



CITY OF BURLINGTON

Public Works

Cemetery and
Columbarium
Policies and
Procedures

Cemetery Policies & Procedures:

◆ Introduction

For more than 100 years, the City of Burlington, as a service to citizens, has provided and maintained Pine Hill Cemetery, Brown's Chapel Cemetery circa 1840's, North Lawn Cemetery, and Rest Haven Cemetery as a tranquil, aesthetic setting offering traditional grave sites. Additionally, the city offers the Pine Hill Cemetery Columbarium for those who choose cremation services for burial.

The administering and maintaining of the cemetery grounds is the responsibility of the City's Cemetery and Grounds Division. The maintenance is perpetual in nature. This means the city will always be responsible for the mowing and trimming of grass and other duties required to maintain a pleasing appearance.

This policies and procedures manual was formulated to help explain the operations of the cemetery and columbarium and applies to all city owned cemeteries. The City of Burlington has attempted to accommodate the needs of its residents, while preserving those rules and regulations necessary to maintain a high standard of beauty and efficiency at the cemeteries.



◆ Business Hours and Contact Information

Cemetery Hours- Sunrise to Sunset

Office Location-

233 East Summit Avenue

Burlington NC, 27215

Office Hours- 7:30 am to 4:00 pm (Appointments are recommended)

Office Closed- Weekends and City recognized holidays

Cemetery Contact Information:

John Geraghty (336) 222-5078

jgeraghty@burlingtonnc.gov

Alan Idol (336) 222-5077

aidol@burlingtonnc.gov

Michelle Grogan (336) 222-5005

mgreene@burlingtonnc.gov

On weekends and City recognized holidays, the Cemetery and Grounds office will be closed to walk in visitors. However, interments are allowed on these days.

Holidays include:

-Independence Day

-Labor Day

-Thanksgiving

-Christmas

-New Year's Day

-Martin Luther King's Birthday

-Good Friday

-Memorial Day

◆ Code of Ordinances

Please review the City of Burlington Cemetery Ordinance. These rules went into effect October 1, 2018. If you have any questions, please contact the Cemetery Division at (336) 222-5005.

The rules and regulations governing the City Cemeteries provide for an orderly, well groomed, and quiet sanctuary. To achieve and maintain that status requires a joint effort between the cemetery staff and cemetery patrons. Those persons owning rights to burial and those having deceased loved ones interred within the cemetery need to be aware of the policies that regulate the City of Burlington cemeteries.

The city has adopted a new ordinance for City Cemeteries that went into effect October 1st, 2018 and will affect patron's cemetery plots. The new ordinance will include all City Cemeteries which are North Lawn, Pine Hill, Rest Haven, and Brown's Chapel. According to the new ordinance the following decorations will no longer be allowed:

- solar lights
- figurines
- mulch
- pinwheels
- balloons
- concrete figurines
- hanging decorations
- lawn furniture
- fencing (plastic, wood, metal, etc.)
- hardscapes (block, rock, brick, etc.)
- vases (glass and plastic)
- glass objects
- urns
- trinkets
- rocks, gravel, landscape pebbles
- any other item interfering with the safe and efficient maintenance of the cemeteries

The complete Code of Ordinances Chapter 9: Cemeteries can be found at:

<https://www.burlingtonnc.gov/DocumentCenter/View/15775/Chapter-9-Cemeteries---Revision-8-27-18?bidId=>

◆ Fee Schedule

Cemetery Rates:

Grave Space Rates:	\$750.00 per space
<i>*Grave spaces are available to residents of the City of Burlington ONLY</i>	
Interment- weekdays until 4:00 pm	\$600.00 per grave
<i>*After 4:00 pm additional charge of \$75.00 per hour</i>	
Interment- weekends and City observed holidays	\$800.00 per grave
<i>*See page 2 for holiday schedule</i>	
Interment-Child and in-ground cremations until 4:00 pm	\$300.00 per grave
Child-age 10 and under	
<i>*After 4:00 pm additional charge of \$75.00 per hour</i>	
Interment- Child and in-ground cremations	\$450.00 per grave
<i>*Weekends and City observed holidays</i>	
Less than 24-hour notice fee:	\$200.00 per occurrence

City of Burlington Grave Space Buyback Rates:

Spaces purchased prior to December 31, 1995	\$250.00 per space
Spaces purchased January 1, 1996 thru December 31, 2021	\$500.00 per space
Spaces purchased after January 1, 2022	\$750.00 per space

Columbarium Rates:

	Resident:	Non-Resident:
Single Niche	\$1,000.00	\$1,350.00
Double Niche	\$1,500.00	\$2,000.00
Weekday Inurnment until 4:00 pm		No Charge
Weekday Inurnment after 4:00 pm		\$100.00
Weekend Inurnment within Columbarium		\$100.00
<i>*Resident and Non-Resident</i>		

**Pricing of spaces and fees for services are set by the city council.

◆ Purchase and Selling of Grave Plots

When a citizen desires to purchase a city cemetery lot or grave space, they should visit the Cemetery and Grounds office. Appointments are preferable to ensure staff will be present and available. Burial plots may also be sold over the phone or via email, if the proper documentation and paperwork are available. Once a location is chosen and paid for, the city clerk will prepare a cemetery deed, drawn on a form prepared by the city attorney, that conveys the lot from the city to the purchaser. The price of grave spaces for sale and all opening/ closing fees are established by the city council. Two (2) grave, four (4) grave, and eight (8) grave lots will be issued a deed. Single grave spaces will not be issued a deed.

When the owner desires to sell a city cemetery lot or grave space, the transaction must take place through the Cemetery and Grounds Division. Upon verification of ownership and other required information, the city legal staff will prepare a cemetery deed, drawn on a form prepared by the city attorney, that conveys the plot from the grantor to the city. No cemetery lots or grave spaces can be sold between individuals. Owners of cemetery lots or grave spaces, who wish to sell their grave spaces, must sell them back to the City of Burlington, through the Cemetery and Grounds Division. The sale of city cemetery lots to any corporation, and to business concerns, partnerships, and associations, are forbidden.

No one person shall be entitled to purchase more than 8 grave spaces except where there are unusual and extraordinary circumstances surrounding the individual's particular situation making it necessary that the individual have more than 8. In such a case, the individual must apply for and receive specific approval from the city council.

Single grave spaces will only be sold at a "time of need", unless approved by the Cemetery and Grounds Superintendent or designee.

◆ Transfer of lots or grave spaces between family members

When the owner(s) of a lot or grave space in a city cemetery desires to transfer a lot or grave space to an immediate family member, a notarized statement from the owner(s) acknowledging the transfer to the designated family member should be provided to the Cemetery and Grounds Division. Immediate family includes parents, children, grandchildren, brothers or sisters, spouses, and nephews or nieces.

◆ Burial Restrictions

The City of Burlington allows for multiple burials on a single grave space. Burial configurations are listed below:

- (A) One (1) cremation burial and (1) casket/ vault burial (*Casket/ Vault must be buried first*)
- (B) Two (2) cremation burials with no casket/ vault burial
- (C) One casket/ vault burial
- (D) One cremation burial

◆ Monuments and Markers

The Cemetery and Grounds Division does not sell, install, or maintain any monuments or markers for city cemeteries. The owner of a grave space, or lot, should contact a monument company for those needs.

Upright Monuments are only permitted for four (4) and eight (8) grave lots. They must be set upon a foundation that is flush with the ground, designed such that it can properly support the structural load of the monument, and placed as nearly as possible in the center of the lot. The installation of the monument and foundation must be done in accordance with industry standards and practices and approved by the Cemetery Superintendent or designee.

No type of upright monument shall be permitted for a single grave space in any city cemetery, except for a flush marker, without curbstones or extended corners. No type of monument shall be permitted for a two (2) grave lot, except for a flush marker, which may be a single or double marker. All markers must be installed flush with the ground.

The City of Burlington is not responsible for any damage(s) to a grave monument or marker due to any outside influence beyond the City's normal grounds maintenance and responsibility. For example: should a vault or monument company damage a grave monument or marker while performing their services, that company is responsible for the damage. Should an individual accidentally or intentionally cause damage to a grave monument or marker, that individual is responsible for the damage. If no party can be found to be responsible, the space or lot owner, or their designee, is responsible for any cost associated with correction or replacement. The city will not be responsible for any damage due to Acts of God or any other natural disasters.

◆ Opening and Closing of Graves

All graves within city cemeteries will be opened under the supervision of the Cemetery Superintendent or designee. No graves will be opened until a request has been made to the Cemetery and Grounds Division. All graves opened and closed within city cemeteries will be completed by City of Burlington staff only.

The Cemetery and Grounds Division requires a minimum 24-hour notice for opening a grave. This ensures the employees have time to schedule, locate, adjust for any unforeseen circumstances, and open grave spaces. Any funeral home, or individual, will be subject to a \$200.00 fee for a grave space opening requested with less than a 24-hour notice.

◆ Cemetery Maintenance

No more than 3 sets of flower arrangements can be placed on a burial site after a funeral. This includes a casket spray, stands, pots, vases, etc. Cemetery staff will remove all cut flowers from a gravesite no later than five (5) days after a funeral service is held. The staff will also remove artificial flowers after a reasonable period, or when they appear deteriorated in appearance.

Planting trees and shrubbery in any city owned cemetery is strictly prohibited. If trees, shrubs, or any other types of vegetation are planted, they will be immediately removed and discarded, under the direction of the Cemetery Superintendent or designee.

The cemetery personnel generally mow and trim the lawns every other week. Factors such as funerals, inclement weather, and staffing may affect this schedule.

Sink holes and grave settling are a common occurrence on a grave space after a funeral service. They are caused by several factors such as heavy rainfall, snow and other inclement weather, soil settling, and maintenance vehicles. Cemetery personnel work diligently to repair these issues as quickly as possible. Please report all settling issues to the Cemetery office at (336) 222-5078.

Columbarium Policies and Procedures:

◆ Purchase and Selling of Columbarium Niches

Niches in the columbarium at Pine Hill Cemetery can be purchased through the Cemetery and Grounds Division and are available to residents and non-residents of Burlington. The price of niches for sale, and all opening/ closing fees are established by the city council. Individuals cannot purchase more than two (2) double niches, unless there are extraordinary circumstances, in which case approval must be granted by city council. The purchaser will need to provide all required information and make payment to the City of Burlington. The city clerk will prepare a deed on a form prepared by the city attorney that conveys the niche from the city to the purchaser.

The sale of city columbarium niches to any corporation, and to business concerns, partnerships, and associations, are forbidden.

When an owner desires to sell a columbarium niche, the transaction must take place through the Cemetery and Grounds Division. All niches must be sold back to the city. The city will repurchase the niche at the price paid by the owner. Should the niche plate need to be replaced, the cost for replacement (\$200.00) will be deducted from the repurchase price.

◆ Transfer of Niches Between Family Members

When the owner(s) of a niche in the Pine Hill Columbarium desires to transfer a niche to an immediate family member, a notarized statement from the owner(s) acknowledging the transfer of the niche to the designated family member should be provided to the Cemetery and Grounds Division. Immediate family includes parents, children, grandchildren, brothers or sisters, spouses, and nephews or nieces.

◆ Niche Information

All niches must be opened and closed under the supervision of the Cemetery Superintendent or designee and cannot be opened without the consent of the niche owner or transferee. Opening will be allowed for inurnment purposes only and must solely be used to store cremains that are in a sealed, leak proof container. There are no attachments allowed to be fastened to niches, and flowers should only be placed inside the columbarium with the consent of the Cemetery Superintendent or designee. The engraving of the niche covers should be done by a private contractor, who is approved by the Cemetery Superintendent or designee.

*This manual is effective January 1, 2022