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ALLEN TOWNSHIP CEMETERY(S) RULES AND RESTRICTIONS

(Revised 12-19-2023)

Allen Township, Ottawa County, Ohio

Cemetery Rules and Terms of Burial Plot Purchases:

1. These rules and restrictions shall supersede all former rules and restrictions and shall become effective, as amended, and be in force on and after December 19, 2023.
2. Residents and Non-Residents of Allen Township shall be eligible to purchase burial graves in this cemetery, and shall be furnished a copy of these regulations and fee schedule with the deed.
3. The sale of plots or burial graves shall be in charge of the Township Trustees, or any person designated by them to conduct such sales.
- 3A. Sales of graves will be conducted during the business hours of Monday thru Thursday from 8:00 AM to 2:00 PM and Fridays from 8:00 AM to 10:00 AM.
4. The sale of graves shall generally be sold in even numbers. The sale of single graves shall be limited to those graves or locations designated by the Allen Township Sexton by order of the Allen Township Trustees.
- 4A: Grave sales in the pond parcel will be sold in quantities of two or more.
5. Minimum charge for burial graves used shall be paid upon interment. The balance paid within sixty (60) day's, subject to Section 517.07 of the Ohio Revised Code.
6. All money is to be paid to the Township Fiscal Officer or person designated by the Township Trustees.
- 7: A receipt shall be issued by the Fiscal Officer or designated person for all money paid.

- 8: Each burial grave may contain one standard full burial and one cremation burial or two cremation burials.
- 8A: The pond cremation burial section will be limited to two cremains for each grave. (The cremation graves are 7.5 feet long by 4 feet wide).
- 8B: The pond cremation burial section grave markers shall be limited to a height of 18” and a length of 42”.
- 8C. Burial permits are required for every burial and/or cremation prior to interment.

9: **BURIAL GRAVE PRICES:**

Township Resident costs shall be: \$ 100.00 per grave.
Non-resident costs shall be: \$ 750.00 per grave.

9A: **POND PARCEL CREMATION GRAVE/BURIAL PRICES:**

Purchase price includes grave and two (2) prepaid cremation burials per grave.

Township Resident costs shall be: \$ 500 per grave
Non-Resident costs shall be: \$ 1,000 per grave

10: **CURRENT RESIDENT:**

Includes individuals that currently reside or own property in Allen Township. This definition also includes current residents that are confined to hospitals, nursing homes, short or long term care facilities at time of death. The Township Sexton may need written proof i.e., copy of admission form or a letter from the care facility or funeral home to determine individuals residential status.

11: **DEEDS:**

The Trustees of Allen Township shall issue and deliver to the purchaser of a burial grave, a deed when all accounts are paid in full.

12: **BURIAL RIGHT TRANSFERS:**

In order for burial rights to transfer from an Allen Township deed holder to a non-resident: an additional fee equal to the difference in resident and non-resident costs outlined in #9 above (currently \$750 - \$100 = \$650) shall be assessed and collected prior to interment. This fee will be in addition to the opening/closing fees. An additional transfer fee of \$25 will be charged for administrative costs. All fees will be charged at time of transfer and are payable to the Allen Township Trustees.

13: **BURIAL'S:**

The Allen Township Trustees, or other person designated by them, shall be notified of prospective burial at least forty-eight (48) hours before interment is to be made, otherwise they will not be responsible for delays.

14: **RESIDENT/NONRESIDENT BURIAL REGULATIONS & FEES:**

The following charges shall be made for grave opening/closing's, and must be paid to person designated by the Township Trustees prior to burial.

- A) Opening/closing burial charge age 6 to adult: \$500
- B) Saturday Burials either full or cremation: \$1,500

All services conducted at the cemetery on Saturdays must be finished and all attendees departed by 2 p.m.

If Saturday services exceed the 2 p.m. deadline, an additional fee of \$200.00 per hour will be billed to the associated funeral home. \$200/hour

No Sunday or Holiday burials

- C) Burials arriving after 2:30 pm, add: \$400
- D) Burials on Christmas Eve, day after Christmas, and day after Thanksgiving: \$1,500
- E) Township Resident birth to age 5: \$50
- F) Burial charge Non-resident birth to age 5: \$200
- G) Disinterment and removal from cemetery: \$500
- H) Disinterment and re-interment within cemetery: \$900
- I) Cremation Opening/Closing in Non-Pond Parcel: \$200
- J) Weekday Cremation burial after 2:30 p.m.: \$500
- K) Resident Indigent Burial: Includes township donation of grave, as designated by township, and opening and closing only: No Charge

15: The Township will not perform burials on the following holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

16. All vaults shall be concrete, steel or non-deteriorating materials. No wooden boxes will be permitted for burial. Burial of Indigent residents shall be in a designated area or Potter's Field and implemented according to the Allen Township Rules and Regulations and also State Law governing such burials.

17. **MAINTENANCE:**

A. The Trustees shall be permitted to level every grave to correspond to the

surface of the cemetery grounds.

- B. No permanent fixture shall be placed on the grave. All winter wreaths, blankets, etc. must be removed by March 15th.
- C. Flowerbeds, urns, statues and vigil lights shall be placed within one (1) foot of the monument.
- D. The planting of trees and shrubbery in the cemetery is prohibited. The Trustees will be responsible for all landscaping in the cemetery.
- E. Any existing trees, shrubs or other articles that may become detrimental to the general appearance of the cemetery may be trimmed or removed by the direction of the Trustees.
- F. Marble chips; decorative rock(s) or stone aggregate shall not be permitted within the cemetery.
- G. Vault and tent services should be arranged through the mortuary conducting the burial.

18. **BYLAWS:**

- A. The cemetery speed limit is ten (10) miles an hour.
- B. Parking is permitted on driveways only. Care should be employed in parking so as not to obstruct traffic.
- C. Any person(s) caught damaging monuments, landscaping, or the cemetery maintenance buildings will be subject to arrest.
- D. Visitation hours are dawn to dusk.

19. Violators of Rule #18 A, B, C, or D shall be prosecuted.

20. **FOUNDATIONS:**

- A. Foundations will be installed after graves have had six (6) months to settle.
- B. Foundations will be installed during the spring and fall.
- C. Deadline for ordering foundations shall be made with the Township Sexton by April 1st for spring installations and by October 1st for the fall installations.
- D. All monument and marker inscriptions will be the responsibility of the family and of the monument company.
- E. All foundations, tombstones, markers, headstones, benches or any other permanent fixture shall be placed only under the supervision of the Trustees or person designated by them.
- F. Removal of a current foundation will be at a fee of \$100. See section G for installation fees for a new foundation.
- G. Installation fees are based at \$ 4.00 per lineal inch.
- H. Standard graves will have a maximum footer length of 36” over a single grave and 48” over two graves. Graves will have a maximum footer width of 14”.
- I. Each cremation grave is limited to a length of 36” and a width of 14”.

21. These rules and restrictions may be reviewed, altered or amended at any time at the discretion of the Board of Trustees of Allen Township.

22. Residents, mortuaries and monument companies that need to make arrangements, please contact the township office at **419-836-4204** or the Cemetery Sexton at the number listed below. Business hours are Monday thru Thursday from 7:00 AM to 3:00 PM and Fridays from 7:00 AM to 11:00 AM. You may contact either of the maintenance personnel after regular business hours at the following phone numbers:

John Farkas – Maintenance Worker & Sexton Mobile: 419-262-9707

Stacey Malcolm – Maintenance Supervisor Mobile: 419-779-0548

ALLEN TOWNSHIP CEMETERY USE POLICY

- Visitation hours: Dawn to Dusk
- All winter wreaths and blankets are to be removed by March 15th
- Grave decorations must be secured in place
- Dispose of excess flowers and trash in receptacles
- Flower beds, urns, statues, and vigil lights must be within one foot of monument.
- The planting of trees and shrubs is prohibited.
- Any existing trees or shrubs will be removed
- Chemical weed control is applied annually around each monument.
Allen Township is not responsible for the loss of any plants that result from this application.
- Marble chips, decorated rock, stone, grass guards, and fencing are not permitted.
- No permanent fixture shall be placed on any grave except headstone.
- Parking is permitted on driveways only.
- There is a fine of \$500 for theft or vandalism of any property within the cemetery.