

RUSSELL CEMETERIES RULES AND REGULATIONS

1. **SALE OF LOTS:** Lots will be sold to current or former residents of Russell Township. For non-residents, there is an additional fee. Transfer of ownership of cemetery deeds **MUST** be approved by the Board of Trustees. Lots cannot be resold; however, on application of the owner, lots can be returned to the Township with refund of the original purchase price, (see Cemetery Laws of Ohio, Section 1C). Price of lots will be set by Russell Township. The attached list gives current prices for lots and burial fees in Russell Cemeteries. Payment of cash and/or check is to be made to Russell Township and will be due, in full, at the time of purchase.
2. **BURIALS:** Opening and closing of graves must be arranged through the Township Cemetery Clerk's office. Interment fees will be higher for burials scheduled at times other than during regular work hours (see fee schedule). Payment and permit is due prior to interment.

If desired, more than one interment can be done in a given burial lot in the following manner: one burial and one cremation, or no burial and *up to* six (6) cremations per lot.

3. **GRAVESTONES AND MARKERS:**
 - A. Section C of Riverview Memorial Park Cemetery, adjacent to Fairmount Road, is limited to flush markers.
 - B. Raised or flush markers are allowed in section A. These markers are limited to individual or double stones.
 - C. Family Section: Section B of Riverview Memorial Park Cemetery (East and West of the driveways) will be restricted to a minimum of 4 (four) graves in a rectangle with a single-family monument in the center of the intersecting lines of the 4 (four) graves with flush type foot or head stones on the east and west edges of rectangle. Two (2) additional lots in the "family" section may be purchased at the time of the original purchase maintaining the rectangle form, i.e., 6-grave family plot. The sale of more than 6 lots is at the discretion of the Township Board of Trustees.
 - D. Markers, meeting township size limitations, shall be purchased privately.
 - E. Footers (aka, concrete base) for gravestones are required and arrangements are to be made through the Township Cemetery Clerk's Office.
 - F. All headstones shall be placed at the head of the grave and face the closest driveway. All footstones shall be placed at the foot of the grave and face the closest driveway.
 - G. **MAXIMUM** type/size of gravestones:
 1. Flush
 - a. Single: 24 inches long x 16 inches wide x 4 inches high (installed at grade level).

- b. Double: 48 inches long x 16 inches wide x 4 inches high (installed at grade level).
 - 2. Raised Stones
 - a. Single: FLAT HIGH MARKER: 24 inches long x 16 inches wide x 8 inches high.
SLANT MARKER: 24 inches long x 16 inches wide x 18 inches high.
 - b. Double: FLAT HIGH MARKER: 48 inches long x 16 inches wide x 8 inches high.
SLANT MARKER: 48 inches long x 16 inches wide x 18 inches high.
 - 3. Monuments: (with base) 48 inches long x 18 inches wide x 40 inches high (above finished grade).
- H. In the case of more than one burial per lot, there shall be no more than two (2) markers, only one (1) of which may be of the raised type, and only if it is in a raised stone section. One (1) marker per lot would be preferable and the markers should be made to accommodate names and birth/death dates for all possible interments for that lot.
- 4. **VAULTS**: with top closings are mandatory in all Russell Cemeteries.
 - 5. **CREMAIN URNS**: Urns for cremains shall not exceed 18” (eighteen inches) in height. Urns shall be the permanent type constructed of marble, manmade stone composition, bronze or steel. Pre-cast concrete urn vaults may also be used with a temporary cardboard or plastic urn within, provided the outside dimension of the vault does not exceed 18” (eighteen inches) in height. Temporary-type urns made of plastic, cardboard, wood, or other similar material, may be used if there are no plans to relocate the cremains at a later date. Russell Township will not assume any responsibility for damage incurred while relocating an urn constructed of temporary-type materials, such as those aforementioned.
 - 6. **FLOWER ARRANGEMENTS AND PLANTINGS**: Planting of perennial flowers, shrubs, etc. on cemetery property is prohibited and will be removed at the discretion of the Road/Maintenance Superintendent. Annuals, such as geraniums, may be planted around the gravestone. Such plantings are not to extend beyond 12” (twelve inches) around the gravestones. Plants are to be maintained by the family and subject to removal at the discretion of the Road Superintendent. Potted plants or cut flowers may be placed on graves, to be removed by the Road/Maintenance Superintendent when or if they become unsightly. In-ground flower vases, available from monument companies, may be used in front of the gravestone.
 - 7. **FLAGS**: Flags will be placed on the graves of veterans by the Township during the week before Memorial Day and will thereafter be removed during the week following Labor Day.

Russell Township

8501 Kinsman Road
P.O. Box 522
Novelty, OH 44072
Phone: (440) 338-8912 Fax: (440) 338-1965

RUSSELL TOWNSHIP CEMETERY FEES

RESIDENTS:

- | | |
|---------------------------------------|--------------|
| 1. Lots in FLUSH MARKER section: | \$375 |
| 2. Lots in FAMILY section: | \$406 |
| (<i>Minimum</i> of 4 lots - \$1,624) | |
| (<i>Maximum</i> of 6 lots - \$2,436) | |
| 3. Lots in RAISED section: | \$437 |

NON-RESIDENTS:

- | | |
|---------------------------------------|----------------|
| 1. Lots in FLUSH MARKER section: | \$1,250 |
| 2. Lots in FAMILY section: | \$1,281 |
| (<i>Minimum</i> of 4 lots - \$5,124) | |
| (<i>Maximum</i> of 6 lots - \$7,686) | |
| 3. Lots in RAISED section: | \$1,312 |

BURIAL FEES:

- | | |
|--|--------------|
| 1. Cremation Interments: Monday – <i>Friday 8 A.M. to 2 P.M.</i> | \$250 |
| 2. Casket Burials: Monday – <i>Friday 8 A.M. to 2 P.M.</i> | \$625 |
| 3. Burial and/or Cremation Interments – <i>All Other Times*</i>
[i.e., Weekends, Holidays, and/or Weekdays after 2:00 P.M.] | |
| Cremation | \$375 |
| Burial..... | \$812 |

***Note:** Burials/interments outside of the standard, non-holiday weekdays from 8:00 A.M. to 2:00 P.M. requires prearrangement with the Cemetery Clerk.

Vaults must be “top opening” style. Acceptable types of vaults and/or urns are located in Township Cemetery Rules and Regulations, Section 5. Fees and burial permits must be received by the Township before burial/interment. Cash or check payment(s) only.

**DESIGN AND CONSTRUCTION OF GRAVESTONE FOUNDATIONS
AT RIVERVIEW MEMORIAL AND BRIAR HILL CEMETERIES**

PROCEDURE

1. Grave owner orders stone from Gravestone Manufacturer (G.S. MFR). All gravestones must have approval of Russell Township prior to installation. All gravestones must be placed upon a concrete foundation.
2. G.S. MFR submits diagram of gravestone and the foundation requirements to the Cemetery Clerk with funds/check made out to Foundation Installer (F.I.) in the proper amount for the foundation installation as shown below.

<u>TYPE/SIZE OF GRAVESTONE (L x W x H)</u> (most common sizes)		<u>FOUNDATION COSTS</u> (may vary on dimensions)
A. FLUSH (installed at grade-level)		
1. SINGLE 2'0" x 1'0" x 0'4"		\$250
2. DOUBLE 3'0" x 1'0" x 0'4"		\$375
4'0" x 1'0" x 0'4"		\$438
B. RAISED STONES		
1. SINGLE 2'0" x 0'10" x 1'4"	Slant Marker	\$250
2. DOUBLE 3'0" x 1'0" x 0'8"	Flat High Marker	\$375
4'0" x 1'0" x 0'8"	Flat High Marker	\$438
3'0" x 0'10" x 1'4"	Slant Marker	\$375
4'0" x 0'10" x 1'4"	Slant Marker	\$438
C. MONUMENTS (bases vary in size)		
1. 3'8" x 1'0" x 3'0"		
PRICED ON A TIME AND MATERIAL BASIS BEGINNING AT:		\$438
D. VETERAN'S FOUNDATION		
FOUNDATION FOR V.A. BRONZE/GRANITE MARKERS:		\$100
E. FOUNDATION REPLACEMENTS will be done on a time and material basis as determined by the Township's Road Department Superintendent (R.D.S.).		

**STANDARD OPERATING PROCEDURE
MONUMENT APPROVAL**

1. After a request for monument approval is received from the company, the Clerk's Office will complete a Cemetery Monument Request Information form and submit it to the R.D.S. for approval.
2. The R.S. will review the request, make correction/comments/changes (including a sketch of site in question), if necessary, and provide the information regarding cost(s) of foundation and anticipated installation timeline. Upon approval and/or request for revision, the R.D.S. will then return the form to the Clerk's Office.
3. The Clerk will then forward the approval or request for revision to the originating monument company on a Cemetery Monument Information Form.
4. When all parties are in agreement as to the type, size, style, and placement of marker, the stone monument will then be placed.