

Effective: June 1, 2021

**RULES AND REGULATIONS OF THE SPRING HILL CEMETERY
SPRING HILL, KANSAS**

I. GENERAL RULES:

1. The following rules and regulations apply to placing markers or headstones in the Spring Hill Cemetery. These rules and regulations supersede those adopted April 13, 2013.
2. An outer burial container is required. All such containers, including those with cremains, shall be buried underground. All grave lots must be paid for in full before opening for a burial. There is a \$25.00 staking fee required for marking the grave for burial payable to the Spring Hill Cemetery.
3. There will be no plantings on the grave. If any plantings are made, they may be removed and disposed of by the caretaker of the cemetery. No trees shall be permitted to be planted by third parties within the Spring Hill Cemetery. The Cemetery Board reserves the right to plant and maintain trees and landscaping within the Cemetery. Floral arrangements or other decorative materials can only be placed in an approved vase, flag holder or on a grave's foundation and are subject to removal after a reasonable amount of time as determined with compassion by the Cemetery Board. For Memorial Day, the removal date will be June 10th. Decorative materials located outside of approved locations make lawn care difficult and are subject to immediate removal except after burials where preparation of the grave has not yet been finalized. Under normal circumstances, such time should not be expected to exceed 30 days.
4. Any party desiring to place a marker or headstone on a gravesite in the Spring Hill Cemetery shall notify in writing or call the chairperson of the Cemetery Board (or his/her designated representative) at least three days in advance of such placement. The mailing address is as follows: The Spring Hill Cemetery Board; c/o The City of Spring Hill; P.O. Box 424; Spring Hill, Kansas 66083. The telephone number for the City of Spring Hill is (913) 592-3664.
5. A marker or headstone may be purchased from any firm but must meet the specifications and qualifications set forth by the cemetery board.
6. All foundations for markers or headstones shall consist of concrete poured by a monument company approved by the Cemetery Board. All markers or headstones must be set on a foundation that terminates three inches above the ground level

where the marker or headstone is to be placed. Location of the marker or headstone will be designated by a representative of the Cemetery Board.

7. No mausoleum shall be permitted to be constructed within the Spring Hill Cemetery.

II. MARKER/HEADSTONE SPECIFICATIONS:

1. The design and installation of any marker or headstone to be placed in the Spring Hill Cemetery shall be approved by the Cemetery Board, shall be of bronze, granite, marble composition or other approved material, shall be of standard commercial grade and shall have been manufactured by a company ordinarily engaged in the manufacture of markers or headstones for placement on gravesites.
2. The installation of any marker or headstone deviating from the requirements set forth in this document or which has been materially damaged, marred or defaced prior to installation will not be permitted in the Spring Hill Cemetery.
3. A marker or headstone proposed for installation on any gravesite shall not exceed a size that, with its accompanying foundation, will not fit on the lot of the gravesite.

III. INSTALLATION REQUIREMENTS:

Before the placement of any marker or headstone on a gravesite in the Spring Hill Cemetery, a foundation must be prepared in accordance with the requirements and specifications described below:

1. The foundation shall be centered in relationship to the center of the end of the outer burial container over which the marker or headstone is to be installed. The gravesite lot shall be physically probed in order to make this determination. The location of the foundation shall be laid out in such a manner as to use the outer burial container top as additional support for the weight of the foundation and marker or headstone.
2. Where a single marker or headstone is to be used to commemorate two or more gravesites, the foundation shall be centered between the gravesites and, to the extent possible, use the outer burial container in one or more gravesites for additional support for the foundation and marker or headstone.
3. All foundations shall be laid out so that the markers or headstones, including the visual presentation of inscriptions, will be in alignment with the other foundations and markers or headstones in the same lot row.

4. The measurements of the foundation excavation shall be eight inches (8") wider than the width of the marker or headstone and eight inches (8") longer than the length of the marker or headstone in order that a foundation border of four inches (4") will extend beyond the entire length and width of the marker or headstone after it has been installed.
5. Excavation for the foundations of markers or headstones that lie flat with the ground surface shall be dug at a depth in compliance with current industry standards for the particular installation. Any party desiring to place a marker or headstone on a gravesite in the Spring Hill Cemetery shall notify in writing or call the President of the Cemetery Board (or his/her designated representative) at least three days in advance of such placement. There is a \$25.00 staking fee (payable to the Spring Hill Cemetery) required for marking the graves for placement of headstones or markers. You will have 14 days for completion of installing the marker or headstone. If at that time it has not been installed, the flags will be removed for mowing purposes and another \$25.00 staking fee will be charged whenever the President is notified again.
6. The depth of excavation for the foundation of an upright marker or headstone shall be approximately one-half the height of the marker or headstone unless installed in compliance with current industry standards.
7. Piers or other foundational support, where indicated, shall be installed in compliance with current engineering standards. The burden of proof for compliance with such standards shall be on the party responsible for each installation.
8. Preparation of the foundation for any marker or headstone to be placed on any gravesite in the Spring Hill Cemetery and any subsequent installation shall be scheduled in a manner set forth in Paragraph 4 under General Rules.
9. Scheduling of foundation preparation and installation for any marker or headstone shall be based on weather and ground conditions, other burial services in the Spring Hill Cemetery and the availability of personnel to inspect the foundation preparation and installation of a marker or headstone.
10. The completion of a foundation shall be three inches (3") above ground level and not detract from the appearance of gravesites in the Spring Hill Cemetery. Removal of excavated dirt and clean-up of the gravesite shall be performed promptly by the party preparing the foundation and installing the marker or headstone. The designated area to place excess dirt is behind the stone blocks at the northwest section of the cemetery unless otherwise directed.

IV. INSPECTION:

1. If, upon inspection by representatives of the Cemetery Board, a foundation, marker or headstone installation deviates from the specifications set forth in this document, the Cemetery Board shall give written notice to the party responsible for such installation outlining specific corrections that must be made in order to comply with the rules and regulations contained in this document. Such work shall be undertaken at the expense of the party performing the installation specified in the written notice.
2. Any party failing to correct deficiencies documented in a written notice will be prohibited from initiating any future projects in the Spring Hill Cemetery until such time as such deficiencies have been corrected in conformance with the requirements of these rules and regulations.

V. WORKMAN'S COMPENSATION INSURANCE

1. Any party that prepares or installs a foundation for a marker or headstone in the Spring Hill Cemetery or that installs a marker or headstone in the Spring Hill Cemetery shall provide documentation that the employees or agents undertaking such work are covered by Workman's Compensation Insurance and that the same party carries sufficient insurance to cover all liability resulting from the preparation or installation of any foundation, marker or headstone.

VI. TRANSFER APPLICATION – CEMETERY/LOT BURIAL RIGHTS:

In order to transfer any interest in a cemetery/lot or space, a transfer application form (in substantially the form attached) shall be submitted to the appropriate official of the Cemetery Board for processing of the transaction.

*Spring Hill Cemetery
Cemetery/Lot Burial Rights
Transfer Application*

(Print or type and attach additional sheets if necessary, fully answering the following questions.)

Date: _____

Name of Petitioner(s)	Complete Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Spring Hill Cemetery Section _____ Block _____ Lot _____

List the number of available spaces by giving the plot numbers (note: only available plots are transferable): _____

1. Are you the lot owner? _____ YES _____ NO (If yes, skip to question 7)
2. Name of lot owner(s) on record. (If there is more than one lot owner on record, please attach on additional sheets of paper the same information below): _____
3. Is the lot owner(s) alive? _____ Yes _____ No Spouse living? _____ Yes _____ No
4. If lot owner(s) is deceased, was there a Last Will and Testament? _____ Yes _____ No **(Please attach a copy)**
5. **Relationship to the lot owner(s):** _____
Spouse _____ Executor of Estate _____ Power of Attorney _____ Heir _____ Other _____
6. **List all surviving heir(s) of lot owner: spouse, children, grandchildren, greatgrandchildren, etc.:**

Name, relationship, and Address

NOTE: If there are no direct heirs (spouse, children, grandchildren etc.), indirect heirs (parents, siblings, nieces, and nephews, etc.), may inherit the burial rights: however, the petitioner (s) must demonstrate beyond a reasonable doubt that they are appropriate heirs. The petitioner(s) must show that no other living person is more closely related to the lot owner of record.

List the name(s) of the individual(s) who the vacant spaces will be transferred to:

NAME	ADDRESS	STATE	ZIP CODE	WHICH PLOT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

All persons with rightful owner-interest must agree to cemetery lot/burial rights transfer request and will need to attach a notarized statement(s) stating they have no objections to the transfer.

I certify that the information provided on this form and all its attachments is truthful, accurate, and complete to the best of my knowledge, understanding and ability. I understand that any false information will null and void any transactions which have been made as a result from the information provided.

Petitioner

Date

Petitioner

Petitioner

Notary Public

PLEASE RETURN FORM AND ALL ATTACHMENTS TO:

City of Spring Hill
C/O Spring Hill Cemetery Board,
P.O Box 424 Spring Hill, Ks 66083

Surviving Heirs
Notarized Statement
Cemetery/Lot Burial Rights transfer
Spring Hill Cemetery

Date: _____

I _____
(Name)

(Address)

(City/State/Zip)

being a/the surviving heir to the _____ estate,
relinquish all claims to the burial plot(s) located in the Spring Hill Cemetery
described as:

Section: _____ Block: _____ Lot: _____ Plot: _____

And transfer full ownership to:

(Name)

(Address)

(City/State/Zip)

On this _____ day of _____, in the year of _____.

Surviving Heir's Printed Name

Surviving Heir's signed Name

Notary Public

Please obtain Notary and return completed form for each surviving heir to: Spring Hill Cemetery Board.