

Section 137.03 RULES AND REGULATIONS

1. Visiting hours are from SUNRISE to SUNSET daily.
2. Wreaths on stands, grave blankets. Artificial flowers and winter decorations are permitted November 1 through March 15 and are not permitted at other times of the year.
3. All flowers must be in a non-breakable container during the mowing season. Glass containers are not permitted at any time.
4. Planting of annuals during the summer months is permitted, but cannot be more than twelve (12) inches from any marker.
5. Any unsightly flowers or containers will be removed.
6. Planting of shrubs, trees and other large plants or perennials are not permitted without approval of the Cemetery Committee.
7. No edging, fencing, mulch or decorative chips will be permitted.
8. Acts of vandalism or misconduct are strictly forbidden and violators will be prosecuted.
9. No bicycles, scooters or motorized pleasure items will be permitted in the cemetery.
10. No pets will be allowed in the cemetery.
11. Any questions or complaints regarding the cemetery can be made by calling the City Sexton at 614-836-3910 (Groveport Public Works Department).
12. No individual is permitted to pour a footer for head and foot stones. All footers will be poured under the direction of the City Sexton.
13. All monuments in Section 5 of the cemetery and future sections will be placed at the west end (head) of the grave with the lettering on the east side of the monument. Granite, marble or bronze are the only materials permitted for grave markers and monuments.
14. Monument sizes shall not exceed 75% of the width of the grave or graves to be marked in Section 5 and all future sections of the cemetery. Monument sizes in Sections 1 through 4 of the cemetery will be allowed to continue as previously established.
15. All grave spaces on Lot Numbers 161, 162, 163, 164 and 165 will be sold as single graves only with single markers.
16. The driveway gate will be kept closed at all times, except for the purpose of burials. Special circumstances can be arranged by contacting the City Sexton.
17. Only two burials will be permitted per space as follows:
 - a. One earth burial and one cremains, or
 - b. Two cremains burials.

18. No burial of pets will be permitted.
19. Foot markers must be flush with the ground.
20. Only one monument and one foot marker will be permitted per space.
21. Cost per space will be \$600.00.
22. Opening/Closing cost will be \$500.00.
23. The Perpetual Care Fund is established to pay the costs of maintaining the cemetery in accordance with State Code (ORC Section 759.12). The following percentages have been established:
 - 1 – 100 -----75%
 - 101 – 200 ----- 65%
 - 201 – 300 ----- 55%
 - 301 – 400 ----- 45%
 - 401 – End -----35%100% of all spaces sold in Sections 1 through 4.

POLICIES AND PROCEDURES

The sale of cemetery lots in Section 5 and all future sections will be handled much in the same manner as any other financial transaction for the City. Below is a summary of the steps which will be used:

1. Persons wishing to purchase lots will be referred to the City Sexton at 614-836-3910 (Groveport Public Works Department).
2. A plat of all available lots will be reviewed with the prospective buyers. The buyers will be afforded the opportunity to review the actual site and will pick the lot and space which best meets their personal needs.
3. Once the lot(s) or space(s) is/are chosen and agreement to purchase is reached, a sales agreement will be signed and payment accepted. Payment must be in full.

For persons who do not have full payment immediately available, lots or spaces will be held three (3) business days to allow the parties to obtain financing. After three days the lots will be placed back on the market.

4. Once payment is received a deed will be prepared and signed by all the parties.
5. A record of the sale will be made on the plat, recorded in the cemetery ledger, and a lot owner card will be prepared.
6. Funds from the sale of the lot will be distributed to the appropriate funds based on the percentage designated to perpetual care and the appropriate receipt will be prepared.
7. A summary of all transactions to the funds and a record of all lot or space sale will be prepared along with the City Monthly Financial Statement at the end of each month. This statement will be distributed to members of the cemetery committee, council, and the administration for their review.