

# Hazelwood Cemetery

## Rules & Regulations

(Subject to change without notice)

Revised June 2016

### Flowers & Other Decorations:

- ❖ Fresh cut flowers, artificial flowers, or wreathes may be placed on graves at any time and will be removed by cemetery employees when they become unsightly. Containers, other than the permanent type, used for this purpose will be disposed of when flowers are removed from the grave.
- ❖ Gravel, rock, or other decorative stone-like material is NOT permitted to be placed on/around the grave or monument/marker because they may become projectiles when hit with a mower or trimmer, causing a potential safety hazard.
- ❖ All trees at Hazelwood Cemetery are the property of the City of Springfield. **NOTHING** is allowed to be attached to or hung from any part of any tree located within the cemetery. Items will be removed and damages will be assessed. Person(s) responsible for any damage to City-owned trees may be cited/charged for the damage.
- ❖ There are no facilities at Hazelwood Cemetery for storage of flower(s) or containers; therefore, they will be disposed of when removed.
- ❖ **Shepherd staff/hooks** are not permitted and will be removed and disposed of upon discovery
- ❖ **Glass containers** are not permitted and will be removed and disposed of upon discovery.
- ❖ Approval for gravesite improvements (ie. plantings, landscape materials, and erection of stones) must be obtained from the Hazelwood Administration office prior to ANY installation.
- ❖ People wishing to plant trees must obtain a tree permit from the Hazelwood office.
- ❖ All charges against a cemetery lot must be paid before a grave can be opened or a stone erected.

### Clean-Up Days: (updated June 2016)

- ❖ **General cleanups will be made during the 2nd week of March, June, and September of each year** in order to keep the cemetery in a neat and attractive condition. Everything on the ground (in the way of mowers and trimmers) will be removed & disposed of. Lot owners who have any vases, wreathes, or arrangements that they wish to save **should remove them before these dates**. Hazelwood personnel can confirm actual calendar dates.
- ❖ In order to not interfere with leaf mulching and grounds maintenance, we request Christmas/holiday decorations be placed on the grave **AFTER December 1<sup>st</sup>** and removed **BEFORE March 1<sup>st</sup>** in preparation for spring; otherwise they will be removed and disposed of in the March cleanup.

### Cemetery Office:

- ❖ OPEN: Monday through Friday 8:00am to 4:30pm. CLOSED: Weekends & Holidays\* (Exception: Open Memorial Day Weekend – Sat, Sun, Mon – regular hours)
- ❖ An appointment is recommended for parties interested in making a lot purchase. (Immediate need will be accommodated at any time).
- ❖ Phone: (417) 891-1660
- ❖ Website: <http://www.springfieldmo.gov/2614/Hazelwood-Cemetery>

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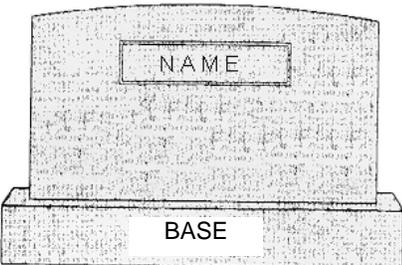
Revised June 2016

### Monument Regulations:

- No monument, or markers, or opening/closing work will be permitted on the cemetery property until all cemetery property charges are paid in full which includes the perpetual care fee (now included in the purchase price).
- The correct location for setting memorials, monuments, or grave markers must be obtained from the Hazelwood administration office. Work and type of monument must meet with the approval of the Department of Public Works.
- FAILURE TO ABIDE BY THESE RULES & REGULATIONS COULD RESULT IN REMOVAL OF MONUMENT/MARKER OR OTHER MATERIAL UNTIL SUCH VIOLATION HAS BEEN CORRECTED. LOT OWNER MAY BE BILLED FOR ALL CHARGES INCURRED IN THE AMENDMENT TO SOIL AND/OR SURROUNDING PROPERTIES FOR ALL DAMAGES .

### Monument or grave marker size restrictions:

Monument or grave marker **height** shall be **limited to 36" over all height** from the bottom of the base to the top of the die.

<b>SINGLE</b> (1 grave) Base: Maximum 30"	<b>INFANT</b> (1 grave) Base: Maximum 24"	<b>DOUBLE</b> (2 grave spaces) <b>Base: Maximum 48" long (4')</b> Width: Maximum 14" wide Only one upright allowed which must be centered at the (head) west end of the spaces. All others must be flat/flush.	<b>TRIPLE</b> (3 grave spaces) 10' x 10' <b>Base: Maximum 72" long (6')</b> Width: Maximum 16" wide Only one upright allowed and it must be centered at the west end of the spaces. Any others must be flat/flush.
<b>INDIGENT/ECONOMY</b> Base: Maximum 30" Must be FLAT/FLUSH to the ground.			
		<b>FAMILY PLOT</b> (12 grave spaces) 20' x 20' Base: Maximum 144" long (12') Width: Maximum 20" wide ONE upright monument allowed and must be centered in middle of the lot. ALL other grave markers must be flat/flush to the ground.	
		<b>MAUSOLEUM PLOT</b> 20' x 20' - Regulations are available when applicable.	

- ❖ All monuments with a base of 36" x 14" or less, shall be placed on a concrete foundation of at least 18" in depth.
- ❖ All upright monuments should have name inscribed on both sides.
- ❖ All 12" x 24" flat/flush markers shall be placed on a concrete foundation at least 12" deep and be flush to the turf line.
- ❖ All monuments and markers with a base **greater than 36" x 18"**, weighing 3,000 lbs. or less, shall be placed on a concrete foundation of at least 24" in depth.
- ❖ All monuments weighing over 3,000 lbs. shall be placed on a concrete foundation of at least 30" in depth. The weight of a monument or marker is calculated at 187 lbs. per cubic foot.
- ❖ All foundations are to extend 2" beyond the base of monument in all directions and be flush with turf line.
- ❖ All cornerstones must be approved prior to installation and must be set flush with ground level.
- ❖ In sections of Hazelwood, where upright markers are presently installed on the lot, additional markers must be placed flush with the ground level. Monuments or markers are placed at the head of the grave with the burials to the East side.
- ❖ Eligible veterans may also have military grave markers from the Veteran's Administration that must be set flush to the ground. Where there may already be an upright monument the veteran's marker will be placed at the foot.