



## POLICY MANUAL

**POLICY NAME:** Memorial Markers And Niche Plates Policy

**POLICY NUMBER:** 5030

### **5030**

The purpose of this policy is to provide a dignified and respectful means for recognizing the memories of a decedent in a peaceful, tranquil and aesthetically pleasing environment open to members of the general public who possess varying degrees of social sensitivities, cultural customs and religious beliefs, in a manner that protects public safety through the imposition of certain requirements and specifications for memorial markers and niche plates that are intended to minimize the risk of physical harm.

#### **5030.01**

A memorial marker will be placed on every below-ground interment plot and a niche plate will be placed on the face on every niche identifying the name of the decedent(s), and including any other such information as may be permitted by this policy. Placement shall occur within 90 calendar days of the date in interment.

#### **5030.02**

Memorial markers and niche plates will not be purchased from the District, any District trustee or any person employed by the District. Memorial markers and niche plates, meeting the requirements and specifications of this policy, may be purchased from private vendors or any other source.

#### **5030.03**

The District may provide a list of memorial marker and niche plate vendors which have installed memorial markers or niche plates in the District's cemetery and which to the best of the District's knowledge possess valid business licenses and sellers permits issued by the California State Board of Equalization. The District, however, does not endorse or guarantee the services or workmanship of any vendors included on the District's list, and reserves the right to refuse the installation of a memorial marker or niche plate upon evidence that the vendor does not possess all requisite business, seller and/or vocational permits and/or licenses, has received complaints from customers on file with the District or has violated any provision of this policy.

#### **5030.04**

The record owner of a memorial marker or niche plate will be the person or persons registered as the record owner of the subject interment site in the latest records maintained by the District.

#### **5030.05**

The maximum number of memorial markers and niche plates will not exceed one per interment site.

## 5030.06

All memorial markers and niche plates will be installed only by the District. The District reserves the right to refuse the installation of any memorial marker or niche plate that does not meet the requirements and specifications set forth in this policy. All unauthorized installations will be subject to immediate removal by the District without notice. The District may dispose of any unauthorized installations as it deems appropriate without notice to the record owner. Any costs incurred by the District for such removal and disposal of any unauthorized installations shall be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered.

## 5030.07

All memorial markers and niche plates will be oriented in a manner consistent with the official plans and designs of the cemetery.

## 5030.08

Memorial markers and niche plates will not exceed the following dimensions:

<b><u>Location</u></b>	<b><u>Sizes</u></b>
Tranquil Gardens Flat Memorial Markers-LMP	12"x24" to 18"x36"
Tranquil Gardens With Existing Vaults Flat Memorial Markers-LMP	16"x28"
Serenity Gardens Flat Memorial Markers-LMP	12"x24" to 18"x36"
Eternal Gardens Flat Memorial Markers-LMP	12"x24" to 18"x36"
Garden of Peace Flat Memorial Markers-LMP	16"x28"
Garden of Hope Flat Memorial Markers-LMP	16"x28"
Garden of Memories Flat Memorial Markers-LMP	16"x28"
Cremation Burials Slants and Flats	8"x11"
Columbarium Niche Plates	12"x12"
Hexagon Niche Plates Must be attached to granite base	5"x7"

## **5030.09**

All memorial markers and niche plates will be flat with smooth edges; and they must be rectangular with the longest sides placed horizontally at the top and bottom and shortest sides placed vertically. In no case will the highest part of the surface of a memorial marker or niche plate rise more than 3/8" above the surface upon which it sits or is affixed. All memorial markers and niche plates will contain no covers. All covers will be immediately removed and disposed of by the District as it deems appropriate without notice to the record owner. Any costs incurred by the District for the removal of covers will be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered.

## **5030.10**

Memorial markers and niche plates placed at an interment site may only include the following information: (a) name of decedent(s); (b) date of birth; (c) date of death; (e) United States military branch and logo; (f) dates of United States military service; (g) photograph of decedents(s), except for Columbarium interment sites; and (h) an epitaph or term of endearment not exceeding 100 characters, not including punctuation marks. Engraving of a niche plate is at the discretion of the Board, font, format, terms of endearment will be selected from a list provided. The District reserves the right to refuse the installation of any memorial mark or niche plate that does not meet these requirements.

## **5030.11**

Memorial markers and niche plates will be made of polished granite or bronze material only.

## **5030.12**

Only the permanent memorial markers and niche plates which meet the requirements and specifications of this policy will be authorized for installation at an interment site. No upright memorial markers will be permitted, with the exception of certain designated areas of the cemetery where there are cremains interment sites upon which a specific type of design of an upright memorial marker is permitted. All unauthorized permanent memorial makers and niche plates will be immediately removed and disposed of by the District as it deems appropriate, without notice to the record owner. Any costs incurred by the District for the removal of such unauthorized items will be charged to the record owner and will be due and payable to the District within 30 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered.

## **5030.13**

The District is not responsible for maintaining memorial markers and niche plates. The responsibility for maintenance rests solely with the record owner or the record owner's designee. All maintenance performed on memorial markers and niche plates will be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the maintenance of memorial markers or niche plates.

## **5030.14**

The District is not responsible for repairing memorial markers and niche plates. The responsibility for repair rests solely with the record owner or the record owner's designee. All repair work performed on memorial markers and niche plates will be at the record owner's expense. The District does not provide

any supplies, equipment, electricity, fuel, power source or water for the repair of memorial markers or niche plates.

#### **5030.15**

The District is not responsible for removing damaged memorial markers and niche plates. The responsibility for removing a damaged memorial marker or niche plate rests solely with the owner or the owner's designee. The removal of a damaged memorial marker or niche plate will be at the owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the removal of damaged memorial markers or niche plates.

#### **5030.16**

The record owner will be responsible for the cost of replacing memorial markers and niche plates. The installation of a replacement memorial marker or niche plate however will be done by the District at the record owner's cost.

#### **5030.17**

The record owner will be responsible for the cost of relocating memorial markers and niche plates. The installation of a relocated memorial marker or niche plate however will be done by the District at the record owner's cost.

#### **5030.18**

The record owner of a memorial marker or niche plate will be liable to pay all damages resulting from the negligent or reckless maintenance or repair of a memorial marker or niche plate or the negligent, reckless or unauthorized placement, installation or removal by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner. Such damages may include but not be limited to personal injuries and property damage proximately caused by the negligent or reckless maintenance or repair of a memorial marker or niche plate or the negligent, reckless or unauthorized placement, installation or removal by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner.

#### **5030.19**

The District reserves the right but not obligation to cause the removal of any memorial marker or niche plate that has caused bodily harm or property damage, or poses a risk of causing bodily harm or property damage or poses a risk to public safety as determined by the District in its sole discretion. Any costs incurred by the District for such removal will be charged to the record owner and shall be due and payable to the District within 90 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered. The District will store the removed memorial marker or niche plate, unless severely damaged, for a maximum of 30 calendar days after the date a notice of storage is dispatched to the owner by certified mail, sent by electronic mail or personally delivered. After the expiration of the 30 day period, if the subject memorial marker or niche plate is not reclaimed, the District will deem the memorial marker or niche plate abandoned and dispose of it as the District deems appropriate without further notice to the record owner.