

Date:

Purchaser's Name:

Addition:

Section:

Block:

Lot(s):

SECTION 6-1 Admission to Cemetery

- (a) The cemetery will be open daily for visiting, care of graves and other appropriate uses from 8:00 a.m. to 6:00 p.m. during Central Standard Time, and from 8:00 a.m. to 7:00 p.m. during Central Daylight Savings Time. It is unlawful for any person, other than a city employee or cemetery caretaker on official business, to enter or remain within the cemetery at any time when the cemetery is not open.
- (b) It is unlawful for any person to enter the cemetery at any location other than an authorized entrance.
- (c) The caretaker will be on duty at the cemetery during normal business hours from Monday through Friday of each week.

SECTION 6-5 Interments

- (a) A completed application for interment in the cemetery must be filed with the finance department before excavation begins for a burial or before remains are placed in the mausoleum or columbarium.
- (b) The applicant must specify the exact location of the burial space to be used. When for any reason an in-ground burial space cannot be opened where specified, the caretaker may direct the burial space to be opened in a location in the cemetery deemed by the caretaker to be best and proper, notifying the mortuary, so as not to delay the funeral.
- (c) The mortuary performing interment services must secure the gravesite, must provide for the immediate cleaning of the gravesite and must remove all debris, fill or equipment resulting from or used by the mortuary.
- (d) The mortuary performing interment services, for any casketed remains, must use a grave liner made of concrete, metal, poly, or other material approved under state law.
- (e) The maximum number of burials allowed per lot is:
 - (1) Two casketed burials (stacked);
 - (2) One casketed burial and six cremations; or
 - (3) Six cremations.
- (f) The maximum number of placements per columbarium niche is one cremation.

SECTION 6-7 Enclosure of Lots

- (a) It is unlawful for a person to place or construct an enclosure including a fence, coping, hedge or ditch around any lot in the cemetery.
- (b) The owner of an enclosure that is damaged to the extent that it is unsightly or hazardous must repair or remove the enclosure within ten days of receipt of written notice from the caretaker, or the caretaker is authorized to remove the enclosure.

SECTION 6-8 Curbing

- (a) The owner of a cemetery lot must apply to the City Finance Department and obtain a permit before installing or constructing curbing of any type within the cemetery.
- (b) No curb permit shall be issued before the purchase price and perpetual care fees for the lot or lots to be curbed have been paid in full. No curbing of any type will be allowed in Section 1 of the Dixon Addition of the cemetery.
- (c) Any number of lots may be curbed so long as the purchase price for the lots has been paid.

(d) Curbs must be flush with existing terrain, must be constructed entirely of steel reinforced concrete, marble, or granite and must conform to the following specifications:

(1) Concrete curbing.

- a. Curbing will be 18 inches wide along exterior lot lines in the cemetery property; six inches is to be within the lot; 12 inches is to be outside the lot.
- b. Curbing will be six inches wide along interior lot lines and must be placed within the lots being curbed.
- c. Curbing will be four inches deep.
- d. One reinforcing iron size three rebar will be installed along the entire length of the curbing.

(2) Granite and marble curbing.

- a. Curbing will be four inches in width and must be placed within the lots being curbed.
- b. Granite or marble used for curbing must be mortared with a bonding agent of the same color as the granite or marble and designed for the purpose of bonding granite to granite, or marble to marble.
- c. Curbing will be six inches deep.

(3) An exception to flush curbing may be granted by the cemetery commission if adjoining lots have raised curbs.

SECTION 6-9 Decoration of Lots, Crypts, and Niches

(a) Monuments. Monuments in the cemetery are subject to the following:

- (1) No memorial, monument, or grave marker, except a temporary marker placed by a funeral home, is allowed on any burial lot until the purchase price has been fully paid and the deed has been delivered to the purchaser.
- (2) The owner of a cemetery lot or the owner's agent must apply for and obtain a permit from the finance department before erecting a monument, except a temporary marker placed by a funeral home.
- (3) Persons erecting monuments shall not leave material or rubbish on adjoining lots. Work must be completed as soon as possible and any material or rubbish must be removed at once.
- (4) Persons erecting monuments are responsible for any damage done by them to any property in the cemetery, including grass and trees. All work is subject to the control and direction of the caretaker.
- (5) Wooden planks must be used for placing and rolling stone monuments on rocks or grass.
- (6) Businesses are prohibited from placing their names on any monument or placing signs within the cemetery to advertise the firm or its products.
- (7) Lot owners must locate the placement of monuments at the cemetery before the construction of any foundation. The city is not responsible for the correct location of any monument. Any changes in monument location ordered by the lot owner will be made at the owner's sole expense.
- (8) All monuments in the Dixon Addition, Section I, must be stone, flat bronze, granite, or concrete.
- (9) All monuments placed in areas of the cemetery other than Dixon Addition, Section 1, from and after October 1, 2001, must be all granite, marble, bronze, or stone material of permanent nature approved by the San Marcos Cemetery Commission, and must have a reinforced concrete base. Any monument more than eight feet high is required to have an engineered foundation and be approved by the cemetery commission upon a finding that the proposed monument is suitable for the location based on such factors as safety, interference with maintenance, compatibility with the scale, height, massing and design aesthetic of surrounding monuments, or similar factors deemed relevant by the commission.
- (10) The maintenance of all monuments in the cemetery is the responsibility of the lot owner or the owner's surviving family members or descendants. This maintenance will include, but is not limited to, the following:
 - a. The cleaning of the monument;
 - b. Ensuring that the monument is seated properly; and
 - c. Repairing any damage to the monument or the structure of the monument, including replacement, if necessary.
- (11) In the event that a monument needs maintenance, the parks and recreation director will send a letter requesting such repairs to the lot owner, or the owner's surviving family members or descendants, if known, advising of the necessary maintenance. If the lot owner or the owner's surviving family members or descendants cannot be located, then the parks and recreation director will publish a newspaper notice of the necessary maintenance in accordance with the procedures described in V.T.C.A., Estates Code, Chapters 51 and 202. If the necessary maintenance is not performed within the time period stated in the notice, then the city may, in the interests of safety, initiate action to have the necessary maintenance performed, or have the monument removed. The finance director will bill any cost incurred by the city for the maintenance to the lot owner or the owner's surviving family members or descendants, if known.

- (b) Flowers, shrubs, trees or decorations. Flowers, shrubs, trees and decorations in the cemetery are subject to the following:
 - (1) Flowers, shrubs or trees may be planted and cultivated on any lot except in the Dixon Addition, Section 1, provided that no planting or removal of shrubs or trees is allowed without first obtaining the written authorization from the caretaker.
 - (2) Fresh cut flowers may be placed on any lot, in the mausoleum, or near the columbarium but they must be removed within two weeks or when, in the caretaker's opinion, they become unsightly or detrimental to maintenance. The caretaker may remove flowers not so removed.
 - (3) Artificial flowers, sprays or wreaths are allowed, but they will be removed by the caretaker when they become unsightly or blow off the lot on which they were placed.
 - (4) All decorations must be firmly secured or fastened to the ground or monument.
 - (5) Glass containers are prohibited.
 - (6) Unfilled vases will not be allowed to remain on a lot unless permanently affixed to a monument.
 - a. Unfilled vases will be removed from lots on the first day of the month and held for the lot owner for one month.
 - b. After one month, unclaimed vases will be disposed of at the caretaker's discretion.
 - (c) In addition to monuments, lots may have benches of marble, granite, concrete, or material approved by the cemetery commission. Any other structural amenities, which must also be primarily of marble or granite, must have the approval of the cemetery commission before being placed on the lot.
 - (d) Unapproved items will be removed by the caretaker and disposed of at the caretaker's discretion. Weathered and unsightly items will be removed during the spring and fall cleanup.
 - (e) The caretaker is authorized to enforce the provisions of this section.

1. Routine cemetery maintenance includes the cutting of the grass at reasonable intervals; the cleaning of the lots; the general care and pruning of the shrubs that are placed along the walks, roadways and boundaries; the general preservation of the lots, the grounds, walks, broadways, boundaries, and structures. Routine maintenance shall not include the maintenance, repair, or replacement of monuments or memorials; the planting of flowers or ornamental plants; the maintenance or doing of any special or unusual work in the cemetery; or the construction or reconstruction of any marble, granite, bronze or concrete work on any lot where the same is damaged from any cause whatsoever.

Attention Visitors:

- No candles, open flames, or fireworks.
- Weathered and unsightly items will be removed during bi-annual cleanups.
Spring (before Easter) and Fall (before Veteran's Day)
- Unapproved decorations may be disposed of at the discretion of the care taker.
- All decorations may be disposed of at the discretion of the care taker, including but not limited to solar lights, floral decorations and statues.
- Pets must be on a leash. Please dispose of pet waste.
- Minors must be accompanied by an adult.
- No alcohol permitted on cemetery grounds.
- No loitering, loud music, excessive vehicle noise or other disruptive behavior.
- No smoking including vapor devices and e-cigarettes.
- Water conservation rules apply at all times. Water is for irrigation use only.
- No planting or removal of shrubs or trees without authorization from the care taker.
- Parking allowed only on paved streets.
- Vehicles left after hours may be towed at owner's expense.
- Please be respectful of other visitors and of the cemetery grounds.

**ACKNOWLEDGEMENT OF THE RULES AND REGULATIONS FOR THE
SAN MARCOS CEMETERY**

I, _____, have read the rules and regulations for the San Marcos Cemetery. I understand and acknowledge that these guidelines will be enforced, and I agree to abide by these guidelines.

Purchaser's Signature

Print Name

Address

City, State, Zip

Phone

Block, Lot, Plot number

STATE OF TEXAS

COUNTY OF HAYS

This instrument was acknowledged before me by the purchaser on this _____ day of _____, 20_.

Notary Public, State of Texas

Print Name