



# ***Olathe Memorial Cemetery***

## ***City of Olathe***

### ***Parks and Recreation Department Policy***

Department Policy: PR-13

SUBJECT: Placement of Memorials and Markers in Olathe Memorial Cemetery

EFFECTIVE DATE: January 1, 2010

APPROVED BY: Kevin Corbett

SUPERSEDES: January 1, 2006

#### **1.0 PURPOSE:**

To establish rules and regulations for placement of memorials and markers in the Olathe Memorial Cemetery.

#### **2.0 GUIDELINES**

- 2.1** Placement of markers or memorials on any gravesite in the Olathe Memorial Cemetery require approval of the Cemetery Supervisor.
- 2.2** Memorials or markers must meet the specifications as set forth in Section 3.0 below.
- 2.3** All rules and regulations set forth herein shall apply to Olathe Memorial Cemetery or any party contracted to install a memorial or marker.

#### **3.0 MEMORIAL OR MARKER SPECIFICATIONS**

- 3.1** Any memorial or marker to be placed in Olathe Memorial Cemetery shall be of a bronze, granite or marble composition and shall be of standard commercial grade and manufactured by a commercial company ordinarily engaged in the manufacture of memorials or markers for placement on gravesites.
- 3.2** Any memorial or marker substantially deviating from the requirements or materially damaged, marred or defaced prior to installation shall not be permitted to be placed in Olathe Memorial Cemetery.
- 3.3** The memorial or marker, with its accompanying foundation, proposed to be placed on any gravesite shall not exceed the size of that gravesite.

#### **4.0 FOUNDATIONS AND MEMORIAL/MARKER INSTALLATION**

- 4.1** Before the placement of any memorial or marker on any gravesite in Olathe Memorial Cemetery, a foundation must be prepared in accordance with the requirements and specifications for foundations set forth in Section 4.2.

**4.2** All foundations for memorials or markers to be placed in Olathe Memorial Cemetery shall be prepared in accordance with the following specifications:

- a. The foundation shall be centered in relationship to the center of the end of the vault at which the memorial or marker is to be installed. The gravesite lot shall be physically probed in order to make this determination.
- b. Where a single memorial or marker is to be used to commemorate two gravesites, the foundation shall be centered between the two gravesites to the extent possible.
- c. All foundations shall be laid out so the memorials or markers will be in alignment with the other foundations and memorials or markers in the same lot row.
- d. The measurements of the foundation excavations shall be eight inches wider than the width of the memorial or marker and eight inches longer than the length of the memorial or marker in order that a grassband of four inches will extend beyond the entire length and width of the memorial or marker after it has been installed.
- e. Foundation excavations for memorials or markers which will lie flat with the ground surface shall be dug at a depth of approximately eighteen inches and such depth shall be consistent throughout the excavation, including the area to be excavated for the grassband.
- f. The depth of the excavation for the foundation for an upright memorial or marker shall be approximately one-half the height of said upright memorial or marker, with a maximum depth excavation of eighteen inches.
- g. Piers approximately seven inches in diameter and ten inches deep shall be sunk below the base of the foundation excavation. Piers must be located on the sides of the excavation in approximately the center. In addition, if the lid of the vault(s) is below the base of the foundation excavation, two additional piers shall be sunk, each approximately seven inches in diameter, from the vault(s).
- h. The excavation, and all piers dug from the base shall be filled with cement and finished and the installation of a flat memorial or marker shall be made so that the top is no more than six inches above the ground level.

**4.3** Preparation of the foundation for any memorial or marker to be placed on any gravesite in Olathe Memorial Cemetery and the installation of memorial or marker shall be scheduled with the Cemetery Supervisor. The party desiring to install a memorial or marker shall give at least three (3) days' notice to the Cemetery Supervisor and such installation may then be scheduled.

**4.4** If any party desiring a memorial or marker to be placed in Olathe Memorial Cemetery retains Olathe Memorial Cemetery for installing the memorial or marker, Olathe Memorial Cemetery shall make a charge at the current installation rate as set forth in the contractor's price agreement, or such price as the Parks and Recreation Department shall, by duly authorized amendment to these Rules and Regulations, adopt.

**4.5** If the installation of any memorial or marker in Olathe Memorial Cemetery is being done by a party other than Olathe Memorial Cemetery, personnel of Olathe Memorial Cemetery shall inspect the foundation prior to the placement of the memorial or marker, and no memorial or marker shall be set in place until specifications have been met. Further, after the placement of the memorial or marker, Olathe Memorial Cemetery shall reinspect the gravesite to determine that the memorial or marker was installed properly. The completion of the foundation shall not detract from the standard and usual appearance of gravesites in Olathe Memorial Cemetery.

**4.6** Removal of all excavated dirt and clean-up of the gravesite shall be performed in a quality manner, by the party installing the memorial or marker.

## **5.0 INSPECTIONS**

**5.1** If upon inspection, the installation of the memorial or marker deviates from the specifications set forth, Olathe Memorial Cemetery shall give notice to the installer requiring corrections needed to comply.

## **6.0 THIRD PARTY INSTALLATION**

**6.1** A third party proposing to install a memorial or marker in Olathe Memorial Cemetery shall furnish evidence to Olathe Memorial Cemetery that its employees or agents are covered by Worker's Compensation Insurance and that it carries public liability insurance for installation of memorials or markers.