



BOARD OF SELECTMEN  
Tel: (413) 698-3882  
FAX: (413) 698-3272

## TOWN OF RICHMOND

Town Hall

1529 State Road

Richmond, Massachusetts 01254

### TOWN OF RICHMOND PROCEDURE TO OBTAIN A LOT AT CENTER CEMETERY

1. Obtain an application and copy of the regulations at Town Hall or from Cemetery Superintendent Stephen Parsons.
2. Contact the Superintendent at (413) 446-2264 and make arrangements to meet him at the cemetery to choose a lot.
3. Complete and sign the application and have the Superintendent fill in the lot assignment and fee amount and sign his approval.
4. Take approved permit to Town Hall and pay fee to Town Treasurer, who will sign the permit as paid and return a copy to the applicant. The copy of the approved permit is the applicant's proof of purchase of a cemetery lot.
5. The original permit will be filed with the Town Clerk, with copies to the Cemetery Superintendent and Selectmen.
6. At time of need, the lot owner or heir shall have the funeral home contact the Superintendent. The Superintendent will make the arrangements with the funeral home for burial and will determine the amount of the perpetual care fee, which shall be paid to the Town Treasurer. The lot owner is responsible for installing the foundation and monument. The lot owner may employ the Superintendent as a private contractor to install the foundation for the monument or use any other qualified individual. Typically, the monument company will install the monument.
7. The Selectmen make and interpret all rules and regulations governing Richmond cemeteries. Fees may change without notice.



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## TOWN OF RICHMOND APPLICATION/PERMIT TO PURCHASE A CEMETERY LOT

NAME OF PURCHASER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (home) \_\_\_\_\_ (work) \_\_\_\_\_

NAME(S) OF PERSON(S) TO BE BURIED:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

IN THE EVENT OF THE DEATH OF THE LOT OWNER, PLEASE LIST SUCCESSOR OWNERS ACCORDING TO THE SUCCESSION YOU HAVE CHOSEN:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

AT THE TIME OF PURCHASE, THE APPLICANT SHALL FILE WITH THE CEMETERY SUPERINTENDENT A BURIAL PLAN, SHOWING CLEARLY WHICH FAMILY MEMBERS ARE TO BE BURIED IN WHICH LOTS. IN CASE OF DISAGREEMENTS AT SOME FUTURE DATE, THIS APPLICATION SHALL DETERMINE WHO OWNS THE LOTS AND WHICH FAMILY MEMBERS SHALL BE BURIED IN WHICH LOCATION.

BY SUBMITTING THIS APPLICATION, I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS PERTAINING TO RICHMOND CEMETERIES AND BURIALS.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

THIS APPLICANT HAS BEEN ASSIGNED THE FOLLOWING LOT \_\_\_\_\_

APPROVED BY CEMETERY SUPERINTENDENT \_\_\_\_\_  
(Signature)

FEE \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_ DATE PAID \_\_\_\_\_

I HAVE THIS DAY RECEIVED THE CORRECT FEE \_\_\_\_\_

(Signature of Treasurer)

(Rev. April 1998)



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## TOWN OF RICHMOND CEMETERY REGULATIONS AUGUST 28, 1997

1. All land occupied by the four cemeteries shall be owned in perpetuity by the Town of Richmond.
2. Lots shall be assigned in advance when requested by year-round residents of ten (10) years or more or at the time of need to any resident. Requests for more than one (1) lot must be approved by the Selectmen.
3. An assigned lot shall consist of two (2) grave spaces or four (4) grave spaces.
4. All applicants shall pay a fee for a cemetery lot and a fee for perpetual care. The application shall contain such information as the Selectmen require and shall be submitted to the Cemetery Superintendent. The fee for a lot shall be standard and shall be paid at the time of application. The perpetual care fee shall be standard and shall be paid for each casket or urn at the time of internment. An additional perpetual care fee shall be charged for any non-resident relative the Selectmen permit to be buried. The Cemetery Superintendent shall issue a certificate to a lot purchaser only upon the submission of all pertinent information required on the application and upon payment of all applicable fees.
5. Large family lots established prior to the effective date of these regulations (January 1, 1974) may be used for resident family members only and may not be transferred, unless permission is obtained from the Selectmen.
6. The Selectmen may assign a lot to a family that maintained a year-round residence in Richmond for ten (10) years or more and who relinquished their residency to retire to another community. Effective August 6, 1997, whenever a lot owner moves to another community, he or she shall be considered to have relinquished his or her lot, unless he or she notifies the Selectmen in writing of the move and receives permission to retain the lot.

7. Each lot shall be marked with four stainless steel corner markers placed by the Cemetery Superintendent. There shall be a standard charge for installing the markers and for opening graves. A casket shall be placed in an approved vault. After cremation, ashes shall be placed and buried in an urn or other appropriate container, subject to the approval of the Cemetery superintendent.

8. The Cemetery Superintendent shall supervise all burials and other work at the Town cemeteries. He shall administer the cemeteries, assign the lots, maintain the grounds, open the graves, install the corner markers and perform other tasks necessary for the proper administration of the cemeteries. The Cemetery Superintendent shall approve all monument or marker work.

9. Neither the Cemetery Superintendent nor the Town of Richmond shall be responsible for stones neglected by owners, for acts of vandalism, for lost or damaged flower pots or other decorations. The Superintendent may remove broken or unsightly decorations or containers at his discretion.

10. The Cemetery Superintendent must approve the planting of all shrubs and an additional perpetual care fee shall be charged or any lot with permanent shrubbery plantings. The Cemetery Superintendent may prune or remove any shrubs that become overgrown or unsightly.

11. Only one planting bed may be maintained at the family headstone and it may be no larger than the base dimensions of the monument it decorates. Flowers shall be placed in unbreakable containers. Winter decorations shall be removed by April 1 and summer decorations, including planted flowers, shall be removed by November 1. All material shall be disposed properly by the lot owners.

12. The Cemetery Superintendent shall supervise the installation of all monuments and markers and no such monuments or markers shall be installed without the Superintendent's permission. Foundations shall be the responsibility of the monument firm. One main monument per family shall be allowed, with any additional markers flush with the ground; however, this rule may be waived by the Selectmen for any lot purchased prior to January 1, 1974 and on which one or more monuments had been installed as of August 28, 1997. All veterans' and foot markers shall be flush with the ground. Monuments shall be kept in good repair by the owner.

13. Motorcycles, off-road vehicles and other unauthorized vehicles and activities shall not be permitted in the cemeteries.

14. The Selectmen shall enforce and interpret these regulations and may waive any of these requirements, regulations or fees in cases of hardship or other special circumstances.

**TOWN OF RICHMOND**  
**CEMETERY FEE SCHEDULE**  
**(as of April 4, 2012)**

- |   |       |
|---|-------|
| 1. Sale of one(1)plot lot:                          | \$200 |
| Sale of two(2)plot lot:                             | \$400 |
| Sale of four(4)plot lot:                            | \$800 |
| 2. Perpetual Care Fee:                              |       |
| Resident:   | \$300 |
| Selectmen approved burials:                         | \$800 |
| 3. Grave opening:                                   | \$500 |
| 4. Grave opening, Urn:                              | \$150 |
| 5. Corner markers/installation:                     | \$75  |
| 6. Permanent planting fee:                          | \$100 |
| 7. Special requests: as determined by the Selectmen |       |