

Rules and Regulations
of the
Glencoe and Oakview Cemeteries
(Owned and Operated by the Town of Big Stone Gap, Virginia)

The Rules and Regulations of the Glencoe and Oakview Cemeteries of the Town of Big Stone Gap were adopted by Resolution 10-2012 on June 12, 2012.

Amended Rules and Regulations of the Glencoe and Oakview Cemeteries of the Town of Big Stone Gap were adopted by Resolution 13-2016 on July 19, 2016.

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Foreword

It is the responsibility of the Town of Big Stone Gap to preserve the rights conferred upon it by the Commonwealth of Virginia and the Charter of the Town of Big Stone Gap to ensure the stability of improvements, to maintain the good appearance of the grounds, to provide a respectful manner of interment, and to properly observe the sacredness of the cemeteries.

To this end, and for the mutual protection of all concerned, the following rules and regulations have been adopted by the Town Council of the Town of Big Stone Gap, as the Rules and Regulations of the Glencoe and Oakview Cemeteries.

All persons, including visitors and persons performing work within the cemeteries, are required to obey these rules and regulations, and are asked to report any infractions they may notice to the Town Manager.

Vision Statement

The Town of Big Stone Gap, through the Glencoe and Oakview Cemeteries, will continue to provide beautifully landscaped living memorials, quality care, and exemplary service in perpetuity where families come to honor and celebrate life.

Mission Statement

Our mission is to provide a comforting, peaceful environment where family and friends can gather in prayer and remembrance to honor and celebrate life.

Values/Guiding Principles

The Town of Big Stone is committed to the following values:

- Integrity, openness, honesty, accountability.
- Responsiveness, respectfulness, caring, and fair relations with all persons.
- Effective resource management.

Validity of Rules and Regulations

1. All rules and regulations heretofore adopted are declared void. If any part of this document conflicts with the laws of the Commonwealth of Virginia, that part only shall be made void and the remaining rules and regulations shall remain valid.
2. The Town of Big Stone Gap reserves the right, at any time or times and with or without notice to owners, to adopt new rules and regulations, or to amend or repeal any rule, regulation, article, section, paragraph, or sentence in these rules and regulations.
3. Circumstances may arise in which the literal enforcement of these rules and regulations may impose an unnecessary hardship. The Town of Big Stone Gap reserves the right to make exceptions or modifications of any rule or regulation without notice when, in its judgment, a waiver is advisable. Any such waiver shall not be construed as affecting the general application of these Rules and Regulations.

SECTION 1

GENERAL INFORMATION

- 1.1 The Glencoe and Oakview Cemeteries are operated and maintained as a part of the Parks and Recreation System of the Town of Big Stone Gap, Virginia.
- 1.2 All rules and regulations are established for the protection of owners of interment rights, the safety of visitors and employees, and the overall appearance of the cemeteries. Management may remove any objects that detract or interfere with the safe operation, the proper maintenance, or the overall appearance of the cemeteries. The Town, at its expense, may, without any liability, correct any error that may have occurred in the placing or alignment of a foundation or a memorial or permanent structure.
- 1.3 Gates are open to the public daily from 7:30 a.m. until sunset. Cemetery staff are available from 7:30 a.m. to 4:00 p.m., Monday through Friday, except holidays. All requests or inquiries should be directed to the Town Manager's office at 276-523-0115.
- 1.4 Visitors are prohibited from driving onto the grass and are asked to refrain from picking flowers, or injuring shrubs and trees. Motor vehicles shall always be driven on the right side of the roadways. Motor vehicles are not allowed to turn around on the roadways; neither are they allowed to park or come to a full stop in front of an open grave, unless in connection with a graveside service.
- 1.5 No meeting, assembly, tour, service, or parade shall be held in the Cemeteries without the permission of the Town Manager.
- 1.6 The Town is not responsible for theft or damage to anything placed on interment spaces.
- 1.7 All graves, crypts, or niches must be opened and/or closed by authorized Cemetery staff or other authorized Town personnel, and only when required documentation is provided and any applicable fee is paid.
- 1.8 All prices, fees, or charges shall be established by the Town Council.
- 1.9 Due to General Liability Insurance restrictions, patrons are not allowed to use powered mowers or trimmers or similar equipment on Cemetery property, nor should there be any chemicals applied to the grave spaces.

- 1.10 The lot owner is responsible for the upkeep of all monuments, bases, foundations, or markers.
- 1.11 Patrons, memorial dealers, funeral homes, or other related service providers are subject to these rules and regulations.
- 1.12 Skateboards are prohibited in the Cemeteries.
- 1.13 Neither the Town of Big Stone Gap nor its employees, agents, or assigns assume any liability as a result of normal operations, nor from loss by vandalism and other acts beyond the Town's control. Specifically, but not by way of limitation, the Town does not assume, and is not liable for, loss or damage caused by elements, acts of God, common enemy, thieves, assailants, vandals, strikers, malicious mischief-makers, explosion, unavoidable accident, invasion, insurrection, riot, government act, regulation, or order of any military or civil authority, whether the loss or damage is direct or indirect.
- 1.14 The Town reserves the right to enlarge, reduce, re-plat, or change the boundaries or grading of either Cemetery including the right to remove, re-grade, modify, or change the locations of features, roads, drives, trees, shrubs, flowers, landscaping, and walks. The Town further reserves the right to install, maintain, operate, alter, or change pipeline systems.
- 1.15 All persons are reminded that the Cemetery grounds are devoted to the burial of the dead. Provisions and penalties of the law, as provided by statute, will be enforced strictly in all cases of injury, disturbance, or disregard of these rules and regulations.

SECTION 2

DEFINITIONS

- 2.1 Cemeteries – the Glencoe Cemetery and Oakview Cemetery located in the Town of Big Stone Gap, Virginia, in Wise County.
- 2.2 Perpetual Care Fund – the irrevocable endowment fund of the Cemeteries created in accordance with Virginia State Law, the purpose of which is to generate income to fund the care and maintenance of the Cemeteries.
- 2.3 Permit – the document issued by Town Manager or designated Town personnel to authorize a particular action which is to occur within its Cemeteries.
- 2.4 Contractor – any person or business procured by the Town Manager or designated Town personnel to perform a specified service on the Cemetery grounds.
- 2.5 Cremains – the bone fragments and ash remaining after cremation, which may include the residue of any foreign materials that were cremated with the human remains.
- 2.6 Crypt – a space in a mausoleum or tomb of sufficient size to entomb human remains.
- 2.7 Disinterment – the act of removing human remains or cremains from an interment space for the purpose of relocating the remains to another interment space in the Cemetery or elsewhere, and only when documented and appropriate authorization has been presented to the Town Manager or designated Town personnel.
- 2.8 Encased or Encasement – the placement of human remains in a rigid, sealed container, including, but not limited to, a casket or urn.
- 2.9 Entombed or Entombment – the placement of human remains or cremains in a crypt or niche.
- 2.10 Final Disposition – the lawful disposal of human remains.
- 2.11 Grave – an area of ground in the Cemetery established for the burial of human remains or cremains in the ground.
- 2.12 Human remains – the body of a deceased human being in any stage of decomposition including cremated remains.

- 2.13 Interment – the final disposition of human remains/cremains in the Cemetery by burial or entombment.
- 2.14 Interment Right – the right to place human remains/cremains in a specific space, subject to the rules and regulations.
- 2.15 Interment Space – a space that has been established in the Cemetery for the final disposition of human remains, including, but not limited to, graves, crypts, or niches.
- 2.16 Lot – applies to the numbered subdivisions of a block as shown on the Cemeteries' plat maps.
- 2.17 Mausoleum – an above ground chamber, structure or building used, or to be used, for entombment of human remains.
- 2.18 Memorial – any item or merchandise used to identify the person interred in an interment space or to commemorate their life, deeds, or career, including, but not limited to, a crypt plate, grave marker, monument, niche plate, plaque, or vase.
- 2.19 Memorial Care – means any care provided for the general maintenance of memorials, including, but not limited to, refinishing, resetting, straightening, or replacing damaged memorials.
- 2.20 Niche – a space used, or to be used, for the placement of cremated remains.
- 2.21 Owner – the person who lawfully possesses an interment right and whose name is recorded as such in the Cemetery records.
- 2.22 Scattering – the final disposition of cremated remains by dispersing them in the air or on the surface of the ground. Scattering is specifically disallowed in the Cemeteries.
- 2.23 Block – an area within the Cemetery consisting of more than one interment space.
- 2.24 Urn – a receptacle in which cremated remains are placed.
- 2.25 Town Manager – the person appointed by the Council of the Town of Big Stone Gap responsible for administering the operation and maintenance of the Cemeteries.
- 2.26 Perpetual Care – the obligation which the Town of Big Stone Gap assumes, within the limits permitted by the income derived from the Endowment Fund, to furnish such care as mowing grass, raking and cleaning grave spaces, filling of sunken graves, and maintaining the mausoleum. Where the income is sufficient, it may be used in the maintenance and improvement of infrastructures.
- 2.27 Space – an area of sufficient size to accommodate one interment. "Space" shall be determined by the type of burial; i.e. adult, infant, or ashes.

SECTION 3

CEMETERY FEES

All fees are established by the Town Council of the Town of Big Stone Gap. The current fee schedule can be obtained at the office of the Town Manager at 505 East 5th Street, South, Big Stone Gap, VA.

SECTION 4

PERPETUAL CARE ENDOWMENT FUND

- 4.1 With the completed purchase of any grave, crypt, or niche in either of the Cemeteries, a portion of the purchase price is deposited into the perpetual care fund (Endowment Fund) of the Cemeteries. The Endowment Fund portion of the purchase price is invested into a specially designated and legally protected fund that is established for the long term care of the Cemeteries. Any use of the Endowment Fund must be approved by the Town Council.
- 4.2 A Cemeteries Endowment Committee shall be composed of one Town Council member, one Town management employee, and one Town citizen, all appointed by the Town Council. This Committee shall report to the Council twice annually, in January and July.
- 4.3 In addition to the deposits into the Endowment Fund, any individual may make contributions to those trust funds for the overall care of the Cemeteries. Any such contributions will be deposited with all other funds in the Endowment Fund and shall be applied for the continued general improvement, maintenance, repair, and operation of the Cemeteries. In no case shall any such deposit or gift be construed as a contract to provide for the care of any individual interment space.
- 4.4 Town Council has full power and authority to determine for what purpose and in what proportions the Endowment Fund shall be expended within the general limitations that all such monies shall be applied to the perpetual care of the Cemeteries.

SECTION 5

PURCHASE OF LOTS OR CRYPTS

- 5.1 Interment rights can be purchased in a grave, crypt, or niche through the Town Manager's office.
- 5.2 The Town Manager's office shall be the custodian of records of available graves or crypts. Interment in a grave or crypt, or placement of a marker, shall be permitted only after payment in full for interment rights to the grave or crypt and/or the fee required for placement of a marker.
- 5.3 Interment rights may be purchased from the Town provided that the purchaser shall pay not less than one-fourth (1/4) of the purchase price upon execution of the contract and the balance in not more than twelve (12) equal monthly installments. Deeds for interment rights will be delivered only upon payment in full. No lot or crypt shall be opened, and no interment shall be permitted until the full purchase price is paid; neither shall any monument and/or marker be erected upon any lot until full payment has been received.
- 5.4 The joint purchase of lots is unacceptable. Where several persons not of the immediate family desire their burial place shall be as one (1) plot adjoining lots, or part-lots, these shall be purchased under separate deed and title. The subdivision of lots by lot owners is NOT ALLOWED.
- 5.5 The owner or owners of a lot upon which there is no interment may surrender the same to the Town and receive payment at the current approved purchase price as has been authorized by the Town Council. THE REMOVAL OF REMAINS FOR THE PURPOSE OF SURRENDERING A LOT WILL NOT BE PERMITTED.
- 5.6 The owner may neither sell, transfer, nor assign interment rights or any part thereof, except that the owner of a lot, either by dissent, devise, or purchase, may transfer his or her title to said lot to one or more of the immediate members of his/her family, provided said transfer is first approved by the Town Manager. Where each lot is held by two or more owners, either by dissent, devise, or purchase the title of one or more said owners may, with the approval of the Town Manager, be transferred to the remaining owner.
- 5.7 Interment rights shall not be transferred except by entry of such transfer on the Town's Cemetery records. Refer to the current approved fee schedule for the charge for Affidavit of Transfer of Ownership.

Any owners or part owners of a lot have a right to give permission, either in person or by a written order, for the burial of the remains of others than his own immediate family in his lot or portion thereof, but not for money or other considerations, or profit.

As a husband is not always an heir-at-law of his wife, nor a wife of her husband, neither will necessarily inherit a lot from the other. To assure the survivor interest in the lot, both names should be embraced within the deed. If the owner dies intestate, the lot will descend to his or her lot jointly and in equal undivided shares, subject to the same conditions. Who the heirs are will be determined by the statutes of Virginia in force at the time of death. This section is not intended to interfere with the right allowed a widower or widow surviving the deceased owner of the lot – if not remarried. Either shall have the rights of the interment of his or her remains on said lot, provided grave space of said interment may be found on the lot. Such survivor may release this right at any time, but no conveyance or devise by any other person or persons can deprive said survivor of this right.

- 5.8 A prospective purchaser of a lot may, upon application, secure a reservation of any lot for a period not to exceed fifteen (15) days.
- 5.9 Where corner stones have not been set, the boundaries of the lots are established by the Town. The corner stones shall be made of such materials as are acceptable to the Town for such use and no others shall be permitted. Corner stones shall be set even with the surface of the ground. If possible, the number of the lot shall be cut into each stone.
- 5.10 The Town Clerk/Treasurer shall deposit one-third (1/3) of all sums received for interment rights into the Cemeteries Endowment Fund.
- 5.11 As the deed of the lot conveys only the right of burial therein, the Town retains the control and supervision of all lots which have been sold. An authorized Town employee may enter upon any lot and prohibit, modify, or remove any structure, object, improvement, or adornment on such lot which may have been placed thereon in violation of the rules and regulations or which may be considered objectionable and injurious to the lot or to the general appearance of the cemeteries.
- 5.12 At the time of purchase of a lot, or in the opening of a grave of a previously purchased lot, the purchaser or the person requesting the grave opening shall be given a document providing the current regulations related to the placement of memorial markers on the grave.

SECTION 6

INTERMENT POLICY

- 6.1 Interments are to be scheduled so that the procession shall enter the Cemetery no later than 3:00 p.m. An additional charge will apply for interment after 3:00 p.m., opening/closing on Saturday or Sunday or Holidays. Refer to the Fee Schedule for these additional charges.
- 6.2 All possible attempts will be made to adhere to the interment schedule. However, should inclement weather, rock outcroppings, or heavy concentrations of large roots delay progress, some adjustment will have to be made to the interment time.
- 6.3 Interment rights cannot be transferred except by the original purchaser or beneficiary, and with the approval of the Town Manager. Interment rights cannot be subject to levy for payment of debts, pass by insolvency, or pass into the hands of executors or administrators; but the rights and interest shall remain in the families of the original purchaser. The original purchaser, his or her spouse, mother, father, direct descendents by course of descent, may be interred in a lot, crypt, or niche. During their lifetime, only the original purchaser or spouse may grant the privilege of interment in the lot, crypt, or niche to any other person. Where there are no direct descendants of the original purchaser, collateral descendants and their spouses may be interred in the lot, crypt, or niche. Where space is available in the same lot, crypt, or niche, it will be reserved for the spouse of anyone already interred in that lot, crypt, or niche.
- 6.4 No interment shall take place without a permit issued by the Town Manager or his designee and delivered to the authorized Cemetery staff or other authorized Town employee who shall then complete the opening and closing of lots, crypts, or the placement of crematory urns.
- 6.5 An in-ground burial of the remains of more than one (1) person in one (1) grave will not be permitted, except that the remains of a mother and infant may be buried, or two infants, enclosed in one casket, and except that the remains of the parent shall be undisturbed.
- 6.6 Grave Liners: Concrete or steel vaults, or equal, shall be provided for all in-ground burials in Glencoe and Oakview Cemeteries by the holder of interment rights. No flat top vault lids will be allowed.

- 6.7 Mausoleum entombment shall NOT be permitted without use of a casket liner or tray furnished by the holder of interment rights.
- 6.8 Embalming: No entombment shall be made in any above ground crypt unless the remains of the deceased to be entombed therein have been embalmed.
- 6.9 A cremation interment will be permitted only when a cremation urn or sealed vessel or similar design and quality is used, and placed only in areas designated for same within the Cemeteries, and only after the appropriate fee has been paid.
- 6.10 Cremation Vessels: Unless indicated otherwise, there are no minimum restrictions for Cemetery cremation interment options. Cremation vessels may be constructed of stone, ceramic, metal, plastic, or wood, if the wooden vessel is encased in an appropriate container.
- 6.11 Interment into Existing Casket Plots: Plots already used for a traditional casket interment also allow for the interment of up to two (2) other persons' cremated remains into the same lot and additional markers (ground level) may be placed on the grave for each interment. Persons requesting this type of interment are required to provide proof of their relationship to the existing interred deceased and their right to use these ancillary interment privileges.

SECTION 7

DISINTERMENT AND REMOVAL

- 7.1 Application for disinterment or removal must be made at the Office of the Town Manager.
- 7.2 No disinterment, or removal, will be permitted on Saturday, Sunday, or on Holidays. To ensure privacy, the forenoon is required. In all cases, permits for disinterment or removal will be withheld until approved by the Town Manager.
- 7.3 When remains are to be removed from one grave to another in the Cemetery, written application by the deceased's nearest of kin must be presented, and the written consent of the lot owner from whose lot the remains are to be removed, shall also be obtained. The Town Manager must approve the transfer, which shall include a waiver of liability and the appropriate fee paid before the transfer is begun.
- 7.4 When remains are disinterred and removed from the Cemetery, a permit authorized by the Board of Health must be obtained and presented to the Town Manager. A waiver of liability must be signed. The appropriate fee must also be paid before the disinterment is begun.
- 7.5 The ownership or right of interment in a reserved single grave space is not transferable.

SECTION 8

DECORATIONS, MONUMENTS, MARKERS AND MAUSOLEUMS

- 8.1 Installation: No monument, marker or plaque may be installed or erected at a grave site until the full purchase for interment rights has been paid.
- 8.2 Floral Arrangements: Flowers, vases containing artificial flowers, or glass containers are not allowed on the ground during the mowing season from April 1 through October 31. With the exception of the mowing season, only two (2) floral arrangements are allowed on the grave space. Flowers placed in properly mounted containers on upright monuments are permitted. Glass vases or containers are strictly prohibited.
- 8.3 Removal of Floral Decorations: Authorized Town personnel may remove or reposition any floral arrangement in the Cemetery which is determined to be deteriorated, unsightly, hazardous, or which interferes with the Cemetery maintenance or grave opening activities.
- 8.4 Regulations on Grave Decorations: The placement of items on graves other than flowers on the day of interment must be contained in the designated area at the top or bottom edge of a grave and in line with the other stones on the lot.
- 8.5 All Christmas decorations, regardless of where located on the lot and/or monument, must be removed by February 15.
- 8.6 The Town Manager governs the maintenance of the Cemeteries including the decision as to when and how shrubbery, flowers, or trees are to be planted, trimmed, or removed.
- 8.7 Wooden, metallic, canvas, and concrete grave covers are not allowed.
- 8.8 Decorative Items: Fencing, borders, wood chips, decorative rocks, breakable objects of any kind, and similar commemorative items are not permitted on a grave at any time. These and other hazardous objects will be removed whenever found on a grave.

- 8.9 **Flags:** Patriotic flags will be allowed and must be affixed or in line with other stones in the lot, at a size approved by the Town Manager. Garden, commercial, advertising flags, and flag poles are prohibited.
- 8.10 Any other decorative items not listed above are prohibited.
- 8.11 Monuments and markers may be installed at the Cemeteries between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, with the exception of Saturday, Sunday, or Holidays. Applicable fees must be paid in advance, and setting of marker must be scheduled in advance. The specifications for acceptable marker sizes and the applicable fees are included on the Cemeteries' Fee Schedule which can be obtained at the office of the Town Manager at 505 East 5th Street, South, Big Stone Gap, VA.
- 8.12 No permit allowing the installation of a monument or marker shall be issued without advance notification of measurements and payment of the installation fee.
- 8.13 No head markers may be placed back-to-back in the Cemeteries.
- 8.14 Burial space boundaries may be marked by corner stones not extending above ground level.
- 8.15 Owners of monuments and other memorial structures are expected to keep them in good repair; any structure found to be in an unsightly/dilapidated condition may be removed.
- 8.16 No fences, hedges, stone coping, gravel walks, stone walks, entrance steps, or stoops are hereafter allowed on lots.
- 8.17 Granite is recommended as the best and most durable material for grave markers and monuments. Limestone, sandstone, soapstone, wood, and all metallic substances, except standard bronze, are considered unfit for such purposes. Wooden markers and plaster of paris images are not permitted.
- 8.18 Only one monument may be erected on one platted lot or part lot. The size, design, and location of all proposed monuments and markers must meet the guidelines stated in these rules and regulations. The Town may refuse to install, prohibit, or remove any memorial with inappropriate or offensive content, as determined by the Town Manager. The Town may refuse to install, prohibit, or remove any memorial if it conflicts with the identity of an individual interred therein.
- 8.19 No marker will be allowed having a rough butt, or stub exceeding two (2) inches in length; all markers shall be set upon a foundation and bedded so as to rest squarely thereon.

- 8.20 No marker or other stone set in a socket, or with a dowel, will be permitted.
- 8.21 No marble or granite tablets, cradles, or horizontal markers such as are made to cover the grave's top will be allowed.
- 8.22 No stone shall be set other than level. The work must be cut so as to fit properly on the level base. All foundations shall be finished true and level and shall be one to two inches below the surface of the ground.
- 8.23 All foundations for monuments and grave markers will be installed by a designated Town employee. The fee for all foundation work must be paid in advance.
- 8.24 Persons engaged in erecting monuments or other structures are prohibited from attaching ropes to trees and shrubs, and from scattering materials over adjoining lots. Such persons shall proceed and act in accordance with the rules and regulations of the Cemeteries at such days and times as permitted.
- 8.25 When any monument, gravestone, or memorial of any kind is to be removed, any inscription made, or any other modification performed, permission must be obtained from the Town Manager.

MAUSOLEUM

- 8.26 No in ground interments will be permitted within three feet of the foundation of the mausoleum.
- 8.27 Flowers can only be placed in the installed vases as sold by the Town. No other flower arrangements or vases can be used. Free standing easels, wrought iron stands, or any flowers attached by wire, tape, glue or such other similar method are strictly prohibited.
- 8.28 Decorations such as letters or photos may be taped to the crypt, but will be removed as they become worn. If removed, they will be placed in an envelope and maintained for one (1) year. No items can be glued or wired to the crypt. Other decorations such as emblems, dolls, stuffed animals, jewelry, etc. are prohibited on the mausoleum crypts.

COLUMBARIUM

- 8.29 Flowers – a 5-inch vase will be the only permitted floral container, and must be purchased from the Town. Only artificial flowers will be permitted, and the flowers cannot extend outside the niche plate.
- 8.30 Decorations - no decorations will be allowed on the columbarium niches.

SARCOPHAGUS MONUMENTS

- 8.31 These structures must, in appearance, retain the characteristics which are commonly known as a monument, that is to say, a structure composed of a base, die, and cap, assembled in graceful and artistic proportions. Designs resembling a square box or a miniature house are unsightly and are not acceptable.
- 8.32 Detailed plans and specifications of the proposed structure, and a plan showing its proposed location on the lots must be submitted to the Town Manager for approval.
- 8.33 Before proceeding with any such construction, the lot owner must pay a sum, as established by Town Council, to be held in trust and to be used for the perpetual repair and preservation of such structure.
- 8.34 The structure must be provided with a crypt or crypts. These crypts must be entirely and separately enclosed, independent of the walls and so arranged that when a body is deposited therein, each crypt can be separately and hermetically sealed.
- 8.35 Crypts must be constructed of the best quality of stone, not less than two inches in thickness in partitions and shelving, and elsewhere not less than one inch in thickness; or crypts may be constructed of granite or marble to be approved as to size, quality, and design.
- 8.36 No such structure designed to contain more than four crypts, or arranged for more than two crypts in height, or for more than two crypts side by side, will be permitted.
- 8.37 The roof or cap must be constructed of one single stone not less than six (6) inches in thickness, at any point, with a pitch to conform to the style of the structure.
- 8.38 The base must be constructed of one single stone not less than ten (10) inches in thickness at any point.
- 8.39 For a die three feet and under in height, the walls must be not less than eight (8) inches in thickness, rabbeting expected, and must be constructed of not more than one single stone each. For a die over three feet in height, the walls must be not less

than ten (10) inches in thickness, rabbeting excepted, and must be constructed of not more than one single stone each.

- 8.40 The monument should face lengthways to the front of the lot. The opening to the crypt or crypts may be either from the side, or from the top of the structure.
- 8.41 Where the opening is from the side, the exterior closures must be not less than six (6) inches in thickness, bevels and rabbeting excepted. These closures may be constructed of one stone covering the entire opening, or may be constructed in panels for each crypt.
- 8.42 Where the cap or roof is used as a top closure, and the four walls, it must be constructed of not more than one single stone each.
- 8.43 All metal work must be of the best quality copper or bronze.
- 8.44 The foundation must be of solid masonry or concrete construction, not less than 3-1/2 feet in depth.

SECTION 9

STONES AND PLACEMENT POLICY

- 9.1 **Permit Required:** A stone placement permit must be obtained prior to the installation of all grave stones in the Glencoe or Oakview Cemeteries.
- 9.2 **Time of Notice of Permits:** Requests for staking for stone placement permits shall be received 48 hours prior to the planned installation. The time of notice is when all required information for the permit is submitted to the Town.
- 9.3 **Installation:** Monuments and markers may be installed at the Cemeteries between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, with the exception of Saturday, Sunday, or Holidays. Applicable fees must be paid in advance, and setting of marker must be scheduled in advance.
- 9.4 **Special Note:** No gravestones or corner markers shall be installed within/on Cemetery spaces that have not been paid in full.

SECTION 10

SITE VISITATION

- 10.1 No motor vehicle shall be operated within the Cemeteries except upon the improved driveways therein. The speed limit is fifteen (15) miles per hour within the Cemeteries.
- 10.2 The possession of firearms within the Cemeteries is prohibited except by law enforcement authorities and/or military honor guard personnel.
- 10.3 No pets or companion animals shall be permitted within the Cemeteries, other than guide dogs, hearing dogs, or service dogs as set forth in Section 51.5-44 of the Code of Virginia or 1950, as amended.
- 10.4 No skateboards are permitted in the Cemeteries.