

**CHESTER TOWNSHIP
POLICY AND PROCEDURE MANUAL**

CEMETERY

SECTION 3.01

1. Cemetery hours are from dawn until dusk.
2. Burials will not occur on Sundays or holidays.
3. The Cemetery Sexton shall be given a minimum of 48 hours' notice of an upcoming interment.
4. Winter burials may be subject to rescheduling if inclement weather conditions necessitate.
5. Each gravesite may contain up to one full-size casket and one cremains or two cremains.
6. All headstones must be placed on a concrete foundation provided by the township. Foundations must be paid for before installation begins. The cemetery sexton must approve the design and size of all headstones before installation.
7. Headstone bases will not be poured during winter weather conditions.
8. Chester Township is not responsible for mounting headstones when delivered by the supplier. This work is the responsibility of the person who ordered the headstone.
9. When a headstone is installed where a military marker is already in place, the military markers will be relocated on the back of the headstone by the headstone company at the family's expense.
10. All winter season decorations are to be removed by April 1, or they will be removed by the Township.
11. After Easter, live cut or decorative flowers either planted or placed in urns, and live or decorative potted plants will be allowed to remain throughout the summer if they remain in good condition. If their condition becomes poor, they will be removed by the Township.
12. The installation of plantings, urns, pots, or decorations are limited to a twelve (12) inch radius around the headstone. None of the above are permitted out on the gravesite. If they are installed out on the gravesite, they will be removed by the Township.
13. No tree plantings are permitted.
14. Summer plantings or decorations will be removed by the Township after Labor Day if they are in poor condition.
15. Chester Township and its employees are not responsible for theft or damage to any lights, plantings, decorations, flags, shepherd poles or any related items.
16. All transfers of cemetery plots must be made through the office of the Chester Township Cemetery Sexton. If no longer wanted, lots may only be sold back to the township for the amount of the original purchase price.