

# **SPRINGFIELD TOWNSHIP**

## **CEMETERY MANAGEMENT POLICY**

### **SECTION 1 – General Management and Regulations**

- A. Cemetery management, records, maintenance and lot sales for Davisburg Cemetery and Andersonville Cemetery are under the direction and authority of the Springfield Township Clerk. The Clerk is further authorized to interpret and enforce this policy.
- B. Selection of lots or burial spaces can be made by contacting the Clerk's Office, 12000 Davisburg Road, Davisburg (248-846-6510).
- C. Cemetery lots consist of four burial spaces; each space is 42" wide by 11' in length. (See the Burial Space Regulations Diagram in SECTION 5.)
- D. Only one person may be buried in a burial space except for the placement of an infant with a burial, the placement of cremated remains with a burial, or the placement of two cremated remains.
- E. The cost to purchase burial rights for one space is \$400 for residents of Springfield Township and \$800 for non-residents.
- F. A Certificate of Burial Rights shall be issued for each space. Interments in the burial space shall be restricted to the owner named on the Certificate or to members of the owner's immediate family.
- G. Any sale or transfer of burial rights shall require written authorization from the owner named on the Certificate or from his or her heirs. The original Certificate and transfer authorization shall be filed and recorded with the Township Clerk at which time the Clerk shall issue a new Certificate of Burial Rights. Any transfer of ownership from a Springfield Township original owner to a non-resident assignee will be charged a fee of \$400.

### **SECTION 2 – Headstones, Monuments, and Markers**

- A. All permanent memorials, including headstones, monuments and markers, shall be made of granite, bronze, or other equally durable composition.
- B. Wording and imagery on any memorial shall be in keeping with the dignity of the cemetery in the opinion of the Township. If there are any questions as to suitability, contact the Springfield Township Clerk's Office.
- C. The maximum size of headstones and monuments shall be limited as follows:
  - 1) One Burial Space—36" width X 16" depth X 48" height
  - 2) For Two or more Burial Spaces—48" width X 18" depth X 48" height
- D. All headstones, monuments and markers shall be set in the monument space at the head of the grave only and shall be installed upon a suitable foundation to permanently maintain the same in an erect position. Flush markers placed in addition to a headstone or monument at a burial space may be installed outside of the monument space.

- E. Veteran's markers may be mounted on the headstone or monument, or may be installed at a burial space as a flush marker.
- F. Flags shall be placed at veteran burial sites for Memorial Day and Veterans' Day. To receive this service, the Clerk's office must receive confirmation of veteran status. Flag holders may be provided by the owner of the burial space or may be purchased through the Clerk's office.
- G. Insurance coverage must be carried by the owner. The Township does not provide coverage and is not responsible for damaged or stolen property.

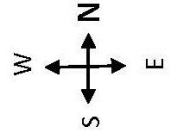
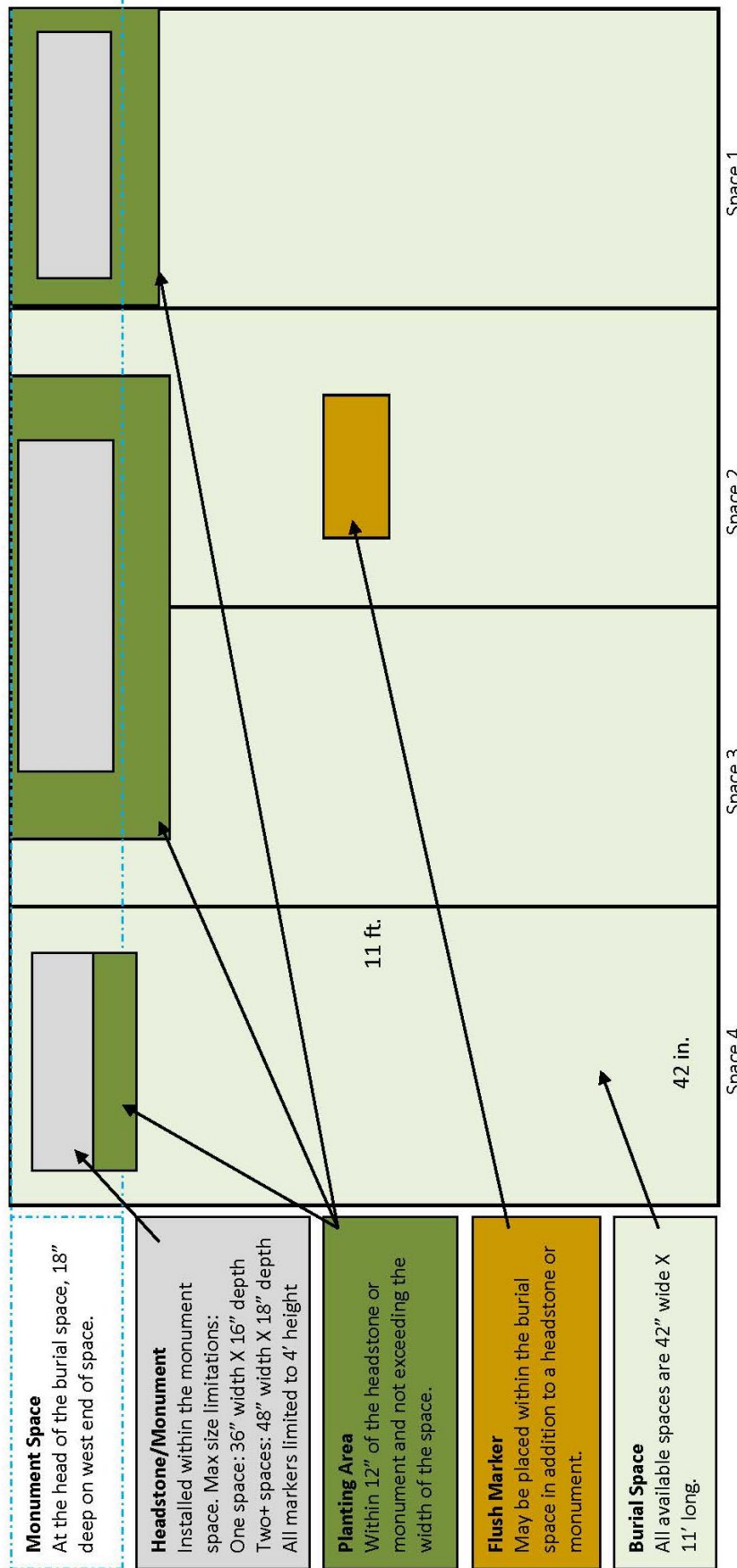
### **SECTION 3 – Interments**

- A. All burials shall be within a vault or concrete rough box installed in each burial space before interment, except for cremated remains and infant burials in casket sizes 2 feet, 6 inches or less.
- B. Interment shall not be permitted until the burial space is paid in full.
- C. Grave openings and closings shall be performed by Genesee Valley Vault Company, 10510 North Holly Road, Holly (810-695-5166). Arrangements for these services shall be made directly through Genesee Valley Vault or may be arranged through a funeral director.

### **SECTION 4 – Ground Maintenance**

- A. No shrubs or trees of any type shall be planted on cemetery grounds except under the direction of the Township Clerk. In order to maintain the safety, use, and appearance of the cemeteries, the Township reserves the right to remove or trim any tree, plant, or shrub located on cemetery grounds.
- B. Landscaping at all burial spaces shall be limited to turf grass and the planting of flowers only. Roping, edging, fencing, borders or enclosures of any kind are not permitted.
- C. The planting area is limited to within 12 inches of the headstone or monument and not exceeding the width of the burial space.
- D. Grave blankets and wreaths (including associated stands) may be maintained on a burial space between November 15 and March 15. All decorations, except properly placed flower plantings, should be removed prior to March 15 for spring clean up.
- E. With the exception of properly placed grave blankets and wreaths, no plantings, flags, memorials, or decorations of any kind may be placed outside of the planting area.
- F. The maintenance of the planting area is the responsibility of the owner of the burial space. Plantings may not encroach on adjacent burial spaces owned by others or interfere with cemetery maintenance. If the Township determines the planting area has become unsightly or interferes with cemetery maintenance, Township staff may mow, cut or remove the plantings.
- G. The Township shall have the right and authority to remove and dispose of anything placed in the cemetery that violates this policy, and any decoration, emblem, display, flag, container or memorial that becomes unsightly, creates litter or in any way interferes with the maintenance of the cemetery.

SECTION 5 – Burial Space Regulations Diagram



4 Burial Spaces in a Lot. Spaces are numbered north to south.

**Monument Space**

At the head of the burial space, 18" deep on west end of space.

**Headstone/Monument**

Installed within the monument space. Max size limitations:  
One space: 36" width X 16" depth  
Two+ spaces: 48" width X 18" depth  
All markers limited to 4' height

**Planting Area**

Within 12" of the headstone or monument and not exceeding the width of the space.

**Flush Marker**


May be placed within the burial space in addition to a headstone or monument.

**Burial Space**

All available spaces are 42" wide X 11' long.

**SECTION 6 – Certification**

I, Sean R. Miller, duly elected Clerk of Springfield Charter Township, hereby certify that the foregoing policy was adopted by the Township Board of Springfield Charter Township at a regularly-scheduled meeting held on the 14<sup>th</sup> day of June, 2018.



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Sean R. Miller, Clerk