



Onslow Cemetery Company

**POLICIES &
PROCEDURES**

Reviewed and
updated
April 8, 2015

Welcome to the Onslow Island Cemetery, established in 1763.

The following policies and procedures are adopted for the mutual protection and benefit of the lot holders and the Cemetery, with the goal of maintaining the neat appearance and historical beauty of the grounds.

All lot holders and visitors to the Onslow Island Cemetery shall be subject to these policies and procedures and to any amendments, which shall be adopted and/or revised from time to time.



1) Interment Rights Certificate

- a) All purchasers of Interment Rights must sign a contract with the Cemetery.
- b) Interment Rights shall be conveyed by such form of Interment Rights Certificate as adopted by the Board of Trustees.
- c) The Interment Rights Certificate shall be issued to only one of the Rights Holder(s) and only after all arrears connected with the lot have been paid in full.

2) Resale/Transfer of Rights/Limit of Rights

- a) Interment Rights may not be resold, except back to the Onslow Cemetery Company at the original purchase price.
- b) Interment Rights may be transferred within families. To make the transfer, the family is asked to return the Interment Rights Certificate (or the record of payment used when the lot was purchased) to the Cemetery, who will then issue a new Certificate to Designated Family Representative. If a Certificate or receipt is not available, other arrangements may be considered by the Trustees.

3) Fee Schedule and Lot Size

- a) Interment rights to lots shall be sold at prices set by the Board of Trustees.
- b) The size of each Single Full Burial Lot is 4ft. by 10 ft. A maximum of one casket or four (4) cremated remains may be buried on each lot purchased after February 13, 2012. Lots purchased before that date are subject to grandfathering, and lot holders are permitted to bury a maximum of four (4) cremated remains above existing full burials. The Property Manager shall stake out the boundaries of a newly assigned lot with permanent corner ground markers supplied by the cemetery, the cost of which is included in the lot purchase price.

4) Interments and Disinterment

- a) Permits – A burial permit issued by the funeral home showing that the death has been registered or in the case of a cremation, a Certificate of Cremation must be deposited with the Onslow Cemetery Company Property Manager before an Interment may take place.
- b) Graves and Lots shall be opened and closed only by persons authorized by the Cemetery.
- c) Only human remains shall be buried or entombed in the Cemetery, no pets will be allowed.

5) Monuments and Markers

- a) The lot is to be marked with a suitable headstone, or stone marker set into the ground, provided by the family within 12 months of the burial. Lot holders, or their family or legal representative if the holder is deceased, are responsible for the purchase and placement cost of headstones and stone markers.
- b) The Property Manager will collaborate with the family to stake the location of the new headstones or markers on any lot.
- c) Only the Cemetery or person(s) authorized by the Cemetery may move corner posts.
- d) Monuments must be installed by professionals in the monument business, at the lot holder's expense. All markers are to be installed as marked by the Property Manager.



- e) No fences shall be erected around lots.
- f) Only one family headstone may be placed, and only at the head of a lot. In addition to the headstone, one (1) marker with a flat level surface set flush with the ground must be placed at each cremation site. A footstone may be added to the lot.
- g) All markers or monuments must be constructed solely of natural stone or bronze.
- h) No inscription shall be placed on any marker that is not in keeping with the dignity and decorum of the Cemetery.
- i) The Cemetery reserves the right to remove any markers found to be in contravention of these policies.
- j) All persons carrying out work for an Interment Rights Holder must have third party liability insurance for a minimum of \$2,000,000.00 per accident or occurrence and Workers Compensation for any employee where applicable.
- k) All markers installed in the cemetery are the responsibility of the family of the deceased and are in no way maintained by the cemetery. However in the event of neglected headstones, the Cemetery reserves the right to re-align any toppled marker, and assumes no responsibility for any damages resulting thereof.

6) Planting and Decorative Restrictions On Lots

- a) No trees or shrubs may be planted or cut down, except those authorized by the Trustees.
- b) Only fresh-cut or artificial floral arrangements, planters or potted plants may be placed on the headstone at the interment site. These arrangements must be secured to the headstones with appropriate holders. We highly encourage the placement of fresh cut arrangements.
- c) Unsightly decorations, lighting material and any items impeding the mowing vehicles are not permitted and will be removed. We accept no responsibility or liability for any item placed at the site that is removed, missing or stolen.

7) General

- a) The Cemetery is closed to all overweight vehicles at all times, unless special written permission is obtained from the Board of Trustee.
- b) Lot holders are required to keep their monuments in proper repair at their own expense and to the satisfaction of the Board of Trustees. Lot holders are to clear all flowers before they become unsightly. In certain situations the Property Manager will remove old flowers, potted plants and restricted items from a particular lot to uphold the general appearance of the cemetery.
- c) No animals shall be permitted in the cemetery off leash and the onus is on the pet owner to stoop and scoop.
- d) No chair or bench, wooden or wire trellis, arch or iron rods or similar articles shall be brought to or left upon the lots.
- e) The Board of Trustees will not be responsible for loss or damage to any property or to any portable articles left in the Cemetery.
- f) Only the Cemetery or contractors authorized by the Cemetery may cut or remove sod or soil or change the grading of a lot.