

City of Apopka - Edgewood/Greenwood Cemetery

Ordinance No. 2456, Adopted October 21, 2015

Rules and Regulations

1. The cemetery gates will be open from dawn to dusk, unless otherwise posted. The City Clerk's Office, located at City Hall, 120 E. Main Street, Apopka, will be open from 8:00 a.m. until 5:00 p.m., Monday through Friday, excluding official City holidays.
2. The City is not liable for the identity of the remains brought for interment, nor for the embalming of the body.
3. A map or plat of the survey of the cemeteries which shall set forth each burial space shall be maintained in the City Clerk's Office.
4. The cemetery personnel shall be responsible reporting violations of ordinances, rules, regulations, policies, and procedures pertaining thereto. The cemetery personnel shall also supervise all workers within the boundaries of the cemetery grounds.
5. The City Clerk shall be responsible for the cemetery records, issuing Right of Interment Certificates, transfers, permits for interment and/or disinterment, grave marker permits, collecting fees, and executing applicable cemetery documents.
6. Entrance into the cemetery shall be by Highland Avenue and Fayette Street only, or as determined by the City.
7. The cemetery personnel shall be contacted by the City Clerk's Office to assist burial space owners and visitors from 8:00 a.m. until 3:30 p.m., except Saturday, Sunday, and City holidays. If deemed necessary by the cemetery personnel, staffing may be adjusted to meet certain needs for weekend and/or holiday requests.
8. Any person found on the cemetery grounds after dark will be considered trespassing and is subject to law enforcement action.
9. All persons are prohibited from gathering flowers, either wild or cultivated, or breaking trees, shrubs or plants on the cemetery grounds.
10. No person shall be permitted to sit on monuments within the cemetery.
11. Loud talking shall not be permitted upon the cemetery grounds. The use of profane language is forbidden.
12. Rubbish is to be removed from the cemetery, or disposed of properly in waste containers provided by the City.
13. Automobiles shall not be driven through the cemetery at a speed greater than five (5) miles per hour. No person shall park any automobile or any vehicle so as to obstruct cemetery driveways, and no person shall drive or park vehicles on burial spaces, except for burial equipment or grounds maintenance equipment. Motorists damaging any cemetery property shall be responsible for all costs incurred in restoring damaged property to its original condition.
14. The City reserves the right of ingress and egress on and over any space(s) not occupied or previously purchased. All plats recorded subsequent to the adoption of this ordinance shall document any said ingress and egress.

City of Apopka - Edgewood/Greenwood Cemetery

Ordinance No. 2456, Adopted October 21, 2015

15. The sounding of horns, sirens, or other automobile signals within the cemetery is prohibited except in an emergency.
16. The playing of loud music from any amplifying device is prohibited, unless approved by the Cemetery Personnel as a part of the burial ceremony.
17. Heavy hauling trucks or commercial vehicles of any kind are not permitted within the cemetery grounds, except those on business in connection with cemetery work, and only by permission of the Cemetery Personnel.
18. Peddling of flowers, plants, or soliciting the sale of any commodity is absolutely prohibited within the confines of the cemetery.
19. No signs or notices of advertisements of any kind shall be permitted within the cemetery.
20. Pets shall not be allowed on the cemetery grounds except in the case of a companion animal to assist a challenged visitor.
21. Funeral Directors, vault companies and monument companies will be held responsible for the actions of their drivers and other employees within the cemetery.
22. The City Clerk and the cemetery personnel, or their designee, are hereby expressly empowered to enforce these rules and regulations, and to expel from the cemetery grounds any person violating the same including employees of outside agencies, burial space owners, and visitors.
23. Employees within the cemetery shall conduct themselves with decorum at all times and with strict accordance with these rules and regulations, this applies to outside workers, stone masons, florists, etc., as well as to those persons directly employed by the City.
24. No ground sweeping instruments (i.e., metal detectors) shall be allowed in the cemetery.
25. No person may consume alcoholic beverages within the cemetery or carry such onto the premises.
26. All orders, inquiries, and complaints by property owners or visitors shall be reported to the City Clerk.
27. There shall be no loitering on the cemetery grounds.

Decoration of Lots.

1. Artificial or fresh cut flowers may be placed in a metal or plastic vase at the top/head of the space at any time. However, they will be discarded when wilted, faded, broken, or anything of a similar nature.
2. Sprays, wreaths and baskets made from fresh cut flowers will be allowed up to two weeks, or when they no longer conform to the decorum of the cemetery, or become a safety hazard.
3. Items placed on cemetery spaces in celebration of a holiday must be removed within ten (10) days following the holiday, with the exception of Christmas which items must be removed within thirty (30) days following the holiday.

City of Apopka - Edgewood/Greenwood Cemetery

Ordinance No. 2456, Adopted October 21, 2015

4. Fences around burial spaces are strictly prohibited. Fences installed will be removed by the City and may not be replaced.
5. The planting of any kind of trees, vines or shrubs is strictly prohibited without approval of the cemetery personnel.
6. Sod may be installed at grade level only.
7. Burial space owners/heirs are responsible for the appearance of their burial space; however, the City reserves the right to regulate the method of decorating burial spaces and reserves the right, without notice, to prohibit, or remove benches, chairs, settees, hanging plant hooks, vases, artificial flowers, ceramic figurines, picture frames containing glass, grave corners, toys, or any articles that do not conform to the decorum or rules and regulations of the cemetery, or becomes a safety hazard.
8. The City shall not be held liable for lost, misplaced or broken vases, any other decorations, or damage by the elements, thieves, vandals, or by causes beyond its control.
9. Any furnishings or structures that are deemed unsafe by the cemetery personnel shall be removed after prior notice is given or attempted to be given to the burial space owner/heir.
10. The cemetery personnel shall have the authority to order the pruning, transplanting or removal of trees, shrubs, vines, plants or anything growing upon a burial space when they may consider such action in the best interest in the cemetery.

Monuments - Markers - Memorials.

1. A permit must be obtained for any work performed in the cemetery (except maintenance performed by City Personnel in the course of their official duties).
2. Maximum Marker Sizes:

DESCRIPTION	LOT DIMENSIONS	MAXIMUM MARKER SIZE
Single Marker	3.5' x 10'	40" or 3'4"
Double Marker	7' x 10"	82" or 6'10"
Babyland	2' x 3.5'	22" or 1'10"
Children	30" x 6'	28" or 2'4"
Toddlerland	2.5' x 7'	28" or 2'4"
Cremains (flat only)	3.5' x 2.5'	40" x 28" or 3'4" x 2'4"

Minimum marker size shall be a 12" x 24" bronze plaque with a concrete or granite base, unless being placed by the City under the rules for the marker deposit.

3. All coping and ledgers must be of polished granite or marble and installed even with the ground. Ledgers shall be a minimum of four (4") inches in thickness and a maximum size of 7'.0" x 3'.0". Coping is not permitted in designated "cremation" sections, Babyland, Toddlerland, or other restricted areas of the cemetery.

City of Apopka - Edgewood/Greenwood Cemetery

Ordinance No. 2456, Adopted October 21, 2015

4. The use of tiles, bricks, rocks, gravel, crushed rock, oyster shells, mulch, cinders or other material on any burial space in the cemetery is strictly forbidden. The cemetery personnel may remove said material without notice to the burial space owner.
5. Homemade markers, coping, or ledgers of any kind, including that associated with countertop granite or yard decoration is prohibited.
6. Persons erecting monuments, other structures, or work of any kind, will not be permitted to scatter material or rubbish over adjoining lots. They shall be required to set their work or complete their labors as soon as possible after entering the cemetery, under the instructions and direction of the cemetery personnel. All rubbish is to be removed at once and in the case of neglect, such removal will be made by the City at the expense of the burial space owner/heir or contractor.
7. Private contractor firms will be held responsible for any damage done by them whatsoever in the cemetery, and shall at all times be subject to the control and direction of the cemetery personnel.
8. Private contractor firms and others are prohibited from placing their names on any signs with a view of advertising within the limits of the cemetery.
9. Any memorialization of a second interment in a double interment space must be by way of a single, flat marker at the foot of space, installed at grade level, if not memorialized on the monument at the head of the space.
10. Symbols, as of faith, hope and love, as well as religious symbols, and emblems of fraternal and military organizations contribute to the significance of a memorial. The addition of symbols, epitaphs and historical inscriptions added to monument, markers and memorials whenever possible are encouraged.
11. Only one monument, marker, or memorial will be allowed at the head of each burial space & one flat marker is permitted at the foot of the space.
12. Monuments shall be etched, grooved or embossed with the deceased name to create a durable record of the deceased. Memorials or inscriptions deemed to be offensive by the City shall be removed or corrected at the expense of the owner. Markers in restricted cemetery sections are limited to ground level markers only, and coping is not permitted in these sections. (i.e., Cremation Section and certain other specified sections reserved for regular burials.)
13. Burial spaces must be paid in full before the installation of monuments, markers, or memorials will be allowed.
14. The City will assume no responsibility for the correct location of the monument, marker, or memorial. Any changes ordered by the owners will be made at their expense.
15. Should any monument, marker, or memorial become damaged, or a menace to safety, the City may, at the expense of the burial space owner/heir, repair, improve or remove it, after an attempt to contact the burial space owner/heir has been made.
16. Private contractors shall set monuments in conformity with cemetery requirements and in accordance with the trade standards of proper methods of handling and setting. A Grave Marker Permit must be completed at least 24 hours prior to monument installation. Such permit is issued by the City Clerk's Office. All monument installation policies must be adhered to by the private contractor installing the monument.

City of Apopka - Edgewood/Greenwood Cemetery

Ordinance No. 2456, Adopted October 21, 2015

17. No curbing, hedging, grave mounds, boarders, enclosures, mausoleums, walks of any kind shall be allowed to be built or placed on any burial space in the cemetery. The City reserves the right to remove or add the same without recourse.
18. The bottom of every stone should be dressed to an even level bed so that it will stand plumb, resting firmly and level on a foundation. All joints shall be sealed against moisture and with non-staining material.
19. No permanent monuments, markers, memorial will be permitted in the cemetery when made of wood, iron, Plaster of Paris, cement, limestone, soapstone, artificial stone, slate, metal composition, or PVC piping. All monuments shall be constructed of granite, standard bronze, marble, or like material and set upon a base.
20. The provisions of this article shall not be construed to be retroactive, and any existing monuments, markers, or memorial which conforms to the regulations in effect when such monuments, markers, or memorials were installed, shall not be rendered illegal or in violation through the adoption of these regulations. If any nonconforming or "grandfathered" monuments, markers, or memorials are replaced, for any reason, the nonconforming or "grandfather" use shall be deemed abandoned and shall not thereafter be permitted to continue.

Restricted Areas.

The City may designate a Right of Interment Restricted Section of the cemetery, and the following shall apply to those sections:

1. Flat markers only are permitted in a Right of Interment restricted section of the cemetery. A vase is permissible within the perimeter of the monument as an invertible vase only. No structures, benches, fences, or mounds permitted. Full grave slabs which cover any portion of the spaces except for the monument headstone are prohibited in this section. No planting except in designated areas by permission of the Cemetery personnel. Memorials, or headstone, located on the west end of the site, must be in accordance with the general layout of the cemetery.
2. Only one bouquet of flowers may be placed on each burial space, providing they are placed in an approved ground level vase or in a vase that is part of the memorial. Any extra items placed on holidays or other special occasions will be removed in ten (10) days.
3. The marking of each burial space, is restricted and limited to a flat monument, set flush with the turf, and of such dimensions, materials, design, finish and construction as designated by this code.
4. For the safety and maintenance of the cemetery, any item consisting of glass, brick, wood, metal (except temporary metal markers), and any toys, souvenirs, yard decoration, or other items set out in this Chapter as being prohibited, are prohibited from being placed upon any burial space in restricted sections of the cemetery.