



TITLE XVII

HUNTLEY CEMETERY GUIDELINES

CHAPTER 170: CEMETERY GUIDELINES

Section

- 170.01 Rules and Regulations
- 170.02 Interment
- 170.03 Headstone / Marker Regulations
- 170.04 Payment and Documentation

- 170.99 Penalty

*Updated and Approved
Ordinance(O)2012-12.75*



CEMETERY GUIDELINES

§ 170.01 RULES AND REGULATIONS

In addition to the Cemetery Oversight Act, 225 ILCS 411/5-1 *et seq.* the following rules and regulations shall be observed:

1. The hours of operation for the Huntley Cemetery shall be daily from dawn to dusk. Unauthorized entry after operating hours constitutes trespassing. All visitors are reminded that the Huntley Cemetery is considered a sacred ground for the deceased and that strict observance of all rules and regulations due to such a place shall be required.
2. Individuals or groups visiting the Huntley Cemetery are responsible for their own safety, whether or not a "Hold Harmless Agreement" has been signed.
3. Lot owners are liable for any damage to adjoining lots or other property in the cemetery caused by construction work on headstones, markers, etc.
4. Vandalism or damage caused by forces beyond the control of the Huntley Cemetery is the responsibility of the individual lot owner.
5. The Village or Cemetery Board of Managers will not be responsible for theft of damage to items placed on graves or lots.
6. Digging or disturbing the surface of the cemetery is strictly prohibited without the written permission of the Village.
7. Permission from the Village is required before planting or removing trees, shrubbery, or plants from a Huntley Cemetery lot or other Huntley Cemetery property. The Village shall have the authority to prune, remove, or transplant any tree, shrub, plant, or other vegetation upon any lot when deemed such a course is necessary for the safety and well-being of the Huntley Cemetery.
8. All decorations shall be placed on or in line with headstones. Winter decorations shall be allowed from November 15th and must be removed by April 1st of the following year. Any decorations and/or holders remaining after April 1st shall be disposed of at the direction of the Village or designee.
9. Fresh flowers are permitted.
10. The Village is not responsible for lost or damaged planters.
11. The Village reserves the right to remove any flowers or plantings which interfere with the maintenance, present a hazard, and/or detract from the appearance of the Huntley Cemetery.



12. After an interment, funeral designs and floral pieces must be removed from the Huntley Cemetery by the funeral home or family of the deceased after one (1) week or they will be discarded by Village staff or designee.
13. All debris resulting from the removal of floral arrangements or from raking or weeding activities must be removed from the Huntley Cemetery. No trash is to be left on site.
14. All vehicles shall be parked on the roads within the cemetery. No vehicles shall be parked on the grass without permission from the Village.
15. All rubbish must be placed in the proper containers provided for that purpose.
16. No drinking, controlled substances, picnicking or participation in any sporting event or game activities shall be permitted within the Cemetery.
17. No enclosure of any kind, such as a fence, coping, hedge or ditch, shall be permitted around any lot. Grave mounts shall not be allowed and no lot shall be raised above the established grade.
18. If any memorial or inscription on a lot headstone thereon shall be determined by the Cemetery Board, Village or designee to be offensive, the Village reserves the right to remove, change or correct the offensive or improper object or objects.

§ 170.02 INTERMENTS

It is understood that the information outlined below shall be the procedure for Interments at the Huntley Cemetery:

1. The price for the sale of graves at the Huntley Cemetery shall be \$1,500 per grave for residents with a Huntley mailing address; \$2,000 for each grave for those residing outside of a Huntley address; and \$25.00 for each transfer of ownership.
2. Sale of graves can be issued on either a planned or immediate need basis.
3. Persons desiring to obtain interment rights in the Huntley Cemetery are referred to the Village. The Village will arrange for a designated employee or assign to assist the person by showing the plans and available lots of the Huntley Cemetery.
4. The Village will issue a Deed to the Buyer of the lot upon the buyer selecting and providing full payment of fees and charges for said lot.
5. The Deed shall be signed by the Cemetery Board Members and the Village Clerk.
6. The transfer of lots or parts thereof to another party must be reported to the Village in writing before said party will be allowed the use of the transferred property. If the buyer

dies while intestate, the lot shall descend to his or her heirs. No person shall be recognized as owner or part owner of a lot unless his or her name appears on the Deed or they have proof that they are legal heirs. All transfers of ownership of grave sites shall be properly recorded with the Village.

7. At least forty-eight (48) hours notification of impending interment is required by the Funeral Director or person(s) making arrangements to the Village. No interments of a body other than that of a human being will be permitted.
8. No pets shall be interred in the cemetery.
9. Upon notification from Funeral Director of an upcoming interment, Village staff or designee will work with the Funeral Director or members of the deceased's family to identify the correct grave location and determine earliest possible time for interment. When definite information for locating gravesite is not available, Village staff or designee will exercise its best judgment in making the location. The Village assumes no responsibility for any error in such a location.
10. The Funeral Director shall present all necessary forms for any interment, disinterment, and re-interment to the Village.
11. The standard excavation for a burial vault shall be forty-two (42) inches wide, one hundred and twenty (120) inches long, and deep enough to sufficiently allow eighteen (18) inches of dirt over the top of the vault. The maximum outside dimensions (including handles) of a burial vault will be reviewed on a per-burial situation depending on the weight and size of the deceased. No person or persons except an authorized representative of the Village shall alter the size of a grave opening for any reason. Oversize vaults will require additional grave space and the interment fee is subject to a special cost assessment.
12. Grave opening may be completed by hand or equipment and shall conform to all applicable state laws. The Village's contractor for the opening and closing of gravesites will be the only authorized personnel allowed to open or close a grave. All interments shall be conducted under the supervision of the Village and in accordance with all state and county health rules and regulations. Graves are to be closed immediately following the interment ceremony.
13. Only one burial per grave with the following exceptions:
 - a. Four (4) cremation urns
 - b. One (1) full-size casket and two (2) cremation urns
 - c. One (1) full-size casket and one (1) cherub
14. All burials must be interred in a permanent type vault. Infants may be buried in a "cherub", which serves as a vault.

15. Cremation urns may not be interred without appropriate vault type unless the urn is made of marble. No cremated remains shall be scattered on any lot or cemetery property at any time.
16. Funeral Directors, monument companies, vault companies and/or their agents are responsible for the installation of vaults, caskets and for providing the necessary equipment or any other devices for handling, lowering, or lifting of such actions. Unless prior approval is obtained by the Village, all heavy equipment must remain on the street. Trucks are not permitted to be driven over marked graves.
17. The Funeral Director is responsible for the actions of all vehicle drivers or others employed by them while within the Huntley Cemetery grounds.
18. Tents, chairs, or other items used for an interment service must be removed immediately after the funeral service has concluded by the rightful owner or authorized user of such items.
19. Soil removed during the opening of a gravesite shall be removed from the Huntley Cemetery and deposited at a specific location determined by the Village until the interment process is completed.
20. Excess soil, or soil that cannot be mounded upon the burial site, will be removed from the Village's specified location within twenty-four (24) hours after interment and shall be disposed of by the Village's contractor. The mound of soil directly over the interment site will be seeded by Village staff or designee in an appropriate time frame.
21. Interment services must be completed, graves closed, and all persons associated with the funeral must leave the Huntley Cemetery by dusk.

§ 170.03 HEADSTONE / MARKER REGULATIONS

It is understood that the information outlined below shall be the procedures for Headstone / Marker placement at the Huntley Cemetery:

1. The Huntley Cemetery requires that burials are recognized with either a headstone or marker to identify the interred. If headstone or marker cannot be afforded by the deceased's family, the Village will work with the family to coordinate appropriate identification.
2. The identification for placement and maintenance of headstones / markers in the Huntley Cemetery will be the responsibility of the Village. The Village or designee will work with the Funeral Director and/or members of the deceased's family to ensure the proper placement of any headstone or marker.

3. The installation of any headstone / marker will be the responsibility of the monument company selected by the Funeral Director or member of the deceased's family. Prior to the installation of any headstone or marker, the monument company must contact the Village to ensure the correct placement of the headstone or marker has been identified.
4. The Cemetery Board of Managers shall have final approval of all headstones / markers.
5. Only one (1) headstone or marker per grave is allowed at each burial site. The headstone or marker must be placed at the head of the grave, with the front of the headstone / marker facing away from the grave. If two (2) or more interments are in one grave, the names and dates shall be placed on a single headstone or marker.
6. No single grave headstone or marker shall be taller than 48" (4 feet) in height and 40" in length. Multiple grave headstones shall not be taller than 48" (4 feet) in height, but may be longer than 40", but must remain 4" within the boundary of the grave.
7. The last name or military plaque including the last name must be placed on the back of the headstone.
8. All footings must be at least 36" deep and the same length and width as the foundation cap. No tapers or columns will be allowed.
9. Foundation caps must be granite and at least 4" thick and have a 4" reveal on all sides of the base.
10. No monument may be installed in such a fashion that it extends beyond the boundaries of the designated grave or lot, or that will interfere with future grave openings or the movement of Huntley Cemetery maintenance equipment.
11. Any monument or marker that interferes with the opening of a grave must be moved before the grave is opened. Any damages incurred while moving the headstone or marker will be billed to the party responsible for the move. All monuments or markers temporarily moved must be replaced within twenty-four (24) hours of the initial move.
12. The monument company is responsible for any stone/turf damage caused during the placement of a headstone or marker. If repairs are not made within reasonable time, or in the event the Village repairs the damage, the monument company will reimburse the Village for all costs incurred.



§ 170.04 PAYMENT AND DOCUMENTATION

It is understood that the information outlined below shall be the procedure for Burial Documentation at the Huntley Cemetery:

1. Funeral Director or member of deceased's family is responsible for contacting the Village or designee regarding impending interment in Huntley Cemetery.
2. Funeral Director is responsible for completing Interment Information form and submitting with proper payment(s),
3. If the purchase of burial lot is based on immediate need, the Funeral Director or member of deceased's family is responsible for sending payment for purchase of burial lot within thirty (30) days to the Village.

§ 170.99 PENALTY

Any person violating the provisions of § 170.01 shall be fined not less than \$25 or more than \$500 for each offense.