

The City of Buchanan Cemetery Regulations

1. General Conduct

1.1 Hours of Operation

The cemetery grounds are open daily from sunrise to sunset. Access outside of posted hours is prohibited without prior written approval from the City Clerk's Office.

1.2 Respectful Behavior

Visitors must behave in a respectful and quiet manner. Loud music, disruptive behavior, use of profanity, and loitering are strictly prohibited.

1.3 Supervision of Children and Pets

Children under 12 must be accompanied by an adult at all times. Pets are prohibited, except certified service animals, which must remain leashed and under control.

2. Burial and Plot Regulations

2.1 Plot Ownership and Rights

Plots are sold with interment rights only. Ownership does not permit alteration of cemetery grounds, infrastructure, or landscaping beyond the approved plot boundaries. Upon purchase of a plot, a deed will be issued by the City documenting interment rights.

2.2 Interment Procedures

- All burials must be scheduled with the City Clerk's Office at least 48 business hours in advance.
- Only licensed funeral directors or authorized representatives may conduct burials.
- Interments must comply with local health and safety codes.
- City-approved coping or walls must be installed prior to interment.
- A burial vault is required for all interments.

2.3 Grave Markers and Headstones

- Only licensed, approved monument contractors may install headstones.
- Minimum headstone size is 12" x 24" x 4".
- Headstones must be installed on a poured concrete foundation with a minimum thickness of 4 inches.
- Unauthorized or noncompliant monuments may be removed at the owner's expense.
- In lieu of holding a monetary deposit, the city will retain the cemetery deed until the required coping or walls have been completed in accordance with cemetery regulations. Ownership will be officially transferred, and the deed issued once the installation has been approved by the cemetery office.

3. Grave Coping and Walls

3.1 Mandatory Coping or Walls

All graves must be bordered with city-approved coping or walls to clearly define the boundaries of each burial site. Designs must be submitted and approved by the City Clerk's Office before installation.

3.2 Construction Requirements

All grave coping and walls must be installed by a licensed, city-approved contractor. No self-built or unauthorized installations are permitted.

3.3 Permitting and Timeline

Families must submit a Cemetery Construction Application and receive written approval before any construction or modification. All approved work must be completed within 90 days of permit issuance. Extensions may be granted upon request.

4. Decorations, Flowers, and Plantings

4.1 Flower and Decoration Guidelines

Fresh or artificial flowers, wreaths, flags, and small decorative items may be placed within the coping boundary only. Individual flags must not exceed 6 inches by 8 inches in size. Decorations must not obstruct maintenance or pose a safety risk.

4.2 Monthly Clean-Up Policy

The City may remove all decorations from graves monthly, typically during the first full week of each month. Families are encouraged to retrieve items they wish to keep before this time. Removed items will not be stored or returned.

4.3 Prohibited Decorations

The following items are strictly prohibited and may be removed without notice:

- Glass containers or glass vases
- Balloons, pinwheels, wind chimes
- Photographs, plastic items, or statues
- Pebbles, pebbled edging, whirligigs, and toys
- Fencing or borders that are not pre-approved
- Stones placed outside coping
- Vigil lights, solar lights, permanent plantings
- Flags exceeding permitted size or quantity
- Any item deemed hazardous, unsightly, or an obstacle to maintenance.

4.4 No Planting Policy

The planting of any kind is strictly prohibited, including annuals, perennials, shrubs, trees, vines, or ground cover. This applies both within grave coping and in common or surrounding areas. Unauthorized plantings will be removed by staff without notice or reimbursement.

5. Grounds Maintenance and City Responsibilities

5.1 City Maintenance

The City of Buchanan is responsible for the maintenance of:

- Roadways and walkways
- Grassy areas outside individual plots
- Trash and debris removal
- Seasonal landscaping and safety inspections

5.2 Family Responsibilities

Plot owners or their designees are responsible for:

- Maintenance and removal of personal decorations

- Ensuring compliance with these regulations
- Families are not responsible for maintenance or repair of coping or headstones once installed

6. Prohibited Activities and Enforcement

6.1 Prohibited Activities

The following are not allowed on cemetery property:

- Alcohol or illegal substances
- Unauthorized commercial activity or photography for profit
- Littering, dumping, or disturbing wildlife
- Solicitation of any kind

6.2 Enforcement and Penalties

Violation may result in verbal warnings, written citations, or removal of noncompliant items. The city may take corrective action at the plot owner's expense if necessary.

6.3 Appeals Process

Anyone receiving a citation or penalty may submit a written appeal to the City Council within 30 days. The City Council will review the matter and issue a final decision.