

SUBJECT

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CITY OF ANACORTES
POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

February 1, 2004
Council Adoption
March 1, 2005 March 1, 2008
Effective Date Revision Date

SUBJECT	FORWARD

Provides reference to policies and procedures, fees and charges for the maintenance and operation of Grand View Cemetery, City of Anacortes. All policies, rules and regulations are subject to applicable State law.

CITY OF ANACORTES
POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

February 1, 2004
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SUBJECT

PROPERTY DESCRIPTION

Describes all property which has been purchased or dedicated for use at Grand View Cemetery located at:

411 Hillcrest Dr., 419 Hillcrest Dr., 4119 Whistle Lake Rd.
Anacortes, WA

CITY OF ANACORTES
POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

February 1, 2004
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SUBJECT

LOTS SUBJECT TO POLICIES AND PROCEDURES

All lots in Grand View Cemetery are conveyed to the purchaser by Certificate of Ownership after final payment, but the rights of the purchaser therein are subject to such policies and procedures as are to be made from time to time by the City Council or the duly designated body acting on its behalf.

SUBJECT

POLICIES AND PROCEDURES-PURPOSE AMENDMENTS

The policies and procedures contained in this section are made for the benefit of the lot owners and are designated to describe their rights and responsibilities for the benefit of all. These policies and procedures may limit actions which would interfere with the rights and enjoyment of others, as well as require or encourage actions to preserve and enhance the general scheme and beauty of the property. No policy has been adopted except as is necessary to preserve the rights of all for whom the City considers itself the trustee.

These policies and procedures may be changed or amended without notice at any time by the City Council, and will be so changed and amended when any rule is found to be detrimental to the best interests of the lot owners as a whole or when new conditions require the adoption of other or further policies.

Copies may be obtained upon request to the office of the Parks and Recreation Department.

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POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

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ENDOWMENT CARE

All lots sold in Grand View Cemetery will receive endowment care. Endowment care is the normal repair and maintenance of Grand View Cemetery.

Endowment care does not cover repair or replacement of grave markers, monumental structures, borders, or flower vases. However, at a lot owner's request, the City may contract with the lot owner to perform such work upon payment of an agreed-upon fee.

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POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

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GRADE

The grade of all lots is established by cemetery staff and no change shall be allowed.

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POLICIES AND PROCEDURES
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SUBJECT

RIGHTS ATTACHING TO LOTS

All lots in Grand View Cemetery will be sold with endowed care, and are conveyed by certificate of ownership for burial purpose only.

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POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

February 1, 2004
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SUBJECT

FUNERALS AND FULL BURIALS

Funerals within Grand View Cemetery shall be under the control of the Parks Director or his/her designee. All graves shall be opened and closed by only employees of the City of Anacortes. Charges for interments shall be established by the City Council. Additional fees may be charged by the City for special services requested by the family or necessary because of special circumstances. All full burials must be in concrete liners or vaults designed and manufactured for this purpose. Concrete liners are sold by the city. Vaults may be purchased from the City or a third party, but shall meet the specifications of Grand View Cemetery before use on cemetery grounds.

SUBJECT

FUNERALS/BURIALS - DAYS AND HOURS ALLOWED

- A. Burials shall be restricted to weekdays between the hours of 9:30 am – 2:30 pm.
- B. Overtime charges shall be imposed for all burials not completed by 3:00 pm or if cemetery staff are not able to complete the necessary work associated with the service and be back to the City shop before 4:00 pm.
- C. The City recognizes situations may occur necessitating burial to take place on Saturday. Saturday burials are a special service and thus must be approved by the Parks Director or his designee before being scheduled. A special service fee for Saturday services shall be charged and all services must be completed by 3:30 pm or additional overtime charges shall be imposed.
- D. All funerals shall be scheduled to allow cemetery employees the opportunity to complete all appropriate work in a safe manner before dark.
- E. Burials will not be allowed or scheduled on Sundays or Legal Holidays as determined by the City of Anacortes. The City of Anacortes shall annually compile a list of those days Grand View Cemetery shall not perform burial services.

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POLICIES AND PROCEDURES
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SUBJECT

PROPERTY INTEREST

Interest in cemetery property shall be governed by Chapter 68 RCW as now and hereafter amended. The City shall endeavor to determine the legal next of kin, but the City shall not be held responsible for failure to do so. The City shall not be responsible for activities authorized by persons falsely representing themselves as next of kin.

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NOTICE OF INTERMENT

The right is reserved by Grand View Cemetery to be notified at least twenty-four hours before any interment in order that the grave may be properly prepared. Grand View cemetery will not be responsible for the completion of the grave site preparation without proper notification.

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POLICIES AND PROCEDURES
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February 1, 2004
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March 1, 2005 March 1, 2008
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SUBJECT

INTERMENTS PER INDIVIDUAL REGULAR LOT

Only one casket per regular lot shall be allowed. No interment of any body other than of a human being shall be permitted. Regular graves designated for one casket shall allow for a maximum of two cremated remains with extended property use.

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PERMIT

No interment will be permitted without the proper burial permit as required by the health authorities. The City shall not be responsible in any manner for securing any permit. Cremated remains must be properly labeled and accompanied by acceptable documentation to certify identity of the cremated remains.

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POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

February 1, 2004
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March 1, 2005 March 1, 2008
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SUBJECT

INTERMENT AGREEMENT

When a lot is held jointly, authorization for interment will be granted to either the owner or the heirs. An agreement may be made between common owners regarding the right of burial, but the City will not undertake to enforce such an agreement.

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POLICIES AND PROCEDURES
GRAND VIEW CEMETERY

February 1, 2004
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SUBJECT

SODDING OF GRAVES

All graves shall be sodded or seeded by the City, without charge to the lot owners, and made level with the surface of the surrounding lawn.

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SUBJECT

FAMILY BURIAL

A lot is intended as a family burial place of the purchaser. The family may permit the interment in a lot a non-member of the family, but an heir cannot permit an interment of a non-family member except by unanimous consent of all owners.

Provisions concerning permission for burial shall be governed by state law in Chapter 68 RCW as now or hereafter amended.

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POLICIES AND PROCEDURES
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February 1, 2004
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SUBJECT

BURIAL AUTHORIZATION

All families or designated representatives shall be required to sign an agreement in person at the cemetery or at the agents location of business, accepting responsibility, authorizing and designating the exact location of the lot for burial.

Funeral directors or designated representatives who sign on behalf of the family are accepting all responsibility and liability for any decisions or actions taken under their direction. Under no condition shall Grand View Cemetery open a lot without proper authorization.

All Cemetery agreements, payments and/or any other agreement concerning the sale of lots, service charges, or care accepted by a funeral home on behalf of a family must be delivered to the City of Anacortes office at the Municipal Building prior to the time of the service.

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DISINTERMENTS

Provisions concerning permission to remove remains shall be governed by State law in Chapter 68 RCW as now or hereafter amended.

No disinterment shall be performed until all fees for this service have been paid.

SUBJECT

CREMATED REMAINS REGULATIONS - REGULAR LOT

- A. Regular graves are designated for one casket with the authorization to place a maximum of two cremated remains with extended property use.
- B. A concrete liner having a maximum height of eighteen (18”) inches shall be required for all cremated remains.

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SUBJECT

CREMATED REMAINS-URN GARDEN

- A. A maximum of two (2) urns of cremated remains shall be permitted per 3' x 3' lot.
- B. A concrete liner shall be required for all cremated remains.

SUBJECT

MEMORIALS, MARKERS, MONUMENTS

- A. After receiving authorization from the city, temporary removable flush markers can be placed by cemetery personnel on graves for up to a maximum of eight weeks.
- B. Only flush, flat markers will be allowed within the cemetery except for lots in Blocks **139-143**, 145-149, 162-166, **168-172**, **173-177**, 179-183, 196-200, **202-206**, **207-211**, 213-217, 225-229, **231-235**, 144, 167, 178, 201, 212, and 230, Section GVA. (*Effective 2/22/00 – addition of bolded sections*)
- C. Cemetery staff shall construct foundations and borders when requested after the appropriate fee has been paid.
- D. All fees associated with markers, monuments must be paid prior to the placement.
- E. Memorials not placed at the head of the grave must be set flush with the surface of the ground.
- F. Each grave may only have one raised memorial.
- G. All lot owners must keep in good repair all stone or monumental work upon the lots. The City does not bind itself to maintain, repair, or replace any markers, monuments or monumental structures erected upon the lot which are lost or damaged due to weather, age, vandalism or normal maintenance.
- H. Memorial setting and on-site engraving shall be scheduled with and authorized by the City at least one working day prior to the work. The City reserves the right to remove any memorial which was set or engraved without permission of the City and/or does not conform to the standards set forth in these rules and regulations.
- I. No memorial shall be placed on an occupied lot until all cemetery fees are paid in full. No memorial shall be placed at a pre-need lot until said lot is paid for in full. No further engraving of a previously installed memorial shall be authorized until all cemetery fees have been paid in full.
- J. Memorials must be set level with and conforming to the slope of the lawn and placed in line with adjacent stones so as to present a uniform appearance. The cemetery reserves the right to inspect all memorials after installation and to require changes if improperly set.
- K. Memorials are allowed to be set only during normal cemetery work hours.

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POLICIES AND PROCEDURES
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- L. No memorials shall be removed by any person or company, without first having the approval of the City and the written consent of the next of kin or other authorized persons.
- M. Granite flat memorials are recommended to be collared with a minimum of 4” concrete border or all edges must not be square edge. Flat bronze markers will require a concrete base / border.
- N. The maximum side to side width available for a memorial on a single or double grave is 4” less the overall width of the grave equally spaced on each side, with a maximum top to bottom width of thirty (30”) inches.
- O. Memorial setting fees shall be reduced by ten dollars in each category if work is done by private parties. Any such private party shall meet all required cemetery specifications and cleanup of the area when finished. The work must be scheduled a minimum of twenty four hours in advance and performed during normal cemetery working hours. The private party shall also be required to have the work signed off by the cemetery supervisor to make sure the work does meet cemetery standards.

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CARE AND IMPROVEMENTS

All work in regard to endowed care and improvements of lots shall be performed only by employees of the cemetery. No lot or grave shall be defined by fence, railing, hedge, unauthorized memorial or any other object which extends above the ground.

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POLICIES AND PROCEDURES
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SUBJECT

PLANTING, TRIMMING, AND PRUNING TREES AND SHRUBS

Only personnel authorized by the City shall plant, trim, prune, or remove any part of the trees or shrubs in the cemetery. If any tree or shrub situated on any lot by means of its roots, branches, or otherwise becomes dangerous to the adjacent lots, walks or avenues, the City shall have the right and it shall be its duty to enter upon the lot and remove the trees or shrubs, or any parts thereof as it may see fit.

SUBJECT

LANDSCAPE REGULATIONS

Grand View Cemetery shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs or plants of any kind from the cemetery as soon as, in the judgement of the management, they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the general standards maintained.

Grand View Cemetery shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached.

Grand View Cemetery shall not be responsible for plants or plantings of any kind damaged by the elements, thieves, vandals or by other causes beyond its control.

Grand View Cemetery reserves the right to regulate the method of decorating graves so that a uniform beauty may be maintained.

SUBJECT

FLOWERS AND FLOWER POTS

- A. All cut flowers are removed the morning of the first Thursday following the observed Memorial Day for mowing and trimming of the cemetery.
- B. Cut flowers during the remainder of the year are removed and disposed of, as the flowers deteriorate and they become wilted or unsightly.
- C. Potted plants in containers are allowed on graves as long as the container remains atop the confines of the marker on the grave. Absolutely no glass containers allowed in the cemetery at any time. The items in the glass container and the container shall be disposed of immediately.
- D. The City will not be responsible for the storage of any pots, shrubs, or plants that are picked up for disposal.
- E. Stakes of any material or wire at any time are not allowed and will be removed immediately from the grave once they are discovered.
- F. Artificial flowers are allowed only from November 1 to March 1.

SUBJECT

MISCELLANEOUS REGULATIONS

- A. Concrete liner, steel or concrete vault will be required as a receptacle for the casket.
- B. Equipment for all burials will be furnished by the cemetery except as approved by the Park Director or his/her designee. This equipment shall consist of lowering device, grass carpet, tent, and benches.
- C. No dogs or horses shall be allowed in the cemetery.
- D. The speed of a vehicle shall not exceed fifteen miles per hour within the confines of the cemetery.
- E. Picking flowers, breaking or injuring trees or shrubs or in any way injuring any monument or headstone is prohibited and subject to severe penalty according to State law.
- F. If anything is placed on a grave which is deemed improper, it will be removed by the City.
- G. Bills due to the City for labor and materials supplied are a lien on the lot until paid.
- H. The City Council shall have the right to make exceptions from the foregoing rules when deemed advisable for the best interest of the property. Such exceptions shall not be considered as rescinding or waiving any of these rules. Any waiver that may be made by the City Council shall not be or considered to be a continuing waiver and shall not bar the City or City Council from enforcing the usual policies and procedures at any later time it may desire so to do.

CITY OF ANACORTES
POLICIES AND PROCEDURES
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February 1, 2004
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CEMETERY CHARGES AND REGULATION

The charges and regulations relating to Grand View Cemetery shall be established by the City Council and shall remain in effect until a new schedule or regulation is filed with and approved by the City Council.

**City of Anacortes/Grand View Cemetery
 2007-2008 Fee Schedule
 Effective March 1, 2008**

All fees at Grand View Cemetery shall be adjusted each year based on the Consumer Price Index – West Region All Items (CUUR0400SA0) as published by the U.S. Department of Labor – Bureau of Labor Statistics. They will be adjusted on March 1st of each year based on the previous year-end calculated as follows (with figures being rounded to the nearest whole dollar amount):

$$\frac{\text{Pre- adjustment price}}{1} = \frac{\text{C.P.I. for adjustment year}}{\text{C.P.I for 2003 (188.6)}} \text{ Adjusted Price}$$

PROPERTY

Grave site\$558
 15% endowment care\$84
 Total Grave Site\$642

Grave Site (Youth)\$251
 15% endowment care\$38
 Total Grave Site\$289

Grave Site (Cremation)\$419
 15% endowment care\$63
 Total Grave Site\$482

Mausoleum – Eco Niches/Single only Catalog Price

Mausoleum – Simplicity Niches Catalog Price

Extended Property Use\$167

Extended Niche Use.....\$167

SERVICES

Opening & Closing – Regular.....\$419

Opening & Closing – Vault\$533

Opening & Closing – Ground inurnment/No Service.....\$111

**City of Anacortes/Grand View Cemetery
2007-2008 Fee Schedule
Effective March 1, 2007**

Opening & Closing – Ground inurnment/Service	\$195
Opening & Closing – Eco or Simplicity Niches	\$56
Opening & Closing – Youth	\$224
Opening and Closing – Crypt/includes name plate and vase.....	\$502
Disinterment – Removal from Cemetery	
Standard	\$1005
Youth.....	\$614
Cremated remains	\$140
Relocation – Within Cemetery	
Standard	\$1,841
Youth.....	\$837
Cremated Remains	\$279

MATERIALS**

Grave Liner	\$335/\$26.80/\$361.80
Youth Liner	\$240/\$19.20/\$259.20
Concrete Cremation Urn Liner	
15.25”W x 9.75”L x 9.50”D	\$140/\$11.20/\$151.20

**Subject to Washington State Sales Tax

MISCELLANEOUS SERVICES

Lot Transfers	\$39
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Overtime Charge

Saturday Standard Burial Charge.....	\$390
Saturday Cremation Burial Charge.....	\$224
Hourly Rate.....	\$111

**City of Anacortes/Grand View Cemetery
2006-2007 Schedule
Effective March 1, 2007**

MEMORIAL MARKER SERVICES

Placement fee for Flat/Bronze or Granite: \$.45 per square inch of the outside dimension (length x width) of the marker.

Placement Fee for Pillowed Markers: \$.56 per square inch of the dimension (length x width) of the marker.

Placement fee for Slants and Hickeys: \$.67 per square inch of the outside dimension (length x width) of the marker. If the slant or hickey has a granite base, then the fee is based upon the outside dimension (length x width) of the granite base.

Placement fee for Monuments: \$.79 per square inch of the outside dimension (length x width) of the monument's granite base.

Resetting fee for flats and pillowed markers\$45

Resetting fee for monuments/slants/hickeys.....\$106

Concrete collars for the following FLAT MARKER SIZES**

16 x 8.....	\$89/\$7.12/\$96.12
20 x 10.....	\$100/\$8.00/\$108.00
24 x 12.....	\$111/\$8.88/\$119.88
36 x 12.....	\$134/\$10.72/\$144.72
Larger than 36 x 12.....	\$218/\$17.44/\$235.44

Concrete Slabs provided by Cemetery**

32 x 20 x 4.....	\$123/\$9.84/\$132.84
36 x 24 x 4.....	\$134/\$10.72/\$144.72
44 x 20 x 4.....	\$145/\$11.60/\$156.60
56 x 20 x 4.....	\$156/\$12.48/\$168.48
44 x 26 x 4.....	\$167/\$13.36/\$180.36
48 x 24 x 4.....	\$167/\$13.36/\$180.36
64 x 20 x 4.....	\$179/\$14.32/\$193.32
68 x 24 x 4.....	\$190/\$15.20/\$205.20
84 x 20 x 4.....	\$206/\$16.48/\$222.48
84 x 26 x 4.....	\$274/\$21.92/\$295.92
92 x 26 x 4.....	\$306/\$24.48/\$330.48

**Subject to Washington State Sales Tax

DEFINITIONS

“Burial” mans the placement of human remains in a grave.

“Cemetery” means any one, or combination of more than one of the following, in a place used and dedicated for cemetery purposes:

1. A burial place for earth interments
2. A mausoleum for crypt interments
3. A columbarium for interment of cremated remains and other authorized areas for remains

“Columbarium” means a structure or other space containing niches for permanent inurnment of cremated remains.

“Committal” means that part of a funeral service which places the remains of the deceased to his/her final resting place.

“Cremated remains” means a human body after cremation in a crematory.

“Crypt” means a space in a mausoleum of sufficient size, used or intended to be used, to entomb human remains.

“Interment” means the disposition of human remains by cremation and inurnment, entombment, or burial in a place used or intended to be used and dedicated for cemetery purposes.

“Memorial” means any grave marker, headstone, or monument that is intended to permanently mark a grave.

“Mausoleum” means a structure or building for the entombment of human remains in crypts in a placed used or intended to be used for cemetery purposes.

“Niche” means a space in a columbarium intended to be used for inurnment of cremated human remains.

“Urn Liner” is a concrete container whose purpose is to provide outer protection for the ground burial and/or retrieval at a later date of the cremated remains.

“Liner” means any concrete material which is buried in the ground to provide outer protection, ground stabilization and into which human remains are placed in the burial process.

“Vault” means any container which is buried in the ground and sealed to provide outer protection and in which human remains are placed for burial.

DEFINITIONS

“Collar” means the concrete edging around the memorial to protect the memorial from damage and to allow trimming around the memorial.

“Foundation” means a granite or concrete slab placed in the ground level to support and stabilize a memorial.

“Extended Property Use” means the placement of cremains in a lot which was created for the placement of a casket burial or in a niche designated for single use by extending additional burial rights to the lot.

“Endowed Care” means care or maintenance of the cemetery.