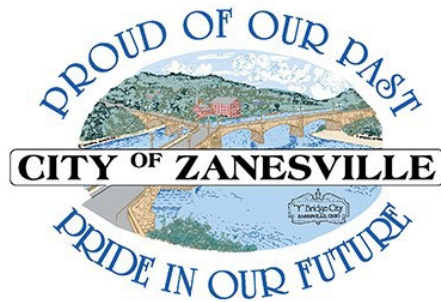


# City of Zanesville

## Greenwood and Woodlawn Cemeteries

### Rules and Regulations



Scott Brown, Public Service Director  
Aria Dockham, Superintendent

Greenwood Cemetery:  
1413 Greenwood Ave., Zanesville, OH 43701

Woodlawn Cemetery:  
500 Pershing Rd., Zanesville, OH 43701

Cemetery Mailing Address:  
401 Market St., Zanesville OH 43701

Cemetery Office:  
Woodlawn Cemetery  
7:00 am to 3:30 pm, Monday – Friday  
740-455-0637 | [cemetery@coz.org](mailto:cemetery@coz.org)

Greenwood and Woodlawn Cemetery visiting hours: Daily, Dawn to Dusk



### ***MISSION STATEMENT***

It is the desire of the City to make Zanesville Municipal Cemeteries a place with dignified landscape effects on a well-maintained lawn. To preserve these effects will require the cooperation of every lot owner.

Everything that would mar the general beauty and harmony of the cemeteries must be avoided. Peace and good order must prevail, and the sacredness of the places maintained at all times. It is to this end that these rules are put into effect.

***Scott Brown, Public Service Director***

***January 2025***

### **PURPOSE**

Greenwood Cemetery and Woodlawn Cemetery are both owned and operated by the City of Zanesville and the term 'Cemetery' refers to both cemeteries.

These Rules and Regulations have been adopted for the mutual protection of owners of Interment Rights and the City of Zanesville cemeteries. All owners of Interment Rights and other persons within the Cemetery, and all Interment Rights sold therein, shall be subject to these Rules and Regulations as they now exist and as they may be amended or altered hereafter by the Cemetery. Any reference to these Rules and Regulations in any purchase agreement entered into by the Cemetery, or in any Certificate of Interment Rights issued by the Cemetery, shall have the same force and effect as if these Rules and Regulations were set forth in full therein.

These Rules and Regulations are intended not as restraining, but rather to allow consistency and equal benefit to all lot owners. Their enforcement will help protect the Cemetery and create and preserve its beauty. These rules and regulations are hereby adopted as the rules and regulations of the Cemetery, and all owners of interment, visitors and contractors performing work within the cemetery.

The Cemetery expressly reserves the right, at any time and without prior notice to any Owners, to adopt new Rules and Regulations or to amend, modify, or repeal any section, paragraph, or sentence of these Rules and Regulations. In accordance with Ohio Revised Code Section 1721.19 these Rules and Regulations shall have force of law as provided by the State of Ohio.

By the authority of Chapter 759 of the Ohio Revised Code (ORC), an Ohio Municipality may provide public cemeteries for the burial of the dead and regulate public and private cemeteries. Section 759.11 of the ORC states that the “Director of Public Service may make the bylaws and regulations not inconsistent with the ordinances of the city and the constitution of this state, for the management and protection of the burial of the dead therein, and they shall have the same validity as the Ordinances of the City.”

Municipal cemeteries are considered to be proprietary functions of government. Revenue to support the operation is derived from the General Fund and the sale of lots and services. The City has established a Cemetery Development Fund. These funds enable development of new sections, landscaping and maintenance of roadways and other repairs to beautify the cemeteries.

These Policies & Procedures, Rules & Regulations and any amendment thereto shall be the sole agreement between the City of Zanesville and the Owner/Purchaser of the Cemetery Lot. Any oral or written statements of any person, unless in a notarized statement approved by the City of Zanesville shall in no way bind the City. The City of Zanesville reserves the right to make modifications or amendments to these Policies & Procedures, Rules & Regulations without notice, and all owners, purchasers and visitors will be subject to these dictates of the City of Zanesville Cemeteries in place at the time.

Rules and Regulations are herein adopted as provided for in the Ohio Revised Code, Chapter 759. The guidelines provided in this document are in place to maintain a safe and beautiful cemetery.

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## DEFINITIONS

The terms “Care and Maintenance Trust Fund”, “Perpetual Care Fund”, or “Endowment Care Fund” shall mean the trust fund established by the Cemetery, according to State Law, for the purpose of care and maintenance of the Cemetery grounds and improvements thereon.

The term “Cemetery” shall mean Greenwood and Woodlawn Cemeteries in Zanesville, Ohio, or the trustees or operator of the cemetery.

The term “Certificate of Interment Rights” shall mean the document by which the Cemetery conveys to the Owner the exclusive right of sepulture in a particular grave, lawn crypt, crypt or niche.

The term “contractor” shall mean any person, firm or corporation engaged in setting any vault or memorial, or performing any other work on the Cemetery grounds, other than an employee of the Cemetery.

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

The term “deed” shall mean the legal document that provides ownership or right to use a specific burial plot in the cemetery.

The term “entombment” means the placement of human remains in a crypt.

The term “grave” means a space in the ground in the Cemetery used, or intended to be used, for the interment of human remains. Synonymous with “space”. Standard grave spaces are typically 40 inches wide and 10 feet long. Of this, 8 feet is used for burial and 2 feet is reserved for a headstone or monument. Standard cremation spaces typically measure 2 feet wide and 6 feet long, with 4 feet for burial and 2 feet for a headstone or monument. Standard infant graves are usually 2 feet wide and 5 feet long, with 3 feet for burial and 2 feet for a headstone or monument.

The term “interment” means the disposition of human remains by burial, entombment, or inurnment.

The term “Interment Right” shall mean the particular right to inter the remains of a deceased person in a specific interment space within the Cemetery, subject to the limitations set forth herein.

The term “interment space” shall refer to the particular grave, crypt, niche or lawn crypt within the Cemetery to which a particular Interment Right relates. An owner of an Interment Right does not, by virtue of such ownership, acquire ownership of the interment space or of any land or improvements within the Cemetery.

The term “memorial” shall mean (a) a monument, tombstone, grave marker, tablet or headstone identifying a grave or graves; or (b) a nameplate of inscription identifying a crypt or niche. Note: within the industry, several terms can have overlapping definitions, and memorials can be for individuals or groups. Groups are more often marked with a memorial or monument while the other terms more often are used for individuals or couples. Examples of terms cited here are not all inclusive.

The term “niche” means a space used, or intended to be used, for inurnment of cremated human remains.

The term “outer burial container” shall refer to the rigid outer container used to surround a casket or a cremated remains container. Note: in the industry, a “vault” is a specific type of outer burial container, as is a “combination urn/vault”.

The term “Owner” shall mean the owner of an Interment Right or Rights within the Cemetery, as reflected in the Cemetery’s records. In instances in which a person has been interred or entombed in a particular space with a “Permission to Use” granted by the Owner of the Interment Right for said space, the person granted the “Permission to Use” or his or her next-of-kin shall be deemed and considered the “Owner” of said space, replacing the person(s) who granted the “Permission to Use” as “Owner”, for all purposes in these Rules and Regulations.

The terms “plot” means space in the Cemetery used, or intended to be used, for the interment of human remains. The term includes and applies to one or more adjoining graves, one or more adjoining crypts, or one or more adjoining niches. Note: within the industry plot, space, and lot may overlap as defined.

The term “Purchase Agreement” shall mean that written contract between the Cemetery and a purchaser pursuant to which the Cemetery agrees to sell and purchaser agrees to buy Interment Rights, merchandise, or services from the Cemetery.

The term “lot” shall mean an area purchased either as a group of one or more adjoining graves with or without monument privilege (as in a “plot”), or space purchased based on surface area that may contain spaces for interment, memorials, trees, benches, mausoleums, or other approved features. Note: in the industry there is overlap in the meaning of plot and lot.

## HISTORY

### **GREENWOOD CEMETERY**

Greenwood Cemetery was established in 1835 on 7.5 acres purchased by the City of Zanesville from Richard Stillwell for \$476. An additional 13 acres were added in 1852, followed by 100 more acres in 1905, bringing the total to 120.5 acres. Located on the eastern border of Zanesville, it was originally known as the City Cemetery until it was renamed in 1885.

By 1944, approximately 100,000 individuals had been buried at Greenwood Cemetery, beginning with the first interment of James Durban in 1835.

Unfortunately, a fire in the superintendent’s house and another in the Market House destroyed cemetery records from 1835 to 1894. Over a two-year period, workers compiled information from old monuments to reconstruct burial data. Some of these monuments are dated prior to 1835 and likely mark graves that were relocated from earlier cemeteries in the city.

Greenwood is the final resting place of many of Zanesville’s pioneer leaders, including Charles B. Goddard, Samuel Herrick, and five Civil War generals. Greenwood also contains the grave of a southern soldier.

### **WOODLAWN CEMETERY**

Woodlawn Cemetery, located on the south side of Zanesville, was dedicated in 1853 as a burial ground for the people of Putnam. Its development was influenced by civic pride and the costs associated with toll roads at the time.

In 1851, C.C. Convers and A.A. Guthrie purchased 55 acres from Dr. Increase Mathews, including the burial site of his wife, Abigail, who had been interred there in 1802. Eighteen men invested in the property and formed a private corporation known as The Proprietors of Woodlawn Cemetery. A.A. Guthrie designed the plots and laid out the walks and roadways, with work beginning in 1852.

The directors of Woodlawn Cemetery promised perpetual care, but as costs increased and income declined, they petitioned the City of Zanesville to assume ownership. On April 20, 1896, the City accepted responsibility for the cemetery, and later acquired an additional 13 acres.

Many notable pioneers from the Putnam and Zanesville area are buried in Woodlawn, including Dr. Increase Mathews, Ebenezer Buckingham, Rev. William Beecher, H.J. Jewett, Rev. Addison Kingsbury, A.C. Ross, and members of the Sturges and Nye families.

## GENERAL RULES

1. The City of Zanesville is not responsible for damage to headstones, vases, monuments, vaults, or mausoleums resulting from routine cemetery operations, acts of vandalism, or natural causes. These items are considered personal property.
2. All visitors are asked to conduct themselves respectfully at all times while on cemetery grounds.
3. Firearms are not permitted on cemetery property, except for approved ceremonial use by color guards.
4. The possession or consumption of alcoholic beverages is strictly prohibited on cemetery grounds.
5. Dogs must be kept on a leash at all times. Owners are responsible for cleaning up and properly disposing of pet waste.
6. The City of Zanesville reserves the right to place limitations on monuments and memorials in designated sections of the cemetery.
7. The speed limit within the cemetery is 10 miles per hour. Please drive with caution and respect for those visiting loved ones and cemetery employees.
8. Vehicles may not stop or park in front of an open grave unless attending the funeral service associated with that grave.
9. The Woodlawn Cemetery office does not accept cash. All cash payments must be made in person at Zanesville City Hall.
10. Cemetery deeds belonging to deceased individuals cannot be transferred without a legally executed Transfer on Death (TOD) deed. In the absence of a TOD deed, the City will refund the original purchase price to the deceased's estate, and the plot will revert to the ownership of the City of Zanesville. Please see grave buy back policy.

## DECORATION POLICY

The City of Zanesville understands how important it is for families to honor and remember their loved ones through grave decorations. Greenwood and Woodlawn Cemeteries are places of reflection, remembrance, and care — and we deeply respect the meaningful ways families and friends choose to express their love.

At the same time, it is our responsibility to ensure the cemeteries remain beautiful, well-maintained, and safe for all visitors and staff. To help us do this, we have thoughtful guidelines in place for grave decorations. These

guidelines are designed to balance the personal touches families bring with the practical needs of maintaining the grounds with dignity and respect.

1. Cemetery staff reserve the right to remove any decorations or plantings at any time without notice. Items placed on graves are done so at the owner's risk. The City is NOT responsible for any items that are lost, stolen, damaged, or removed during maintenance. No additional security or special oversight for decorations or personal items placed on gravesites or within the cemetery will be provided.
2. All flowers and decorations not properly placed will be removed and discarded weekly from April 1 to November 30. Properly placed decorations can be removed at the discretion of cemetery staff. Decorations placed on graves beginning December 1 may be removed at the discretion of cemetery staff. Any remaining decorations will be cleared by spring cleanup, which begins around March 15.
3. American flags, military flags, and military flag holders are permitted year-round. Worn, faded, or damaged flags will be removed at the discretion of cemetery staff.
4. Flowers from funeral services may remain for up to 7 days after the service.
5. Decorations must not extend more than 10 inches beyond the monument at any time. Any decorations exceeding this limit will be removed.
6. Mulch or decorative stone may be placed a maximum of 8 inches from the front of a monument year-round. These materials may not be placed on the sides or behind monuments. Any mulch or decorative stone MUST have a border to contain the mulch and stone for safety purposes. The Cemetery is not responsible for maintenance inside of the boarder. The Cemetery and its staff reserve the right to remove any mulch, rocks, or stone that does not have a boarder around it or extends past 8 inches.
7. Monuments with boarders around them must be maintained. All maintenance from the boarder to the monument is the responsibility of the individual who placed the decorations. Cemetery staff reserve the right to remove and discard any and all decorations including but not limited to mulch, stone/rock, boarders, and real and artificial decorations if a grave is overgrown or not properly maintained.
8. Artificial/fresh flower saddles are permitted year-round on top of upright monuments.
9. Artificial and fresh flowers are permitted year-round. Artificial flowers placed directly in the ground should be inserted in a copper or other strong, sturdy tubing. This allows for maintenance around the flowers and headstone, and reduces damage to decorations.
10. Artificial decorations placed on the base of upright monuments, are permitted year-round, as long as they do not extend 10 inches beyond the monument.
11. Glass containers of any kind are strictly prohibited.
12. Graves with an additional plaque, marker, or footer may only be decorated at the main headstone or monument. Decorations placed at the plaque, marker, or footer will be removed.
13. Live flowers may be planted, but trees, rose bushes, or shrubs are not permitted. All plantings are done at the owner's discretion. The Cemetery is not responsible for damage to live plantings. Staff may remove live plantings if they pose safety issues, interfere with foundations or monuments, or are dying or diseased.
14. Dumpsters are available at both cemeteries for proper disposal of cemetery waste and decorations. Items removed from graves must be placed in these dumpsters — not left on roads, walkways, or grave spaces.
11. Decorations placed directly in the ground create maintenance and safety hazards. If struck by maintenance equipment, items may become dangerous projectiles, potentially injuring others or damaging property and equipment. Cemetery staff reserve the right to move or remove any items that create safety concerns or violate cemetery policies. The City is not responsible for repairing or replacing such items.
12. Temporary markers must be removed either when the permanent headstone is installed or within one year of burial, whichever comes first. All decoration rules still apply while a temporary marker is in place. Please visit the office if an extension on a temporary grave marker is needed.
13. Visitors shall not pick flowers, plants or shrubs within cemetery grounds.
14. Excavation for any purpose will not be permitted without prior consent of the City.
15. Pottery figurines or vases are not permitted in the grass and must be placed on an approved foundation.

16. A single shepherd hook may be placed behind the grave marker or monument, of a height no more than six (6) feet tall. Hooks shall be placed not more than 10 inches from and parallel with the short end (side) of the upright monument, with the hook to the front of the monument.

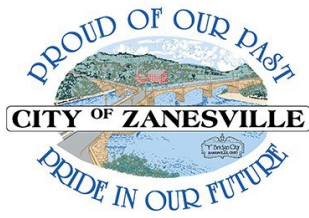
\*Following recent policy changes, Greenwood and Woodlawn Cemeteries recognizes that there are decorations that do not adhere to the decoration policy. The cemetery is meeting with lot owners to discuss policy enforcement as maintenance issues arise.\*

## CEMETERY ACCESS AND HOURS

1. Greenwood and Woodlawn Cemetery are municipal cemeteries and the City of Zanesville reserves the right to control or restrict access to the property as the Cemetery deems appropriate to include establishing hours of access, limiting hours when deemed appropriate or necessary, and excluding persons from the cemetery temporarily or permanently.
2. The cemetery grounds are open from dusk until dawn, daily. No unauthorized person or activity is permitted anywhere on the grounds outside of regular hours. Office hours are posted separately and set by management.
3. The grounds or any portion thereof may be closed without notice in the event of inclement weather, maintenance, or other unforeseen circumstances. The cemetery will always strive to maintain access to the office during hours of operation and to execute scheduled services so long as they may be safely performed.
4. Maintenance areas are off limits to all visitors, and only cemetery staff are permitted to enter maintenance buildings, storage areas, work areas, or enter or operate cemetery equipment. There is no hunting or trapping permitted on the grounds without the written permission of the Cemetery, and no camping or related activities. No automatic cameras, stands, or bait shall be placed in the cemetery without written permission from the Cemetery. Authorized stands, blinds, bait, cameras, hives, habitat containers, or other items are strictly off limits. Areas rented by the cemetery to others are strictly off limits to anyone not authorized by the Cemetery or the tenant.
5. Visitors will maintain a respectful distance from all services (150 ft) and will not create any disturbance to others quiet enjoyment of the cemetery.
6. Dogs must be leashed at all times with their owner in control. All dog waste must be picked up by the owner and disposed of in the proper receptacle. No other animals and unleashed dogs are allowed. No one shall release any insect, bird, or other animal on cemetery grounds without the express permission of the Cemetery, nor shall any wildlife be removed or harassed in any way.
7. The Cemetery reserves the right to control, prohibit, approve, or require a permit or usage fee for any commercial usage of the grounds or structures. This includes but is not limited to recording and photography, events or ceremonies, or any other use where a fee is charged by a 3rd party for activity on cemetery grounds or the product created on cemetery grounds is used for commercial benefit.
8. Violators of the access rules of the cemetery may be prosecuted for Trespass of Cemetery Grounds, a 5th degree misdemeanor, under the Ohio Revised Code.

## FEE SCHEDULE





# City of Zanesville

Aria Dockham, Superintendent

CEMETERIES & PARKS MAINTENANCE

401 Market St., Zanesville OH 43701 (mailing)

500 Pershing Rd., Zanesville OH 43701

740-455-0637

## **FEE SCHEDULE (effective September 1, 2025)**

All fees and policies outlined in this document apply to both cemeteries operated by the City of Zanesville:

*Greenwood Cemetery* – 1413 Greenwood Avenue, Zanesville, OH 43701

*Woodlawn Cemetery* – 500 Pershing Road, Zanesville, OH 43701

Forty-eight hour notice is needed to open a designated grave space. No burials before 10:00am on Mondays (Tuesday if Monday is a holiday) unless the cemetery is notified by 12:00pm (noon) on the preceding Thursday. Greenwood and Woodlawn Cemeteries do NOT allow funerals to be scheduled that will enter the cemeteries after 2:30pm on weekdays or 11:00am on Saturdays. Extra hourly charges will be applied to late arriving funerals. It is City of Zanesville Cemetery policy that no burial/cremation services on Saturday after 11:00am, Sundays, or the following holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day.

### **Plot:**

Adult Grave (10% to Perpetual Care) . . . . . \$1,000.00

Cremation Grave (10% to Perpetual Care) . . . . . \$500.00

Infant/Child Grave (10% to Perpetual Care) . . . . . \$500.00

### **Interment/Burial (Open & Close):**

Adult . . . . . \$600.00

Mausoleum . . . . . \$400.00

Second Right of Interment . . . . . \$600.00

Infant . . . . . \$400.00

Cremation . . . . . \$300.00

Oversize Charge . . . . . Interment fee plus 50%

### **Columbarium – Above Ground (cremains only, 2 maximum per niche, Woodlawn Cemetery only):**

Niche (each individual spot) . . . . . \$500.00 per person

Interment Weekday . . . . . \$300.00 per person

### **Disinterment (Weekdays only):**

Adult . . . . . \$3,000.00

Mausoleum . . . . . \$2,000.00

Infant . . . . . \$1,500.00

Cremation . . . . . \$1,000.00

### **Foundation:**

Minimum Charge . . . . . \$250.00

Over 500 sq. inches . . . . . \$0.50 (per sq. inch)

Foundation Removal . . . . . Charged at twice the cost of the new foundation (includes the removal of the old foundation and the cost of the new foundation installation)

### **Funeral Overtime Costs:**

Saturday Charge . . . . . \$1,000.00

Committal services must be completed by 3:00pm on weekdays and by 11:00am on weekends. Committal services that extend beyond these times will be charged the following:

1 minute – 60 minutes over . . . . . \$500.00

Every half hour over 60 minutes . . . . . \$300.00

### **Miscellaneous:**

Deed Replacement . . . . . \$20.00

Deed Transfer . . . . . \$100.00

### **Additional Information:**

- There are no discounts for multiple grave purchases. Payment for all grave sites must be received in full before any burial or interment services can be performed.
- The cremation interment (open & close) fee applies to each individual urn.
- Second Right of Interment: Allows for the placement of up to six sets of cremated remains on a single full-sized burial plot. The listed price applies to each individual urn and includes both the cost of the plot and the interment.
- Grave Buy Back: The City of Zanesville will repurchase graves from the original deed owner at the original purchase price. If the original price cannot be determined, a maximum of \$200.00 will be paid. Any expenses associated with the buyback process shall be the responsibility of the seller.

## RECOGNIZED HOLIDAYS

Our staff are off for the following holidays. The office will be closed in observance of these holidays and no burial requests will be accepted.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

## SUPERVISION OF CEMETERY

1. The Cemetery reserves the right to compel all persons coming into the Cemetery to obey all Rules and Regulations adopted by the Cemetery.
2. The Cemetery shall take reasonable precautions to protect against loss or damage to property or rights within the Cemetery; but it expressly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and specifically, but not by way of limitation, from outside vendors, loss or damage caused by the elements, weather, an act of God, third party vendors, common enemy, thieves, assailants, vandals, strikers, lockout or labor trouble, malicious mischief makers, explosion, unavoidable accident, invasion, insurrection, riot, government act or regulation or order of any military or civil authority, whether the loss or damage be direct or indirect.
3. The Cemetery reserves and shall have the right, including but not limited to, correcting any errors that may be made by it in making interments, disinterments, disinterments, disinterments, or removals, or in the inscriptions, or sales, transfers or conveyances of Interment Rights, merchandise and/or services including the right to substitute and convey in lieu thereof other Interment Rights of comparable value and similar location (to the extent possible) as may be selected by the Cemetery. This right shall include correcting errors in the installation of monuments, markers, or other cemetery merchandise by the Cemetery or any other party. Alternatively, the Cemetery, in its sole discretion, may refund the amount of money paid on account of the purchase of Interment Rights, merchandise or services to which the error relates. In the event such error shall involve the interment of the remains of any person in an incorrect location, the Cemetery reserves and shall have the right to remove and transfer such remains so interred to the correct location or to a similar location of comparable value, as may be selected by the Cemetery. The Cemetery shall have no liability as a result of any errors of the type described in this paragraph other than its obligation to take the remedial actions described in this paragraph.
4. The Cemetery reserves the right to enlarge, reduce, re-plat or change the boundaries or grading of the Cemetery or of a section or sections thereof, from time to time, including the right to modify or change the locations of, or remove or re-grade, features, roads, drives, trees, shrubs, flowers, landscaping and walks. The Cemetery further reserves the right to lay, maintain, operate, alter or change pipelines or drainage as

well as the right to use the Cemetery property, not sold to Owners, for cemetery purposes, including the interring and preparing for interment, or for anything necessary, incidental or convenient thereto.

5. The Cemetery shall have sole and exclusive authority, including, but not limited to digging all graves, performing all interments, entombments, inurnments, planting, growing grass, sodding, maintaining trees, wildlife and pest control, surveying, and improvements within the Cemetery.
6. No persons, other than the duly authorized employees of the Cemetery, shall be allowed to perform any work within the Cemetery without the written authorization and/or permit issued by the Cemetery management, and any such work so authorized shall be subject to all provisions contained herein pertaining to such activity.
7. If any tree, shrub or plant, by means of its roots, branches, or otherwise, becomes detrimental to the interment space upon which it stands or to any adjacent interment spaces or avenues, or if for any other reason its removal is deemed necessary, the Cemetery management shall have the sole right to remove such tree, shrub or plant, or any part thereof, or otherwise correct the condition existing as in its judgment it deems best. In the event of any such removal, the Cemetery shall have no obligation to replace the removed tree, shrub or plant. The cemetery shall also reserve the right to replace interment rights made unusable by the growth of a tree, plant, or shrub with rights of similar value to preserve the tree.
8. All work on lots or graves will be done by the employees of the Cemetery under the direction of the Cemetery, except when permission is otherwise granted. All grading, landscaping work, and improvements of any kind, and all care of lots or crypts and all plantings, trimmings, removals of trees, shrubs, and herbage of any kind and all openings of lots, all interments, inurnments, entombments, disinterments, disinurnments, or disentombments and removals shall be made under the direction of the Cemetery.
9. Grave mounds shall not be allowed and no lot shall be raised above the established grade.
10. The general care of the entire Cemetery grounds and lots is assumed by the Cemetery.
11. The cemetery shall direct any improvements within the grounds and upon all lots and graves before, as well as, after interments have been made therein. They shall have charge of the planting, sodding, surveying, and general improvements.
12. No person other than the proper employees of the Cemetery shall be allowed to perform any work within the Cemetery without a written permit from the authorized representative of the Cemetery.
13. If any inscription or object is placed on any memorial, monument, or other structure, and it is determined by the Cemetery to be offensive, the Cemetery shall have the right to enter upon such lot to remove, change, or correct the offensive inscription or object at the expense of the owner.

## INTERMENTS AND REMOVAL

1. All Cemetery charges, including, but not limited to fees for professional services, disinterments, Interment Rights, merchandise, care and maintenance must be paid in full before an interment is made in a particular space within the Cemetery. In addition, the cemetery may charge a fee for costs it incurs due to the commencement of a funeral service at a time other than previously agreed on the Interment Authorization. Unless otherwise specified in the original contract, prepaid opening and closing of the interment space and other applicable services (the "Interment Fee") shall be scheduled on weekdays during normal hours. There will be an additional charge if the service is scheduled, and provided, on weekends, holidays, and/or after 2:30 p.m. on weekdays.
2. No funerals or interments will be accepted on Saturday afternoons, Sundays, and legal holidays or any other day which has been declared by the appropriate governmental authority to be a holiday of general observance. Exceptions would include cases of contagious disease or when so ordered by the Board of Health, the Coroner, or a court of legal jurisdiction.
3. Payment for all grave sites must be received in full before any burial or interment services can be performed.

4. The Cemetery shall be the scheduling agent for all activities conducted within the cemetery. Arrangements for all interments must be completed **not less than 48 hours prior to the scheduled service**. Burial arrangements are not considered confirmed until you receive direct confirmation from the cemetery. Voicemail messages, after-hours calls, or weekend communications do not satisfy the required notice period. Notice given later than 48 hours before a funeral will not be accepted.
5. No burials before 10:00am on Mondays (Tuesday if Monday is a holiday) unless the cemetery is notified by 12:00pm (noon) on the preceding Thursday. Greenwood and Woodlawn Cemeteries do NOT allow funerals to be scheduled that will enter the cemeteries after 2:30pm on weekdays or 11:00am on Saturdays. Extra hourly charges will be applied to late arriving funerals.
6. It is City of Zanesville Cemetery policy that no burial/cremation services on Saturday after 11:00am, Sundays, or the following holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day.
7. The Cemetery may postpone, temporarily entomb or reschedule a graveside or other interment service if, in the sole opinion of the Cemetery's management, too many services are concurrently scheduled or because of inclement weather conditions, water conditions or because of other conditions beyond the control of the Cemetery (including, but not limited to, equipment breakdown, work stoppage, work slowdown or strike by a labor union).
8. No interment or entombment may take place at the Cemetery unless a burial permit for the deceased has first been presented to the Cemetery. The Cemetery will comply with the provisions of Section 3705.17 of the Ohio Revised Code.
9. All interments must be in permanent vaults made of concrete, metals, fiberglass or other materials approved by the City.
10. Only human remains may be buried in the cemetery.
11. Interment in the Veteran's sections requires an honorable discharge from the armed services.
12. If no provision has been made for an interment space for a particular deceased received by the Cemetery, it may temporarily place the remains received by it in a holding facility, crypt, or other suitable place, subject to any state or local sanitary code requirements. The length of time such remains will be retained by the Cemetery will be the sole judgment of the Cemetery management. The Cemetery reserves the right to charge a fee for such temporary interment.
13. The scattering or placement of cremated remains shall be permitted only in designated sections of the Cemetery, if any, and performed by and/or supervised by authorized cemetery personnel, and upon written approval of an officer of the Cemetery and subject to the payment of all applicable Cemetery fees and compliance with all applicable laws. When cremated remains are found on a lot, the cemetery reserves the right to charge the lot Owner(s) a cleanup or other fees as it deems appropriate. Unauthorized spreading or placement of cremated remains in the cemetery is illegal and the cemetery reserves the right to take appropriate legal recourse.
14. All interments and disinterments within the Cemetery shall be performed only by authorized Cemetery personnel.
15. The Cemetery shall not be liable for any delay in interment including but not limited to, (1) circumstances beyond its control, (2) where a protest to the interment has been made, or (3) which results from noncompliance with the Rules and Regulations of the Cemetery, (4) when there is more than one interment. The Cemetery reserves the right to temporarily place the remains in a holding facility, crypt, or other suitable place, subject to any state or local sanitary code requirements, until the protest or noncompliance has been resolved and further reserves the right to impose reasonable fees for such temporary holding. All protests must be in writing and filed in the Cemetery office.
16. The Cemetery may require that all persons attending an interment or disinterment remain at a safe distance (as determined by the Cemetery) from the interment space during the interment or disinterment process.

17. The Cemetery relies upon the identification of the deceased provided by the next-of-kin or authorized representative, and shall have no obligation to independently establish or verify the identity of the remains to be interred or cremated.
18. The deed of a lot conveys only the right of burial. The Public Service Director retains complete control and supervision of all lots.
19. As a condition to performing any disinterment, the Cemetery requires written authorization signed by the Owner and the deceased's next-of-kin or their respective authorized representative on a form approved by the Cemetery. In no case shall a funeral director be the authorized representative and/or power of attorney. All disinterments must be conducted in accordance with state and local law.
20. The Cemetery does not permit next-of-kin or anyone other than Cemetery workers and funeral director to be present while performing a disinterment.
21. The Cemetery shall exercise due care in making a disinterment, but shall assume no liability for damage to any body, casket, urn or outer burial container in making a disinterment in accordance with written instructions of the Owner or duly authorized representative(s). When a disinterment is to be made from one grave to another grave and an outer burial container was not used for the original interment, an outer burial container meeting the Cemetery's specifications must be furnished by the Owner or next-of-kin for the new interment.
22. Application for disinterment must comply with the provisions of Section 517.23 of the Ohio Revised Code.

## SECOND RIGHT OF INTERMENT

Normally, each grave purchased includes only one burial right. Families wishing to place additional cremated remains in a full-sized plot, may do so for a Second Right of Internment fee. There is a max of six additional cremains interred per full-sized plot. No additional cremains may be buried in a cremains plot, Veteran sections, or infant-sized plot. The city reserves the right to limit additional cremains on a plot due to headstone, footers, additional plaques, grave layout, and any unforeseen circumstances that would not allow the max amount of six additional cremains to be buried at a full sized plot. The Second Right of Interment Fee applies to each individual urn. The listed price includes both the cost of the plot and the interment.

## COLUMBARIUM

Woodlawn Cemetery offers a columbarium for the interment of cremated remains. Each niche measures 11.25" (H) x 11.25" (W) x 9" (D) and may accommodate up to two interments, provided space allows.

All interments must be placed in separate, airtight cremation vaults made of durable, approved materials. Vaults must be reviewed and authorized by the Director of Public Service.

Each niche includes an engravable faceplate, which may display the following: name, date of birth, and date of death. A maximum of two emblems may be included, placed in a location designated by the Director of Public Service. All engraving must use the standardized lettering chosen by the City of Zanesville. Engraving is done by Mudgett's Monument Company with a variety of pre-approved templates. Any non-standard emblem designs must be pre-approved by the Director and may be subject to additional fees. Mudgett's Monuments' engraving cost is per square. Engraving will not occur until the time of interment.

Temporary decorations or attachments—such as tape, wire, string, or stickers—are not permitted on or around the niches.

## INDIGENT BURIALS

In accordance with Codified Ordinance 2021-97, the City of Zanesville has established guidelines for the cremation and interment of indigent individuals who were legal residents of the City at the time of death.

### 1. Determination of Indigence (§ 953.04)

Before cremation is authorized, the Director of Public Service will make a reasonable effort to determine:

- Whether the deceased was a legal resident of the City of Zanesville.
- Whether the deceased meets the definition of an indigent person.
- If a claimant (such as a family member) is requesting services, whether the claimant is also indigent.

### 2. Disposition of Indigent Decedent's Remains (§ 953.05)

If the Public Service Director determines indigence, then the City will authorize cremation.

- The City will only provide cremation for indigent persons.
- The City will pay:
  - o Up to \$1,000 for cremation and interment when State funds are available.
  - o Up to \$500 if State funds are available.

This amount covers:

- Transportation of the deceased to the funeral home
- Necessary supplies and cremation services
- A temporary urn for the cremated remains

The proper City officials are hereby authorized to pay such expenses, upon certification from the Director of Public Service and receipt of an invoice or bill from the funeral director or other person.

Cremated Remains and Burial:

- Cremated remains will not be released to the family; instead, the City will arrange for burial or other lawful disposition in accordance with Ohio law.
- Per Ohio Revised Code Section 9.159(C), the City will provide a metal, stone, or concrete marker, inscribed with the person's name, age (if known), and date of death.

## FOUNDATIONS AND MONUMENTS

### ***FOUNDATIONS:***

All monuments must be placed on an approved foundation. Foundations must extend at least ½ inch beyond the base of the monument on all sides. These foundations are poured by the City of Zanesville and are paid for by the lot owner; foundations are poured two times a year. To ensure the stability and longevity of all monuments, monuments must be placed on a City-approved concrete base. These foundations are poured exclusively by the City of Zanesville and are the financial responsibility of the lot owner. Foundations are poured twice per year—once in the spring and once in the fall—according to the following schedule:

#### Spring Foundation Pour:

- **Order Deadline:** Second Friday in April by 3:00 pm ET
- **Estimated Pour Date:** First full week of May\*

#### Fall Foundation Pour:

- **Order Deadline:** Second Friday in September by 3:00 pm ET
- **Estimated Pour Date:** First full week of October\*

Please Note:

- **Deadlines are strictly enforced.** Orders received after 3:00 pm ET on the deadline date will not be included in the current pour cycle and will be deferred to the next scheduled pour.
- *\* Pour dates are approximate and subject to change based on weather conditions, including but not limited to freeze dates and rainfall. While we make every effort to pour foundations during the projected timeframe, the City reserves the right to adjust the schedule to ensure optimal curing conditions and long-term durability.*

### **MONUMENTS:**

#### **General Rules:**

- No monument (headstone or grave marker) may be placed on a gravesite until the grave has been paid for in full.
- The City reserves the right to limit the size, design, and material of monuments to prevent settling or potential damage to the stonework.
- Once installed, monuments may not be removed without permission from the City.
- Only one memorial is allowed per individual grave space. Memorials that span two or more grave spaces are only permitted in the case of companion or family markers. An exception is made for an additional Veteran ground marker, typically placed at the foot of the grave.

#### **Installation Requirements**

- All monuments must be purchased and installed by a professional monument company. The City does not install monuments, with the exception of standard-size Veteran markers (24" long x 12" wide), which may be installed by City staff.
- For safety and liability reasons:
  - o Customers may not install any monuments or plaques.
  - o Third-party plaques or markers not purchased through a monument company are not permitted anywhere in the cemetery.

#### **Veteran Markers and Plaques**

- Standard-size (24" x 12") Veteran ground markers may be installed by City of Zanesville staff and do not require a foundation pour.
- Smaller Veteran plaques cannot be installed in the ground due to their lack of durability and inability to withstand standard cemetery maintenance.
- These smaller plaques are typically mounted on the back of the headstone and must be installed by a monument company. The City cannot perform this installation.
- For additional information or eligibility questions related to Veteran markers or plaques, please contact the Department of Veterans Affairs (VA).

### **GRAVE BUY BACK**

The City of Zanesville will repurchase graves from the original deed owner at the original purchase price. If the original price cannot be determined, a maximum of \$200.00 will be paid. Any expenses associated with the buyback process shall be the responsibility of the seller.

## PERPETUAL CARE

The term “perpetual care” involves only the cutting of grass, raking and cleaning of lots, clipping about markers and monuments and trimming shrubs or trees that have been planted under the general cemetery program of landscaping.

The term “perpetual care” must not be construed as involving the maintenance, repair or replacement of markers or monuments, the replacing or trimming of shrubbery planted by the grave owners’ or their families, the repair of urns or vases, the repair or replacement of any bronze, stone, concrete or masonry material damaged by the elements, an act of God, common enemy, vandals, strikers, explosions, unavoidable accidents, invasion, riots, or by the order of any military or civil authority whether the damage be either direct or collateral.

The Director of Public Service may receive donations to improve the cemetery. If the donor does not direct the use of the donation, the Director of Public Service will determine its use.

Ohio Revised Code Section 759.12 – City may accept and maintain permanent fund for care of lots in cemeteries: “In the bylaws and regulations provided for by Section 759.11 of the Revised Code, the Director of Public Service shall declare the amount of money he will accept by an agreement, gift devise, bequest, or otherwise and hold as a permanent fund of the Cemetery. He shall pledge the faith and credit of the City for the perpetual care of the lots designated, then using only the interest or income of the money. On receipt of the sum of money so designated, the Director shall issue therefore a written receipt and acknowledge therefore, signed by him, binding the faith and credit of the City to forever hold such money as a permanent fund and to provide perpetual care for the lots herein named, for the use, income and interest of such. He shall enter on the minutes of his proceedings full detail of the obligation and shall enter the receipt and income of the money and the expenditures therein detail on this book of accounts, keeping each separately.”

## OHIO CEMETERIES: A CONSUMER GUIDE

Please visit The Ohio Department of Commerce for a copy of the Consumer Guide to Ohio Cemeteries. <https://com.ohio.gov/divisions-and-programs/real-estate-and-professional-licensing/cemeteries/guides-and-resources/a-consumer-guide-to-ohio-cemeteries>