

**ADDENDUM TO IVY HILL CEMETERY RULES AND REGULATIONS
APRIL 2017**

**REQUIREMENTS / REGULATIONS / SPECIFICATIONS FOR THE SALE AND
INSTALLATION OF MARKERS, MONUMENTS AND MEMORIALS
INFORMATION FOR FAMILIES AND AUTHORIZED DEALERS.**

A. SUMMARY MEMORIAL INFORMATION -- The Cemetery shall not permit the installation of any structure that would interfere with the general good effect of the grounds or obstruct the view or cause annoyance to adjoining owners, or permit tablets or ledgers which cover a major portion of the interment space. No memorial shall be installed until the space/niche in which the memorial is to be installed has been paid in full.

1. **Bronze Memorials Only** in Veterans Section T, Section 6 and portions of Sections 1, 2, 3, and 4 and other areas as they are developed. (No planting permitted.)
 - a. Individual memorials with a vase shall be 24 inches by 14 inches unless specifically approved by the Cemetery.
 - b. A bronze memorial for a child under the age of six (6) years, may be sized down to no less than 16 inches by 8 inches.
 - c. All companion or family bronze memorials must be 44 inches by 14 inches unless specifically approved by the Cemetery.
2. **Individual Bevel Stone Marker Only** in Sections 3-1, 3-2. (No planting permitted.)
 - a. Maximum stone size 2 feet X 12 inches X 10 inches
3. **Slant or Low Stone Memorial Only** in various sections in the cemetery. (No planting permitted.)
 - a. Maximum stone size 1 foot 10 inches in height, 2 feet 6 inches in length for individual, or 3 feet 10 inches for double, and, for all, not more than 1 foot 6 inches in width.
4. **Individual Stone Memorial Only** (No planting permitted.)
 - a. Maximum stone size 3 feet 2 inches in height, 2 feet 6 inches in length, 1 foot 6 inches in width.
5. **Monuments**
 - a. Maximum stone size 4 feet in height, 4 feet 6 inches in length or 1 foot 6 inches in width unless specifically approved to be larger by the Cemetery.
 - b. The Cemetery will require a reduction of 6 inches in the height and length of monuments where placement is limited or intended to be for 2 sites.
 - c. Small Monument (Section 3-3, 4-2 and in various areas of section 5 as developed) max stone size for individual monument 2-6 X 1-2 X 2-8). No planting is permitted.
 - d. Double or Combination Monument (Section 3-3, 4-2 and in various areas of section 5 as developed). Maximum stone size 3 feet 10 inches X 1 foot 2 inches X 2 feet 8 inches. No planting is permitted.

B. STONE MEMORIALS

1. Individual stone memorials shall not exceed 3 feet 2 inches in height, 2 feet 6 inches in length or 1 foot 6 inches in width.
2. Individual stone monuments shall not exceed 4 feet in height, 4 feet 6 inches in length or 1 foot 6 inches in width without the express permission of the Cemetery. A reduction of 6 inches in the height and length of monuments may be required where placement is limited or if intended to be for 2 sites only.
3. Low Monuments shall not exceed 1 foot 10 inches in height, 2 feet 6 inches in length for individual or 3 feet 10 inches for a companion and, for all, not more than 1 foot 6 inches in width.
4. Small Monuments shall not exceed 2 feet 8 inches in height, 2 feet 6 inches in length for individual or 3 feet 2 inches in height, 3 feet 10 inches in length for a companion, and for all, not more than 1 foot 2 inches in width.
5. Granite corner posts, where they are permitted, must be cut and set so as not to encroach on adjoining areas, and, if allowed, must be level with the ground. Should the Cemetery for any reason remove any corner posts, it will reset same. level with the ground.
6. Corner markers will no longer be allowed in any Sections in the Cemetery other than those that are now in place or those that may be furnished by the Cemetery to number the Sections.
7. In the event a memorial is placed in a lot in such a fashion that it becomes necessary to remove it for an interment in the same family lot or adjacent family lot, an extra charge will be made in addition to the cost of the interment.

C. BRONZE MEMORIALS

1. The Cemetery has adopted certain regulations to preserve uniform beauty and equality of all bronze memorials. Each memorial must meet the following minimum specifications. The word "Memorial" hereinafter in this section means all bronze markers and/or memorials or other bronze structures allowed by the rules and regulations of Ivy Hill Cemetery Company.
2. Each casting shall be true, free of all weakening defects of any character and free from minor defects and imperfections which would be visible from three feet.
3. All exposed surfaces must be smooth; no sand-like roughness will be permitted.
4. All letters, numerals, ornamentation and insignia must be hand chased, finely buffed and highlighted.
5. Background shall be sculptured texture per approved sample in Cemetery Office. Background shall be finished in dark statuary bronze color, secured by entirely chemical means throughout the formation of cuprous oxide and cupric oxide on the background surface. No sulphide finishes or painted pigmented lacquer finishes will be permitted

except as may be specified elsewhere in these regulations.

6. Each memorial shall be cast with integral bosses on the back of the marker in locations specified by the Cemetery. These bosses shall be drilled and tapped to receive 3/8" diameter anchor lugs of brass or bronze from 4" to 6" in length, these anchor lugs to be supplied to the Cemetery with the memorial.
7. The bronze alloy shall consist of:
 - a. Not less than..... 87% copper
 - b. Not less than.....5% tin
 - c. Not less than..... 2.5% lead
 - d. Not less than..... 5% zinc
 - e. All other elements in total not to exceed.....1%
8. To preserve uniform beauty in sections of the Cemetery that have specific bronze areas, the size of all individual memorials without a vase shall be 24 inches by 12 inches unless otherwise specifically approved in advance.
9. All individual memorials with a vase shall be 24 inches by 14 inches unless otherwise specifically approved in advance, except that a marker for a child under the age of six (6) years, may be sized down as far as 16 inches by 8 inches.
10. All Standard companion or family memorials must be not more or less than 44 inches by 14 inches unless specifically approved.
11. All Standard memorials must be rectangular, ordered in the dark finish, have oval face lettering when possible, and be set on a base.
12. Select Memorial Designs, from an approved vendor, may be ordered in other sizes and shapes with differing colors, texture and letter styles when specifically approved for designated locations within the cemetery.
13. In order that the Cemetery may render proper service in future years, all markers purchased from any source other than the Cemetery must be accompanied by a statement outlining:
 - a. Dealer's name and address
 - b. Manufacturer's name and address
 - c. Manufacturer's order number

D. SPECIAL RULES FOR INSTALLATION OF BRONZE MEMORIALS BY VENDORS

1. All owners, or anyone duly authorized to act for or on behalf of any owner, before ordering any bronze memorial must secure from the Cemetery written approval of design, size and lettering style
2. With all bronze markers or memorials not purchased through the Cemetery, the owner offering such marker or memorial for installations may be required to provide the Cemetery an affidavit of analysis of the specific memorial or marker offered for

acceptance by the Cemetery.

3. The Cemetery requires that all bronze memorials be installed on an approved synthetic base or on a granite base. The Cemetery shall have the right to require that proper location information be incorporated in any monument, marker or memorial. An example would be **31,26,1-4** or **R,144,3**. This information must be cast into the memorial where specified or approved by the Cemetery.
4. The Cemetery shall retain control of all installations, making certain that all work is properly completed. A published fee based on the size of the memorial base shall be paid by the owner in advance of installation.

E. VENDOR WORK PERMITS (TAKEN FROM SECTION XIV OF THE RULES AND REGULATIONS)

1. The Cemetery requires a Work Permit for all work performed in the Cemetery except by Cemetery personnel or its agents. Vendors (i.e., monument dealers, florists, landscapers, etc.) entering the Cemetery grounds to perform work must have written permission or a valid contract with the Cemetery for performing work on Cemetery grounds. Failure to comply will constitute trespass.
2. This rule applies, but is not limited to, the gathering of information for commercial purposes, as to size, color, type of plant or flower, obtaining a rubbing or photographs pursuant to the matching of memorialization, inscriptions or plant material, the cutting of inscriptions, installation of foundations, the setting of or cleaning of memorials, the planting or placing of flowers, plant materials and decorations, or the pruning or removal of any plant material or decoration.
3. The cemetery requires that all outside commercial vendors performing work on the Cemetery grounds provide the Cemetery with Liability and Workers' Compensation Insurance Certificates. The certificates naming the Cemetery as an insured must show evidence of at least \$1,000,000 comprehensive general liability, \$1,000,000 vehicular liability and a minimum \$100,000/\$300,000 workers' compensation coverage. This certificate must be updated at least yearly by the dealer's insurer when policies are renewed or cancelled.
4. Work permit applications shall be filed in the Cemetery office and on forms provided by the Cemetery may be granted by the Cemetery General Manager or designee upon satisfactory review of the applicant.
5. Licensed Funeral Directors and their vault companies that regularly work in the Cemetery are exempt from the work permit requirement.
6. A valid work permit shall be displayed in the vendor's vehicle windshield while on the Cemetery grounds. If undated, the work permit must be returned to the office upon completion of the work.

7. All earth, rubble, excess sand, trimmings or rubbish of any kind created or accumulated by the permit holder must be removed by the vendor from the Cemetery, not placed in the Cemetery trash or disposed of within the Cemetery in any manner, unless expressly agreed to by the Cemetery.
8. The Cemetery will inspect the work performed to determine that the work has been completed in a satisfactory manner and in accordance with the Rules and Regulations.
9. All work and other activities must cease in nearby areas when a funeral service is in progress as directed by Cemetery staff.