

SELMA

MEMORIAL

GARDENS

Rules & Regulations

*THE CONTENTS OF THIS PAMPHLET
HAVE BEEN EXTRACTED FROM:*

*Selma Municipal Code
Chapter 7 – Cemeteries*

and

General Cemetery Rules

July 2011

TABLE OF CONTENTS

<u>SECTIONS</u>	<u>PAGE(S):</u>
7-4 Burial Permit.....	2
7-5 Cemetery Committee - Composition.....	2
7-6 Cemetery Committee - Duties	2
7-7 Lot Sales	2
7-8 Deed Execution	2
7-9 Deed Recordation	2
7-10 Deed Provisions	2 - 4
7-11 Lot Purchase on Terms	4
7-12 Lot Information	4
7-13 Perpetual Care Fund.....	4
7-14 Perpetual Care Guarantee	4
7-15 Monuments	4 - 5
7-16 Notice of Interments	6
7-17 Grave Preparation - Fees.....	6
7-18 Floral Arrangements and Removal	6 - 7
7-19 Hours of Memorial Gardens	7
7-20 Visitor Paths	7
7-21 Visitor Conduct.....	7
7-22 Personal Equipment - Prohibited	8
7-23 Selma Memorial Mausoleum	8
7-24 Rules Subject to Change.....	8
POINTS OF CONTACT.....	9
NOTES.....	9
MAP OF SELMA MEMORIAL GARDENS	10

7-4 BURIAL PERMIT

Before any burial takes place within the corporate limits of the Town, a burial permit shall first be obtained. The permit shall be issued by a Finance Department official upon proper showing of compliance with this chapter, and the permit shall state the name of the deceased person, the undertaker conducting the burial, a general description of the place of burial, and the authorization of the lot owner.

7-5 CEMETERY COMMITTEE – Composition

The Cemetery Committee shall consist of five (5) members appointed by the Town Council for staggered terms of three (3) years.

7-6 CEMETERY COMMITTEE – Duties

The Cemetery Committee shall make recommendations to the Town Council as to the planning and operation of Selma Memorial Gardens.

7-7 LOT SALES

No contract for the sale of lots in Selma Memorial Gardens shall be executed until a plat of the same shall have been made and duly recorded in the office of the Register of Deeds of Johnston County.

7-8 DEED EXECUTION

No deed shall be executed to any lot or portion of lot in a cemetery until the purchase price has been paid in full.

7-9 DEED RECORDATION

All deeds shall be recorded in the Office of the Register of Deeds of Johnston County by the Town of Selma at the expense of the purchaser before delivering the deed to the purchaser.

7-10 DEED PRIVISIONS

All deeds to lots in Selma Memorial Gardens shall contain the following provisions:

- 1) The property shall be used for the purpose of sepulcher only.
- 2) Graves in which an interment has been made may be marked only by a flat tablet or grave marker, set flush with the sod; of the size, type and material which has been approved by the Town unless otherwise specifically and expressly set forth herein.

[Grave markers will be allowed only after the lot has been paid in full.]

[Only one (1) flat marker per grave space will be allowed.]

[All specifications/standards set forth in the Ordinance as to type, size and material to be used for grave markers must be complied with unless written permission is granted by the Town of Selma.]

[Single markers shall not exceed three (3) feet wide.]

[Double markers shall not exceed six (6) feet wide.]

[Ledgers shall not exceed three (3) feet by seven (7) feet.]

[All markers must be constructed of cut stone or bronze unless otherwise stated in the deed.]

[The marker or tombstones shall read facing the pathway.]

- 3) No monumental work, tombstone, marker, vault, fence, memorial, mound, or other objects of any kind protruding above the surface of the ground may be erected; nor may any hedge, plant, [grass, seed], tree, or flowers be planted on or removed from said property except such as may be approved by the Town.

[Figurines, statues, garden flags, clay and concrete flowerpots, rocks, stones, toys, whirl winds will not be allowed. The only memorial allowed shall be one (1) flat grave marker and one (1) flower arrangement.]

- 4) Where it is expressly and specifically set forth herein that a monument, tombstone, mausoleum, or marker may be erected, it shall be erected at the owner's expense under the supervision of the Town and must meet the approval of the Town as to size, type, material, and placement.

[All double markers/ledgers must be previously approved by the Cemetery Custodian.]

[Detailed plans for the type, size, and placement must be submitted to the custodian prior to the marker construction; approved plans shall not be altered in any manner.]

[The Town of Selma shall not be held responsible for any marker not previously submitted for prior approval.]

[The Cemetery Custodian shall have the final authority to approve the marker plans.]

- 5) The transfer of lots, portions of lots, or grave sites, mausoleum lots, or crypts within a mausoleum is prohibited except by special permission in writing from the Town.

- 6) In addition to the foregoing, the property is subject to all rules, regulations, conditions, restrictions, and ordinances of the Town governing the operation of Selma Memorial Gardens whether not adopted or hereafter adopted or amended.
- 7) All cremations must be in a sealed urn or cremation vault.
- 8) There shall be a charge for the supervision of the installation of grave markers or other monuments. This charge is payable in advance of the installation.

[A permit purchased at the Town of Selma Finance Office shall be required prior to any installation of cemetery marker.]

[Markers shall only be placed during the normal operating hours of Selma Memorial Gardens.]

[The Cemetery Custodian shall supervise the installation of all markers and will have the final authority in the installation of such markers.]

7-11 LOT PURCHASE ON TERMS

Contracts for the purchase of lots in Selma Memorial Gardens on terms may be entered into by the Town upon such terms and conditions as the Town Council may set.

7-12 LOT INFORMATION

The Finance Department official shall maintain a current schedule of the number and size of lots available for sale and the purchase prices thereof as set by the Town Council.

7-13 PERPETUAL CARE FUND

There shall be set aside from the proceeds of the sale of crypts in Selma Memorial Gardens-Mausoleum at least ten percent (10%) thereof which shall be placed in a Perpetual Care Fund. The Perpetual Care Fund shall be invested as provided by law and the interest thereon shall be used for the maintenance and care of Selma Memorial Gardens. The balance of the proceeds from the sale of crypts shall be placed in the Cemetery Fund and shall be used in accordance with the current budget appropriations.

7-14 PERPETUAL CARE GUARANTEE

The Town guarantees perpetual care of all lots sold in Selma Memorial Gardens.

7-15 MONUMENTS

No deed shall contain a provision for the erection of a monument, tombstone or mausoleum except or unless the lots are in the following sections, and in all events the type, size and material shall meet the approval of the Town.

- 1) A monument or tombstone will only be allowed in Cedarlawn Garden.

- 2) If a mausoleum is to be erected, it must be so stated in the deed.
- 3) Only a mausoleum will be allowed in Magnolia Garden and must conform to the following requirements:
 - a. NO mausoleum will be constructed on any lot less than four hundred (400) square feet.
 - b. All double mausoleums will be constructed in the center of the lot and shall not exceed two hundred twenty-five (225) square feet. Single mausoleums will be centered on ten (10) feet unless owner signs form for mausoleum to be centered on twenty (20) feet.
 - c. NO portion of any mausoleum shall be constructed of any material other than cut stone or bronze.
 - d. Complete, detailed scale drawings for all proposed mausoleums shall be submitted to the Town Manager for approval thirty (30) days prior to the construction date.
 - e. Approved designs for mausoleums shall not be altered in any way without consent of the Town Manager.
 - f. **MAGNOLIA GARDEN, Lots 1 – 7 and Lots 24 – 27** shall be identified as Row One. Only single height crypts (two wide, one high) shall be allowed. Maximum height shall be five (5) feet.
MAGNOLIA GARDEN, Lots 8 – 12 and Lots 19 – 23 shall be identified as Row Two. Either two (2) or four (4) crypts (two high) shall be allowed. Maximum height shall be ten (10) feet.
MAGNOLIA GARDEN, Lots 13 – 18 shall be identified as Row Three. Only six (6) crypts (two wide, three high) shall be allowed. Maximum height shall be fourteen (14) feet.
 - g. The Town of Selma shall not be responsible for entombment.
 - h. No utility services (electric/water) shall be allowed.
 - i. The Town of Selma shall not be responsible for the maintenance of any structure; neither is the Town of Selma responsible for any damages to any structure due to vandalism or weather.
- 4) Only one flat marker even with the ground shall be allowed on each grave site.
Corner markers, footstones and unattached vases are **not** allowed.

7-16 NOTICE OF INTERMENTS

The Town must be notified twenty-four (24) paid hours in advance of the date and hour of interments. All while within the grounds, shall be under the control of the Town Cemetery Custodian.

[From October through March, all funeral services must be scheduled so that the funeral procession vacates the Cemetery no later than 4:00 p.m.]

[From April through September, all funeral services must be scheduled so that the funeral procession vacates the cemetery no later than 5:00 p.m.]

[There will be NO burials on Easter Sunday, Mother's Day, Father's Day, Thanksgiving Day, Christmas Eve or Christmas Day.]

[Funeral processions shall vacate the cemetery within two (2) hours from the time of arrival.]

7-17 GRAVE PREPARATION – Fees

- 1) Graves prepared for casket burials shall be at least forty-five inches (45") deep, and the casket shall be placed in a vault or cement liner in all sections of Selma Memorial Gardens. This is due to a consistently high water table, which causes cave-ins that create potential danger for unhealthy conditions within Selma Memorial Gardens.
- 2) Graves prepared for burial of ashes shall be at least eighteen inches (18") deep, and only two urns of ashes shall be entered in the same grave site.
- 3) Only one flat marker or tombstone shall be allowed on each grave site.

[Each grave space may be marked with a single marker or two spaces may be marked with a double marker.]

[It is recommended that a vase be attached to the marker. If you do not have an attached vase, you cannot have flowers from March 1st until November 1st. Nothing can be stuck in ground during mowing season.]

[NO footstones and/or corner markers shall be allowed.]

- 4) The owner of the lot shall pay the Town the cost of interment as set by the Town Council.

[In the event of inclement weather (snow, sleet, excessive rain), postponement of grave openings may become necessary.]

7-18 FLORAL ARRANGEMENTS AND REMOVAL

- 1) Within five (5) to seven (7) days after the funeral services, all fresh floral arrangements except one (1) must be removed. Therefore, one (1) floral arrangement per grave space shall be permitted.

[Cemetery employees shall remove flowers after seven (7) days unless prior written notification is given to the Cemetery Custodian that family, friends, florists, or someone else shall be removing the floral arrangements within the seven-day period.]

- 2) Any florist or individual removing floral arrangements must notify the Cemetery Custodian before removal. Notice to the Custodian must be from the family and must be in writing.
- 3) All holiday flowers shall be removed no later than one (1) week after the date of the holiday.

[All vases shall be attached to the grave marker. Absolutely NO clay or concrete pots are allowed.]

- 4) Real flowers are prohibited from being inside the Mausoleum. When funeral services are held, there will be a designated area outside, under a tent, for all the flowers to be placed and must be removed five (5) to seven (7) days after the funeral service.

[All spring and summer flowers must be removed by October 1 and all fall and winter flowers must be removed by March 1. If not removed by these dates, the Custodian shall remove and dispose of any and all such floral arrangements.]

7-19 HOURS OF MEMORIAL GARDENS

Selma Memorial Gardens will open for visitors at 8:00 a.m. and close at sunset. It will be unlawful to be within the cemetery grounds at any other hour without written consent of the Town. Trespassers shall be prosecuted.

7-20 VISITOR PATHS

All visitors shall keep to the walks and drives and must not cross over or otherwise trespass on any lot other than their own.

[Absolutely NO driving, parking or turning around on the grass]

[Speed limit within the cemetery is 10 m.p.h.]

7-21 VISITOR CONDUCT

All persons while within the grounds of Selma Memorial Gardens shall conduct themselves in a proper manner and shall not pick flowers, break shrubs, trees or plants, or in any way injure or damage any monument, marker or other structure. If you have a pet with you, they must remain in your arms at all times and are not permitted to roam the cemetery.

[All posted rules must be obeyed.]

7-22 PERSONAL EQUIPMENT – Prohibited

No personal equipment such as lawnmowers or weed eaters shall be allowed in the cemeteries. No grass or weed killer may be used by anyone other than cemetery personnel.

[NO glass, wire, racks, bricks, cinderblock, rocks, etc., will be permitted or allowed.]

7-23 SELMA MEMORIAL MAUSOLEUM

No wooden caskets are permitted in the mausoleum. Casket protectors are required and will be furnished by the town.

One key to the building will be permitted per crypt sold for the inside of the mausoleum. If a key is lost, a replacement key will be available with a \$100 fee.

Financing is available on the mausoleum with ¼ paid down and the balance financed at 6% interest for 36 months.

7-24 RULES SUBJECT TO CHANGE

These rules and regulations may be changed at any time by the Town Council and such changes shall be binding on all future purchases as well as all owners of lots in Selma Memorial Gardens

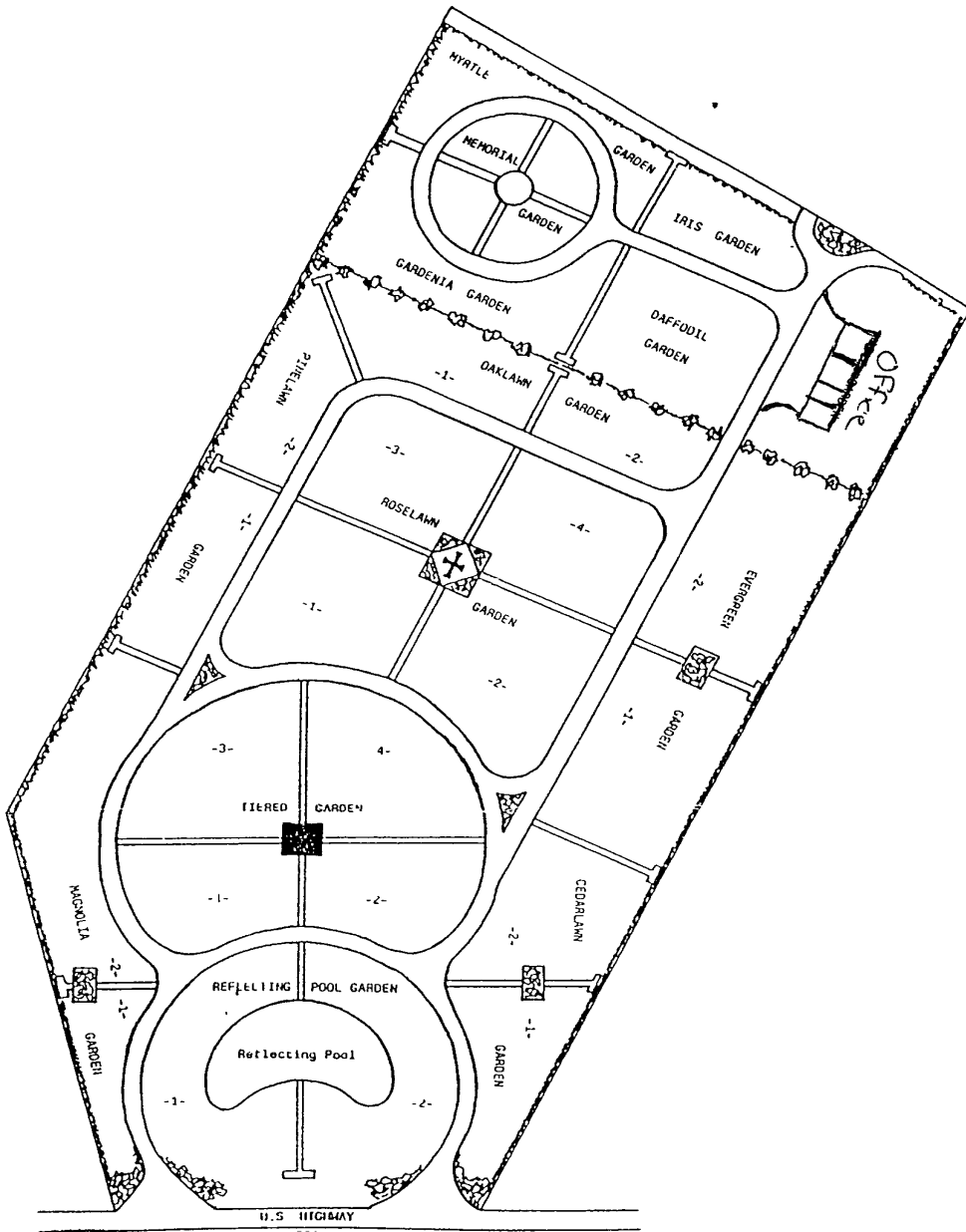
POINTS OF CONTACT

Kimberly Pickett
Selma Town Hall
100 North Raiford Street
(919) 965-9841 Ext. 228

Mark Byrd & Jack Braswell
Selma Cemetery Custodians
Selma Memorial Gardens
U S Highway 301 at U S 70
(919) 965-4003

NOTES:

1. A current price schedule for cemetery lots is available at Town Hall.
2. General cemetery rules follow Municipal Code Regulations and are enclosed in brackets [].
3. The contents of this pamphlet have been extracted from:
 - a) The Selma Municipal Code, Chapter 7 – Cemeteries
 - b) General Cemetery Rules.



SELMA MEMORIAL GARDENS