

Rules and Regulations
Carson Cemetery
(Revised 11/13/13)
(Revised 6/12/17, Revisions to take Effect 7/1/2017)
(Revised 2/8/2021)

Definitions:

City refers to the City of Carson

City Code refers to the Code of Ordinances of the City of Carson, Iowa.

Lot means an area in a cemetery containing more than one interment space which is uniquely identified by an alphabetical, numeric, or alphanumeric identification system. See Iowa Code Section 523I.102(23).

Mausoleum means an aboveground structure designed for the entombment of human remains.

Memorial is a monument, tombstone, grave marker or headstone identifying a grave or graves with a nameplate identifying a grave.

Deed is the document issued which indicates who the owner is of purchased grave(s). The deed will indicate the lot, section and grave that has been purchased.

Rules and Regulations

Sale of Lots:

The sale of lots in the cemetery shall be evidenced by a deed signed and executed by the Mayor and the Clerk for and on behalf of the City. The Clerk will collect the purchase price for any lot sold before issuing the deed. Once a grave is purchased it is deeded by the City to the new owner. See §115.05 of the City Code.

If the purchaser of a grave or lot determines that he or she no longer needs it, he or she may, within ninety days of the date of purchase, return the original deed to the City Clerk for a full refund of the original purchase price.

The cemetery is laid out in lots. Each lot contains four (4) sections. Within each section are four (4) graves. Cemetery prices per grave as of February 12, 2012:

1 grave = \$250.00	64 sq. ft. 4x16
2 graves = \$500.00	128 sq. ft.
3 graves = \$750.00	192 sq. ft.
4 graves = \$1,000.00	256 sq. ft. 16x16

Cemetery Records and Transfer of Lots

The City Clerk's Office will maintain the Cemetery Records. The City Clerk shall maintain a plat of each cemetery section showing the location of the lots and their ownership. See §115.04 of the City Code.

The issuance of the Deed is the City's sole form of recognition of ownership. Mere possession of the Deed to a grave by a person not listed on the Deed does not grant the possessor any rights of ownership.

In order to transfer a cemetery deed, a written notice of transfer bearing the notarized signature of the owner of record must be given to the Clerk at the Carson City Hall Office. The Executor, Administrator, or Trustee of a deceased owner of record seeking to transfer a cemetery deed may do so by submitting a written notice of transfer along with his or her Letters of Appointment or Acceptance of Trusteeship. Any other personal representative of a deceased owner of record may substitute an affidavit explaining his or her authority over the deceased owner's property for the Letter of Appointment. A new Deed will then be issued to the new owner(s). A Deed Preparation Fee is required when ownership of a grave is transferred to a new owner, or in a situation where a replacement or duplicate cemetery deed is requested, or in other situations where the Mayor & City Clerk deem necessary to prepare a new cemetery deed. This Deed Preparation Fee is not applicable for an initial cemetery lot/grave purchase. (6-2017)

In the event of loss or destruction of a Deed and upon the presentation of a written request, accompanied by a properly executed affidavit of the owner of record explaining the circumstances of the loss or destruction, the Clerk will prepare a duplicate Deed from its records.

Interment and Funerals:

The funeral director or other person(s) making arrangements for an interment shall, as soon as there is knowledge of a pending service, notify the Clerk. A Grave Registration Record Report is to be completed by either the funeral director or other person(s) making arrangements for the interment prior to burial to verify the lot, section and grave where the burial will take place. A Grave Registration Fee for burial is required prior to burial. (6-2017)

The Clerk will direct the Maintenance Department to mark the grave site that is to be prepared for the burial. The Maintenance Department shall not mark the site without having received a writing signed by the Clerk to verify and approve of the burial placement.

The interment of bodies of persons who have died of a contagious disease shall be in strict accordance with the rules of the State Board of Health.

The City shall in no way be liable for any container, receptacle or urn of cremated remains placed in any lot.

Prior to burial, the receptacle containing the body shall be placed in an outside container consisting of a minimum construction of concrete. Cremations require no outside container.

The owner of a lot must give written permission for others to be buried on remaining spaces on a lot in a document that includes the owner's notarized signature. This written permission must be presented to the Clerk before the Clerk will approve the burial.

Two (2) cremation burials are allowed per burial space. One cremation burial may be added to a burial space where remains from a past burial are already present. Where cremains are buried in a casket or vault with remains, additional cremains may not be added to a burial space.

Cremains shall not be scattered in the cemetery, nor buried without the City's permission and notification.

All burials are required to have a vault. Cremains will require an urn vault; either a marble or marble urn vault. (2-2021)

Cemetery Care and Decorating

The City shall direct all improvements within the grounds before and after interments have been made therein.

The City shall be responsible for general care, including the cutting and trimming of grass, the removal of debris, the control of weeds and pests, and the periodic pruning of shrubs and trees.

The planting of shrubbery, trees and grass is prohibited. The City reserves the right to remove unauthorized plantings, including the removal of existing plantings on individual lots. The City is under no obligation to replace the plantings and is under no obligation to compensate the owner and/or heirs of the lot's owner for the removed plantings.

No gravel or rock may be placed on graves.

Grave decorations of all kinds shall be removed when, in the judgment of the maintenance personnel, the decorations are considered unsightly or may create a hazard to visitors or to personnel maintain the cemetery. Any object otherwise violating Cemetery regulations shall be removed by the City. The City shall not be liable for any flowers or decorations removed or lost by any cause.

Cleanup shall occur twice during the year. Spring cleanup shall begin on May 1st, and fall cleanup shall begin October 1st weather permitting. The grounds shall be cleared of all flowers and decorations during the cleanup. Families seeking to save any decorations placed on a grave must remove the decorations prior to these dates. The public will be given notice before the cleanup is to begin. Notice will be given in the City Newsletter and postings.

Glass containers are prohibited at all times.

Memorials and Mausoleums

Notice must be given the Clerk at the City Hall office at least 24 hours before a memorial headstone or marker can be placed in the Cemetery. The Clerk shall direct the Maintenance Department to mark where the memorial is to be placed in a written document bearing the signature of the Clerk. A Monument Permit Fee is required to be paid to the City of Carson before a memorial headstone or marker can be placed in the Cemetery. (6-2017)

Applications for permission to erect a mausoleum shall be made in writing and filed with the Carson City Clerk. Complete plans and specifications of the proposed construction, including details of materials, workmanship, method of construction, etc. shall accompany the application. Approval by the Carson

City Council shall be obtained before any construction work is begun. The City of Carson reserves the right to prohibit the erection of any structure that is not considered to be safe, suitable, desirable or appropriate.

No memorial work will be allowed on lots or graves until all cemetery obligations to the City are paid in full.

The City bears no responsibility for temporary markers provided by the funeral directors.

The City is not liable for any damage to interment spaces or memorials caused by vandalism or other defacement.

A minimum of a three (3) inch foundation cap on all sides of a monument or headstone is required for all monuments or headstones placed in the Carson cemetery, with the exception of VA Monuments* (Veteran's Affairs). It is highly recommended that a six (6) inch foundation cap is provided for the front and back of the monuments/headstones, with a three (3) inch foundation cap on the sides. Furthermore, it is recommended to that the foundation cap is installed ½" off the ground to allow for settling. (6-2017)

*There is no requirement for a foundation cap for VA Monuments.

General Rules

The cemetery visiting hours are from 6:00 AM to 9:00 PM. Any person found on the Cemetery grounds after closing will be considered a trespasser.

Possession of alcoholic beverages or controlled substances in the cemetery are strictly prohibited.

No signs, notices or advertisements of any kind shall be allowed in the Cemetery except those placed by the City.

No visitor shall drive any vehicle within the cemetery except upon the driveways prepared and designed for that purpose. No person shall drive a vehicle on the grass except for maintenance personnel acting in the scope of their employment where such driving is necessary to accomplish maintenance objectives.

It shall be unlawful for any person to desecrate or injure the cemetery, or any lot, grave, gravestone, monument, fence, tree or shrubbery therein. See City Code Section 115.10.

Fees

The cemetery lot sale fees, regulatory fees, and clerical fees will be established by Resolution of the City Council of the City of Carson. Contact Carson City Hall to obtain a current Schedule of Carson Cemetery Fees. (Resolution 2017-13)

CITY OF CARSON RESOLUTION 2017-13

BE IT RESOLVED by the City Council of the City of Carson, Iowa:

Whereas, there is a need to update rules and regulation of the Carson Cemetery. Therefor the City Council of the City of Carson does hereby set forth the attached "Rules and Regulations Carson Cemetery Revised June 2017". (*Headstone Foundation Cap*)

BE IT RESOLVED that the following Cemetery Fee Schedule be enforced and collected by the City of Carson to offset the overhead costs associated with maintaining the cemetery rules and regulations as well as the general care of the cemetery:

Grave Registration Fee for Burial	\$125.00/each burial
Monument Permit Fee	\$50.00/ monument *
Deed Preparation Fee	\$25.00/deed

BE IT FURTHER RESOLVED that the City Clerk keep such rules and on file for public inspection.

Passed and Approved this 17 Day of June, 2017.

Brianne Duede

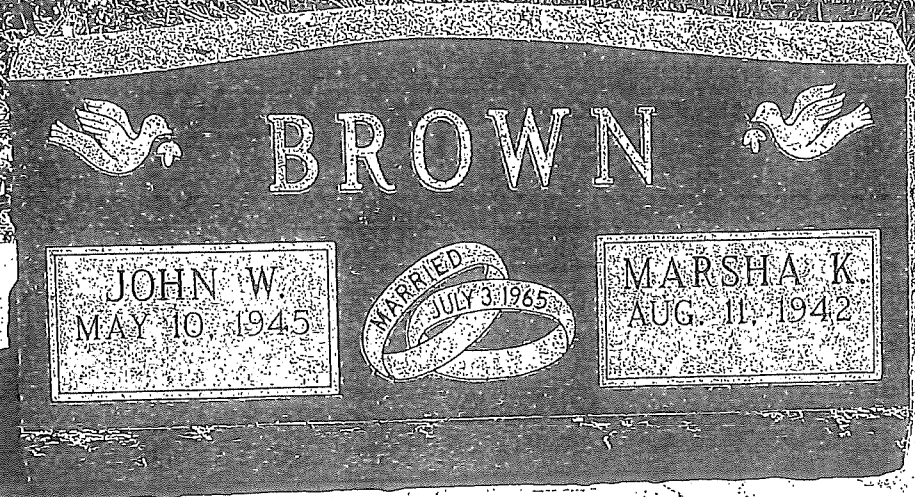
ATTEST: Brianne Duede, City Clerk

Tim Todd

Tim Todd, Mayor

CITY COUNCIL ROLL CALL

A HOUSER	<u>AYE</u>	NAY
D HENDRICKS	AYE	NAY Absent.
B DAMGAARD	<u>AYE</u>	NAY
T GRAVES	<u>AYE</u>	NAY
M KNUDSEN	<u>AYE</u>	NAY



EXAMPLE OF HEADSTONE WITH FOUNDATION CAP MEETING REQUIREMENTS
MINIMUM OF AT LEAST 3" FOUNDATION CAP ON ALL SIDES REQUIRED
FOUNDATION SHOWN: 3" SIDE CAP, 6" FRONT AND BACK CAP