



**CITY OF NORTHAMPTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
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***Rules & Regulations
City of Northampton Cemeteries***

1. Sale & Use of Lots

The Department of Public Works (DPW) shall have the authority to sell burial lots in city cemeteries, but all deeds and conveyances shall be executed by the Mayor in the name of the city and recorded by the City Clerk in a book kept for that purpose.

Cemetery grounds shall not be used for any other purpose than a place for the interment of the dead.

Sale of lots and grave spaces are to be paid in full at the time of purchase. No interments shall be allowed until the lot or space has been paid in full.

The price of the lot and/or grave space includes perpetual care, and a charge shall be added to lot sales for the recording of the deed at the City Clerk's office. Fees for all services are set by the DPW Director subject to approval by the Mayor.

2. Interments

Payments for interments shall be received prior to or on the day of the scheduled burial service. All payments shall be in the form of a check made payable to the City of Northampton. No interments shall be allowed in any lot or grave space until the Funeral Director, prior to any burial, has paid previous indebtedness and charges against such lot. In addition, before scheduling any burial, the funeral director will first notify the DPW Director or her/his designee to ensure that there are no time conflicts with other interments.

Interments shall not be allowed until the proper permit required by the Board of Health (or its designee) and all information necessary to complete the records of the Cemetery have been furnished to the DPW Director or her/his designee.

Interments are required to be in grave which has at a minimum, a depth of four feet from the surface of the ground surrounding the grave to the top of the coffin. Approved concrete vaults are required.

Interments are not allowed at any other time of day other than between sunrise and sunset, except in accordance with a permit from the Board of Health or its designee.

No person shall remove a dead body or its remains from a grave or tomb in the city, or disturb in a tomb or grave such body or its remains, except in accordance with a permit from the Board of Health or its designee. No disinterment shall be made between the first day of June and the first day of October and then only in accordance with a permit from the Board of Health or its designee.

Ashes interment will be allowed on top of a previous vault style interment. Only three sets of ashes will be allowed in one grave space, and all ashes must be in a preapproved container or urn.

During the winter months, specifically, between December 1 and April 30, the DPW Director or her/his designee will require 48 hours' notice for interments. Interment arrangements made after 12:00pm on Friday cannot be performed until Tuesday, unless circumstances permit an earlier time.

The DPW Director or her/his designee will reserve the right to delay the interment until spring if dangerous conditions exist in certain areas of the cemetery.

When the location of a grave on a lot cannot be determined or the grave cannot be opened where specified, the DPW Director or her/his designee shall locate the grave on said lot to avoid any potential conflict so that the funeral may not be delayed.

3. Monuments, Grave Markers

The owner of a four grave lot or of a larger lot has the right to erect monuments of conforming stones commemorating the dead.

No monuments or grave markers may be erected on any lot until the lot, grave space and foundation order is paid in full and placed in perpetual care.

Only one monument on each lot and one grave marker or index stone at each grave space will be allowed.

Grave markers shall be one piece, flush with grade, and shall not exceed two feet in length and one foot in width. The inscription shall be cut into the stone rather than raised.

Markers shall be placed at the end of the grave farthest from the base of the monument. Exceptions will be made to conform with markers now existing on older lots.

All monuments and grave markers must rest upon a concrete foundation and no monuments or grave markers shall be installed until there is a concrete foundation present to place them on. The

DPW shall install foundations and they will be at a minimum depth of four feet. The DPW shall assess a fee according to the size of the foundation.

Spring foundation orders will be accepted no later than May 1, and fall foundation orders will be accepted no later than September 1 in any given calendar year.

Corner stones to mark the boundaries of the lot must be set flush with the grade of the lot. Initials shall be cut into the stone rather than raised.

No fence shall at any time be erected or placed in or around such lot, nor shall any curbing be placed on or around the same unless approval has been granted by the DPW Director or her/his designee. The DPW Director or her/his designee may approve the material and/or design and if any such fence shall not be kept in good repair, the same may be removed by the DPW.

If any monument or any inscription is placed in or upon such lot, which shall be determined by the DPW Director or her/his designee to be offensive or improper, the DPW shall have the right and the duty to enter upon the lot and remove the offensive or improper object or objects.

No tomb or mausoleums shall be constructed or allowed within the bounds of the cemetery.

4. Shrub & Flower Plantings

Permission for the planting of evergreen shrubs and flowers will be granted on a lot under the following conditions:

- a. The consent of the DPW Director or her/his designee.
- b. A fee of \$100.00 per shrub shall be paid before planting. The DPW shall assume the care of the shrubs.
- c. Only two shrubs are to be permitted per lot, and they are to be placed on either side of an upright monument.
- d. Only varieties of shrubs and flowers which are acceptable to the DPW Director or her/his designee will be permitted on any lot.
- e. No rose bushes or violets will be allowed.
- f. No owners of a lot in a cemetery shall remove any trees, flowers, shrubs, or any fixtures whatsoever, unless permission of the DPW Director or her/his designee has been obtained.

All lots are allowed to have a flowerbed placed in front of the upright monuments. The flowerbed is not to exceed 18" in width and the monument in length.

No plantings or flowerbeds shall be placed on single or double grave spaces. A flowerpot or flowerbox will be allowed.

Only one flowerpot or flowerbox shall be allowed following the first Monday after Memorial Day. The owners must remove the flowerpot/boxes after this date or the DPW will remove them.

All summer floral displays and containers shall be removed by the first Monday in October and all winter floral displays and containers shall be removed by the first Monday in April. DPW will remove any displays or containers remaining after these days.

If any planting in a lot is determined to be detrimental to the adjacent lots or avenues, or is considered a safety hazard, it shall be the duty of the DPW to enter the lot and remove these plantings.

No trees, shrub or plantings within the lot border shall be cut down or destroyed without the consent of the DPW Director or her/his designee.

5. Flags & Flag Holders

Small American flags may be placed on the graves of veterans for a period of three weeks at Memorial Day time. The Monday after Flag Day, the DPW will remove flags that are placed on the flush grave markers of veterans. If there is an upright monument at the veteran's gravesite, the flag will be transferred to the front of the upright monument. Only one flag per monument will be allowed.

6. General

Absolutely no dogs allowed on Cemetery grounds.

Any work activities occurring near where an interment is being made must suspend their labor during the committal service.

Funeral processions, upon entering the Cemetery, shall be under the control and subject to the directions of the DPW Director or her/his designee.

All persons are strictly prohibited from picking any plants or flowers, whether wild or cultivated, disturbing birds, squirrels, or other wildlife, breaking or injuring any tree or shrub, marring any memorial or defacing property in any way.

All lots shall be held subject to all rules and regulations, made and to be made by the DPW, in pursuance of the authority granted to them in and by the Administrative Code or any ordinance or ordinances of the City of Northampton.

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