AS ILLUSTRATED ABOVE



FAIRVIEW CEMETERY
GRAVE DECORATION/MEMORIAL AREA

DATE: 8/7/03

SCALE: NONE