

BURYING YOUR LOVED ONES

In the Historic Natchez City Cemetery

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These Regulations and Procedures have been adopted by the Natchez City Cemetery Association Board of Directors in order to assist families, friends and businesses in the process of burying their loved ones. The Cemetery Association is responsible for perpetual care services, day-to-day burial services, historic preservation and landscape preservation. These Regulations and Procedures also serve to protect and maintain the Natchez City Cemetery as an important sacred and secular place in the community.

Cemetery Business Office
Phone: 601-445-5051
Superintendent available by appointment and
between 8:00 AM and 4:00 PM unless otherwise engaged.

Adopted 4-1-2020

SECTION I: INTERMENT

A. Arrangements for Interments

1. A copy of the burial space deed and a written authorization from the owner of record, a designated representative or successor in interest, or other proper legal authority is required for interment (such as a signed and notarized affidavit).
2. A time for an interment may be requested however, the Superintendent shall have the right to schedule the time when interments or disinterment may be conducted.
3. A minimum of two (2) working days before the announced time of the funeral will be required for the preparation of the grave. If less than two (2) working days' notice is provided, additional expenses may be incurred at the discretion of the Superintendent. For a weekend burial, notice is required no later than 4:00 PM on the preceding Thursday.
4. If the casket or vault is of unusual size, it must be particularly indicated in the request for interment.
5. The Superintendent shall not be responsible when an error occurs from an order placed by telephone regarding grave location or size of casket or vault. The Superintendent reserves the right to make an equitable charge whenever additional labor costs result from such mistake.
6. The Superintendent shall not be liable for any delay in the interment of a body when the rules and regulations have not been complied with or if a protest to the interment has been made.

B. Instructions for Space Holders and Space Holder's Rights

1. A permanent type container such as a concrete liner or burial vault is not required for casket or cremation urn interments.
2. The maximum number of burials in one (1) space is limited to the following (Please note the number of memorial markers is limited with multiple burials in one space. See Section II.):
 - a) Two (2) stacked caskets,
 - b) One (1) casket below with four (4) cremation burials, or
 - c) Four (4) cremation burials.
3. The use of a space is for the owner, trustee of an estate, or such other persons as the owner may designate in writing.
4. Construction or installation of slabs, curbing, steps, fencing, gates, walls, benches, hedging, or enclosures of any kind, or the addition or removal of dirt will not be permitted on or around any space or lot without express written consent of the Cemetery Association. In certain sections, some of these additions are not permitted. It is required that all design concepts shall be brought to the attention of the Superintendent and approved in advance.
5. Wood, iron, concrete, cement, glass, plastic, paper, or other miscellaneous statues or objects as well as objects of a temporary nature will not be permitted. Benches are permitted in accordance with Section II.F. The Cemetery Association reserves the right to remove any objects which are erected, planted, or placed in violation of this rule.
6. In the event of the death of an owner, any and all privileges of the owner shall pass according to the laws of the State of Mississippi.
7. The scattering or release of ashes is strictly forbidden.

C. Service Charges, Space Purchase Pricing, and Payments

1. The Cemetery Association shall have the right to establish a charge and time of payment for each interment and disinterment. Current service charges are available from the Superintendent.
2. The Cemetery Association reserves the right to specify the amounts and terms of purchase of all spaces to the original purchaser. Any special terms or conditions remain attached to the space in the event of sale or transfer of space ownership. Current space pricing is available from the Superintendent.
3. Payment is due directly to the Cemetery at the time services are ordered and when spaces are purchased unless previously arranged with the Superintendent.

- In the event an owner sells a space or spaces, a record of such sale must be provided to the Cemetery Association in a timely manner.

D. Interment, Disinterment, and Re-interment Procedures

- Proper authorization as required by local government or public authority having jurisdiction in the matter must be presented to the Superintendent or Cemetery office prior to or at the time of interment or disinterment. The Superintendent shall not be liable for the accuracy of the data contained in said authorization or for the identity of the person to be interred or disinterred.
- All interments, disinterment and re-interments shall be performed by a funeral director or other person as provided for by the State and local laws. The Cemetery personnel will be responsible only for the opening and closing of the grave.

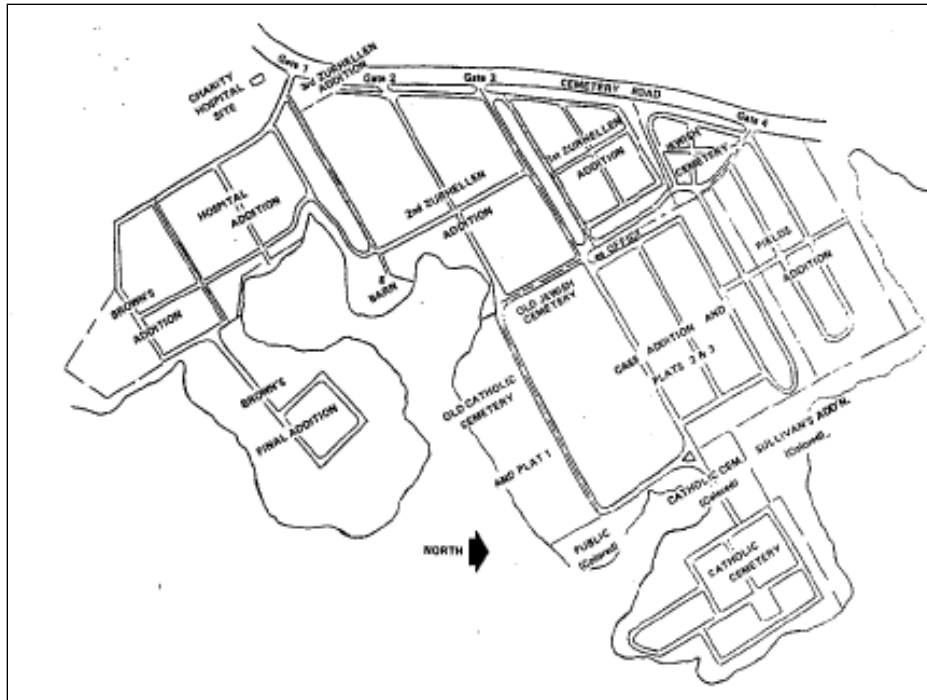
SECTION II: MONUMENTS

A monument is defined as any permanent and visible improvement placed or constructed on a grave. Temporary or semi-permanent monuments are not permitted. All monument designs shall be submitted in advance for acceptance prior to installation. A short approval form is attached to this publication, is available from the cemetery office and online at www.natchez.ms.us (City Government/Departments/Cemetery).

A. General Monument Regulations

- All monuments shall be installed in conformance with these installation regulations in order to be eligible for perpetual care services provided by the Cemetery Association.
- A family plot is defined as a block of four (4) contiguous burial spaces. A family name monument may be placed only in a family plot.
- Only one monument shall be permitted on a grave space. However, a VA marker and a monument may both be permitted on a single grave space if one of the markers is a flush-to-ground.
- Monuments shall be placed in alignment with adjacent monuments and centered at the head of the grave space. The specific location of a monument shall be determined by the Superintendent and shall be coordinated with monument companies during normal cemetery working hours.
- If any existing monument become unsightly, dilapidated, or a menace to the safety of persons within the cemeteries, the Superintendent shall have the right to correct the condition or to remove the monument. The expense of such removal or repair may be charged to the space owner if the monument has not been installed in conformance with these installation regulations.
- Monuments may include names, dates, words and images in conformance with the following sections. Monuments are not permitted to include obscene language or inappropriate images.
- The Natchez City Cemetery is a registered historic site. All historic sections are subject to additional regulations concerning size, location, materials and installation of monuments and also to grandfathered, existing monuments. Monuments in historic sections shall not deter from the historic setting and scale of that section. New monuments must be submitted in advance for review and acceptance by the Cemetery Association. A form for this purpose is included as Appendix A which may be faxed or emailed to the cemetery office. Please refer to the map on the following page for section locations.

Historic Sections		Non-Historic Sections
Plots 1, 2 & 3 Plot 2 Added Addition Case Addition Catholic Cemetery Catholic Hill Public Grounds Old Catholic Cemetery	Jewish Cemetery Fields Addition Public Grounds Sullivan's Addition Zurhellen I and II	Brown's Addition Brown's Final Addition Bluff Plot Hospital Addition MacPherson Addition Zurhellen III



B. Above Ground Monuments

1. All above ground monuments shall be of marble, granite or similar permanent type stone. New monuments of wood, metal, or concrete are not permitted even though monuments of these materials may be present in the vicinity.
2. Above ground monuments (including base and foundation cap) shall not exceed the following dimensions:
 - a) Overall height: shall not exceed six feet (6'-0") above existing grade.
 - b) Base width: shall be at least ten inches (10") less than the grave space width.
 - c) Base depth: shall not exceed eighteen inches (18") in depth. The ground depth of the foundation is addressed in Section G.
 - d) Foundation cap dimensions: shall be a minimum of three inches (3") larger in width and depth than the dimensions of the monument.
 - e) Multiple width monuments which result in a linear connected row of monuments, are permitted.
3. Any marker above the overall height of forty-eight inches (48") shall require prior review and acceptance by the Superintendent.
4. Applied color, photographs, etched plates or appliques attached to a monument are not subject to perpetual care and shall comprise less than 15% of the surface area. Etched stone without color is not subject to this limitation in surface area.
5. Above ground monuments in historic sections shall not deter from or adversely affect the adjacent monument markers in any way including but not limited to scale, materials, base elevation, drainage and spacing. In general, overly large or tall monuments will not be accepted for installation in historic sections. In particular, a single monument spanning two plots shall not create a "wall" effect.

C. Flush-to-Ground Monuments

1. Flush monuments shall be made of granite, marble or a cast bronze plaque that is installed on a granite, marble or concrete base. A cast bronze plaque shall not be directly placed on the ground. All flush monuments and bases shall have finished, smooth sides and bottoms.
2. All flush monuments or monument bases shall be a minimum depth of four inches (4").

3. All flush monuments shall be set on a minimum of two inches (2") of sand for cushioning and leveling.
4. The width of flush monuments shall be at least ten inches (10") less than the grave space width.

D. Plot Perimeter Curbs, Walls, Fencing, and Corner Markers

1. Perimeter curbs (also known as coping), walls, fencing, and corner markers shall be permitted only on family plots comprised of 4 or more graves. All of these items shall be professionally installed. Please note perimeter curbs are not permitted in the Bluff Plot.
2. Permitted materials are as follows:
 - a) Curbs and Corner Markers: granite or marble. Concrete curbs are not permitted for new installations even though concrete curbs may be present in neighboring plots.
 - b) Walls and fencing: Walls and fencing are permitted only in historic sections. Design and materials shall be compatible with the unique and historic setting and adjacent monuments. Design review and acceptance by the Superintendent is required.
3. Plot perimeter curbs and/or corner markers shall be installed as follows:
 - a) Bluff Plot: Not permitted.
 - b) All other sections: flush with the grass or set with a minimum height of nine inches (9").

E. Vaults, Mausoleums, and Crypts

1. For the purposes of this section, a vault is defined as a container into which a casket is placed, and is also referred to as a burial liner. A mausoleum is defined as building or structure which holds above ground remains. A crypt is defined as an underground room or space beneath a church or burial place and may appear the same as a mausoleum above ground.
2. Burial vaults are not required for below ground burials, provided vaults are not required by current regulation or laws. If utilized, vault materials shall be precast concrete (full base and lid), sectional precast concrete, masonry or metal. Wood vaults are not permitted under any circumstances because they cause excessive ground settlement. Wood caskets are permitted.
3. Burial vaults entirely above ground are prohibited. However, exposed vault lids designed for this purpose including a closure seal and finished material quality are permitted. There shall be no exposed handles. Permitted exposed vault lid materials varies by section and is noted in the chart below.
4. Mausoleums and crypts may be permitted on certain spaces in certain sections of the Cemetery. Coordination with and approval by the Superintendent regarding size, location and materials of all mausoleums and crypts is required prior to delivery to the cemetery.
5. All mausoleums, crypts and vaults shall not exceed the following dimensions:
 - a) Overall height: shall not exceed six feet (6'-0").
 - b) Base width: shall be at least ten inches (10") less than the width and length of the grave space.
 - c) Multiple space structures are permitted. Perimeter clearances shall be the same as above.
6. In historic sections of the cemetery designated in Section II. A. 6, the design and materials of the mausoleum or crypt shall be compatible with the unique and historic setting and adjacent monuments. In the non-historic sections of the cemetery, additional modern materials are permitted. See chart on following page.

APPROVED MATERIALS
Mausoleums, Crypts, Vault Lids

Cemetery Section	Design/Style	Materials
Historic Sections	Traditional Historic Historic Interpretation	Stone, Marble, Granite
Non-historic Sections	All of the above plus: Contemporary Modern	All of the above plus: Precast concrete with pebble or stucco finish

F. Permanent Benches, Statuary, and Other Improvements

1. Permanent benches and statuary are permitted provided they are installed in conformance with these regulations. The Superintendent shall have the right to remove temporary benches, statuary and other improvements that interfere with cemetery maintenance.
2. Benches and statuary shall be placed only within the dimensions of the burial space and may not extend onto other spaces, roads or alleys.
3. Permanent benches, statuary and other improvements located on burial spaces shall be of marble, granite or similar permanent natural stone and therefore shall be eligible for perpetual care. Items comprised of concrete, aluminum, iron, plastic, resin or other materials are not eligible for perpetual care and are subject to removal at the discretion of the Superintendent.
4. Memorial benches may be donated to the cemetery for placement in commons areas. Please contact the Superintendent for information.
5. Permanent benches, urns, statuary and other improvements shall require prior review and acceptance by the Superintendent and shall be installed on in-ground foundations or a foundation cap, not simply placed on grass.

G. Monument Foundations

1. No precast foundation slabs are permitted. Foundations shall be poured in place concrete in conformance with the following specifications.
2. The size of concrete foundations for all above ground monuments shall be one inch (1") larger in length and width than the size of the monument base or foundation cap. Foundations shall be a minimum of eight inches (8") thick and shall have perpendicular sides and a flat bottom.
3. The top of concrete foundations shall be from one to two inches (1" to 2") below the top of the ground to allow for adding cement grout to level the monument base.
4. Excavations for foundations for above ground monuments shall be a minimum of ten inches (10") deep from the top of the ground.
5. If the monument base is two feet (2'-0") or more in length, the foundation shall include one six-inch (6") diameter hole dug eighteen inches (18") deep below the bottom of the excavation at each end of the excavation.
6. Concrete for all monument foundations shall be 1 part cement, 2 parts sand and 4 parts gravel. Commercially premixed, dry concrete mix is permitted.
7. In the event the height of the monument exceeds its width, grouted metal dowels shall be required to connect the sections of the monument to the foundation.

H. Burial Preparation and Installation Rules

1. Funeral homes, monument dealers and monument installers shall abide by all the rules and regulations of the cemetery.
2. The Superintendent reserves the right to approve the size, craftsmanship, quality, inscriptions, and foundations of monuments placed or to be placed in the cemeteries.
3. Funeral homes shall schedule the interment at least 2 days in advance with the Superintendent and shall be responsible for knowing the location of the burial space prior to arriving at the cemetery to set up for a service. For weekend burials, notice is required no later than 4:00 PM on the preceding Thursday.
4. Monument dealers or installers shall schedule in advance with the Superintendent when a monument will be placed during normal working hours and cemetery personnel shall be present at the time of placement.
5. Monument dealers engaged in placing or erecting monuments or other structures are prohibited from scattering their material over adjoining spaces, or from blocking roads or walk, or from leaving their material on the grounds longer than is necessary. Damage done to spaces, drives, trees, shrubs or other property shall be repaired at their expense to the satisfaction of the Superintendent.
6. Work of any nature may be stopped if proper preparations have not been made, or when work is being done in such a manner as to endanger life or property; or when there is evidence of misrepresentation; or when work is not being executed according to specifications; or when any reasonable request on the part of the Superintendent is disregarded; or when any person employed in the work violates any rule of the cemetery.
7. The regulations apply to permanent benches, statuary, and other improvements to be installed by monument dealers, contractors, family members, or other parties.

SECTION III: LANDSCAPING & DECORATIVE ITEMS

A. General Landscaping Regulations

1. Trees, shrubs and flowers in conformance with the regulations may be planted on burial spaces. No landscaping shall be planted in any driveway or carriageway or nearer than two (2) feet from an adjacent space unless the adjacent space belongs to a family member. All maintenance of additional planted material is the responsibility of the space holder, the space holder's family or designated persons.
2. Trees: Hardy, small to medium sized trees are permitted, including but not limited to crepe myrtle, sweet olive, and tree sized holly. Artificial trees are not permitted. Large trees are not permitted because they impact adjacent burial spaces.
3. Shrubs: Hardy, drought tolerant, non-spreading shrubs are permitted, including but not limited to camellia, rose, althea, azalea, shrub sized holly, and boxwood. Artificial shrubs, including topiary are not permitted.
4. All landscaping shall be submitted in advance for acceptance prior to installation. A short approval form is available from the cemetery office.

B. General Decorative Items Regulations

1. Live and artificial flowers are permitted but must be firmly attached to the monument or in a permanent vase installed on the monument or in the ground. Glass vases and plastic vases with and without an anchoring spike are prohibited and subject to removal. Flowers directly inserted into the ground are subject to removal. These regulations are enforced for the safety of cemetery maintenance personnel. These personnel will also remove live flowers when they have wilted or died, artificial flowers when they have faded, and holiday decorations no less than 30 days after the associated holiday.
2. In non-historic sections, small decorative items are permitted provided they are attached or affixed to the monument or monument base. Objects which impede maintenance are subject to removal.
3. Decorative items not permitted include: glass objects of any kind, noise making items including but not limited to wind chimes and recorded voices, moving objects, and lights (colored or white). No battery operated items are permitted.

SECTION IV: MAINTENANCE RESPONSIBILITIES

A. Maintenance of Monuments

1. All monuments shall be installed in conformance with these installation regulations in order to be eligible for perpetual care services provided by the Cemetery Association. Other structures, slabs, curbing, steps, fencing, gates, walls or benches are not included in perpetual care services provided by the Cemetery Association. Maintenance of these items are the responsibility of the space holder, the space holder's family or designated persons.
2. In keeping with the historic, architectural, social, and cultural importance of the Natchez City Cemetery, family members, descendants, organizations, and others are encouraged to engage in the maintenance and preservation of this cemetery under the direction of the Superintendent. The following guidelines apply:
 - a. Stone and masonry are damaged by chemicals, especially bleach and household cleaners. No cleaning of historic monuments is permitted without advance approval and confirmation of cleaning methods.
 - b. .Prior to cleaning any monuments, obtain proper instruction for cleaning methods and materials. No power washing or bleaching of any monument is permitted. The least abrasive cleaning method with the mildest cleaning solution is recommended. Use of a biocidal cleaner for algae, mold, moss and lichen is recommended.
 - c. The National Park Service recommends procedures for cleaning headstones at this link:
<https://ncptt.nps.gov/wp-content/uploads/Best-Practices-Final.pdf>

B. Maintenance of Landscape

1. The Cemetery Association is responsible for trimming, edging and cutting grass on a burial space and for maintaining trees located within the driveways and carriageways. All landscape maintenance associated with decorative plants and trees installed after interment is the responsibility of the space holder, the space holder's family or designated persons.
2. The Superintendent reserves the right to remove landscaping and decorative items that obstruct grounds maintenance, become unsightly or otherwise affect adjacent spaces.

NATCHEZ CITY CEMETERY
Approval Submittal Form for Monuments in Historic Sections

Fax to: 601-445-5051
Email to: natchezcitycemetery@msn.com
Mail to: PO. Box 1738, Natchez, MS 39121

Submittal Date:	Applicant Name*:
Plot Section:	Applicant Phone:
Lot Number:	Applicant Fax:
Space:	Applicant Email:

*Applicant may be an individual, a monument company, or a funeral services company.

Attach legible drawing or sketch below the monument with all dimensions (height, width and depth).
Include base and foundation cap, if applicable.

Cemetery Association Approval
Approved Date:
Return to Applicant Date: