	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

PURPOSE

Summit Cemetery is owned and operated by the Village of Summit. In accordance with Wis. Stat. Sec. 157.11 and Section 8-32 of the Village of Summit General Ordinances, the management, care, and financial health of the Cemetery has been delegated to the Cemetery Board. To ensure mutual protection of plot owners and the Cemetery, the following rules and regulations have been adopted by the Cemetery Board. All property owners of interment rights, persons within the Cemetery, and all interment rights sold shall be subject to said rules and regulations. Any reference to these rules and regulations in the contract, deed, or certificate of ownership to interment rights shall have the same force and effect as if set forth in full therein.

These rules and regulations are designed for the protection of Summit Cemetery, as well as, collectively, all owners of burial rights. They are intended not as restraining, but rather as preventing the inconsiderate from taking unfair advantage of others. Their enforcement will help protect and preserve the beauty of the Cemetery.

The Cemetery expressly reserves the right, at any time and without notice, to adopt new rules and regulations or to amend, modify, or repeal any section, paragraph, or sentence of these rules and regulations.

The Rules and Regulations shall be on file at Village Hall located at 37100 Delafield Road, Summit, WI 53066, and copies shall be made available to all new owners and to interested parties upon request.


GENERAL RULES AND REGULATIONS

I. Rules and Regulations of the Cemetery, prices for burial spaces, and services provided are made by the Cemetery Board and approved by the Village Board.

- A. The Village reserves the right, with or without notice to plot owners, to adopt new rules and regulations or to amend, alter, and/or repeal any rule, regulation, and/or article, section, or paragraph contained herein.
- B. Special cases may arise in which the literal enforcement of the rule may impose unnecessary hardship. Subject to approval of the Cemetery Board, the Cemetery reserves the right to make exceptions, suspensions, and/or modifications in any of the Rules and Regulations.
- C. The Village Board, Cemetery Board, and Sexton shall have the authority to enforce all rules and regulations of the Cemetery.

II. Sale and Transfer of Gravesites

- A. Plot and single gravesites are sold on a first come, first served basis.
 - a) A "Plot" consists of 8 gravesites.
 - b) Only the Cemetery Board shall have the right to determine whether a person may acquire more than one plot in the Cemetery.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

- c) Plot owners are encouraged to designate the individual gravesites at the time of purchase.
- B. Gravesites must be paid for in full before a burial takes place. Full purchase price must be paid before a Summit Cemetery Deed is issued.
- C. Purchasers of plots or gravesites acquire the right and privilege of burial and erection of monuments and grave markers subject to the conditions and rules now in force, or which may hereafter be enacted by the Cemetery Board.
- D. Ownership of the Cemetery plots or gravesites shall descend to the owner's heirs; but any one or more such heirs may convey to any other heir his or her interest in the Cemetery plot or gravesite, per Wis. Stats. §157.10.
- E. All grave owners are required to notify the Cemetery of any change of address. All notices required to be sent shall be sent to the last recorded address and such notices shall be deemed adequate.
- F. All gravesites sold by the Village shall be governed by the laws of the State of Wisconsin (Chapter 157 Disposition of Human Remains) and the Rules and Regulations of the Cemetery as determined by the Village.

III. Resale of Plots


- A. In all cases where a plot, or any part thereof, is transferred from one owner to another, a properly executed deed or completion of a Cemetery Deed Transfer Form must be presented to the Sexton for record before an interment can be made by the owner if written designation of burial rights is not on record with the Summit Cemetery.
- B. For any sale or transfer of a plot or a gravesite from a plot, a sum of \$50.00 will be paid to Summit Cemetery for administrative costs for such a transfer.

IV. Long-Term Care

- A. Long-term care fees are included with the purchase of all Cemetery plots or gravesites.
- B. Long-term care services performed by the Village include grass mowing and trimming, road maintenance, and leveling and reseeding of sunken graves and markers.
- C. Long-term care does not include repair or replacement of markers, monuments, and foundations.
- D. The Village Clerk/Treasurer serves as ex-officio commissioner of the Cemetery fund.

V. Interments


- A. To open a grave, the person ordering the same must contact the Sexton with the request.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

- B. Notice of impending burial must be given to the Sexton no less than three (3) business days from the date of burial. For example, a Monday burial at 10:00 a.m. would require notice by 10:00 a.m. the previous Wednesday. Exceptions may be granted by the Sexton.
- C. No interments shall be allowed until the space, perpetual care, and opening/closing costs have been paid in full. All graves will be prepared by the Village or their contractor.
- D. No person, except someone acting under direction of the Village, shall dig any grave within a Cemetery owned and operated by the Village.
- E. Funeral homes must be licensed by the State of origin and provide final disposition on out of state burial transit permits.
- F. Depth of a grave for a full burial shall be at least four feet deep for an adult and for a child.
- G. No human remains may be buried in a Cemetery gravesite except the human remains of one having interest in the Cemetery gravesite, or a relative, except by consent of all persons having an interest in the Cemetery gravesite, per Wis. Stats. §157.11.
- H. All interments in gravesites shall be restricted to persons designated by the gravesite owner. If an order is presented for the interment of a person not a member of their immediate family, written authorization from the gravesite owner must be filed with the Sexton.
- I. Interment of two full burials in one gravesite will not be allowed except in case of parent and infant, or in the cast of twin infants (up to 12 months). Interment of two (2) cremains in one gravesite will be allowed where there is not full burial. Interment of one (1) cremains and one conventional full burial is allowed. An additional opening fee will apply in cases of multiple interments within the same gravesite. Only one monument per gravesite is allowed, plus the addition of one flat marker in the event that there are multiple interments.
- J. Interment of cremains shall be allowed within cremation monuments specifically designed to hold cremation urns for ashes or personal columbarium niches, provided the monument or personal columbarium meets requirements of Section IX. A maximum of two interments per grave site, regardless of whether they are interred in the grave or within a monument or personal columbarium on top of the grave, shall be allowed.

VI. Disinterment

- A. No removal of a body from the Cemetery shall be made except by written approval to the Cemetery Board, and presentation of a legal permit granted by the County Coroner and the approval of the grave owner or next of kin. No disinterment shall be allowed without following all applicable State Statutes.
- B. The Village is not responsible for any damages to the vault as a result of disinterment. A disclaimer must be signed in advance by the gravesite owner or next of kin.
- C. All applicable fees must be paid in advance by the permit holder.


	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

VII. Vaults

- A. All burials, except cremains, must be in a concrete vault.
- B. The handling and sealing of vaults must be performed by a skilled professional contracted by or on behalf of the gravesite owner.
- C. Cremains must be placed within a gravesite or niche and reduced to particle size pursuant to Wis. Stats. §440.80(2)(a) and (b).

VIII. Decorating Gravesites


- A. The placing of cut flowers or plastic flowers over individual graves shall be permitted; however, the Village shall not be responsible for the care of such flowers or the containers that they are placed in. Further, the Village shall be permitted to remove, without notice, all flowers, real or artificial, that, in the opinion of the person in charge of maintenance of the cemetery, require removal.
- B. No plants, including annual flowers, perennials, shrubs, and trees can be planted in the ground without written permission of the Sexton. Trees and shrubs are prohibited within the gravesites.
- C. No digging or fertilization of the grave spaces is allowed.
- D. The following decorations are not permitted unless authorized by the Cemetery Board: toys, mementos, figurines, lighting, border edging, fencing, benches, rocks, gravel, bricks, and mulch.
- E. All shepherd hooks must be placed as close as possible to the left or right side of the marker or monument. The basket must hang over the marker or monument as not to encroach over adjacent grave sites or inhibit cemetery maintenance activities.
- F. No standing easels, except for holiday wreaths, are allowed.
- G. No decorations can infringe upon the adjacent gravesites.
- H. Urns and vases must be placed next to either side of the cemetery marker or monument on the foundation and within the protected marker or monument row.
- I. Artificial flowers should be in good taste and of a construction which will not deteriorate in the elements.
- J. Fresh cut flowers should be removed by plot owners when they wilt and become unsightly. All funeral flowers left at the grave shall be removed from the Cemetery when they start to deteriorate.
- K. Fresh flower arrangements and artificial flowers must be put in durable containers. Glass, ceramic, china, or other fragile vases are not permitted.
- L. Styrofoam constructed decorations and vases are prohibited.
- M. Annual flowers and perennials must be planted in urns or vases constructed of granite, dark marble, cement, painted cast iron, or durable plastic.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	


- N. All urns and vases must be kept in good condition. Iron vases must be properly painted. Broken or unpainted vases will be removed by the Village.
- O. Vases or urns that are not planted for three consecutive years will be removed and disposed of by the Village.
- P. Prohibited plants include rose bushes, irises, lily of the valley, and perennials that have thorns or require special care.
- Q. Grave blankets are prohibited.
- R. The Village is not responsible for the theft or damage of any items placed on a gravesite.
- S. Waste receptacles are provided for the deposition of waste, litter, weeds, decayed flowers, and plants.
- T. All unauthorized decorations will be removed and discarded without notice. The Village is not responsible for these items.
- U. The Village has the right to remove or trim any tree or shrub situated on any grave which becomes, by means of its roots, branches, condition, or in any other respect, detrimental to the adjacent plots, roads, or general appearance of the grounds. Trees or shrubs may also be removed or trimmed which restrict access to grave sites for burial purposes.
- V. The Village has the right to remove any plants that are planted in the ground or landscape decorations which do not conform to the Cemetery Rules and Regulations.
- W. Spring Cleanup – All decorations must be removed no later than March 15th of each calendar year.
- X. Fall Cleanup – All artificial or annual flowers, including containers, must be removed by October 1st of each calendar year.
- Y. The Village is NOT responsible for reimbursement for any plants or decorations removed by Cemetery staff or damage by the maintenance crews.

IX. Monuments and Markers

- A. Gravesite owners are encouraged to contact the Cemetery Sexton regarding procedures prior to ordering or setting of any marker or monument.
- B. All gravesites require a Cemetery marker or monument within one year of burial except by special exception by the Sexton.
- C. Only those markers and monuments authorized by the Village shall be permanently placed on any gravesite.
- D. All private contractors performing marker and monument work within the Cemetery must be pre-approved by the Village.
- E. All plot or gravesite fees must be paid before placement of markers or monuments.
- F. Installation of markers by private contractors requires notice of at least three (3) business days.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	


- G. Only one marker or monument is allowed at each grave, except as allowed in Section V(I).
- H. Single markers or monuments for future interments may be installed.
- I. A monument that spans across two graves is permitted where adjacent gravesites are owned by the same person or written approval of both gravesite owners is received. If a single monument that spans across two graves is desired, the foundation must conform to all applicable requirements of Section IX(M).
- J. Markers or monuments that span across three or more grave sites are not allowed.
- K. No marker or monument, and no portion of any vault or tomb which is above ground level, shall be constructed of limestone or any artificial material.
- L. All markers and monuments on a plot should be in a straight line and parallel to the boundary line of the plot.
- M. **Foundations** for markers and monuments shall conform to the following specifications and installation requirements:
 - a) No foundation shall be placed upon unprepared fill material, organic soil, alluvial soil, or mud, unless the load will be supported.
 - b) Foundations to be formed and poured white concrete, or precast white concrete, with 6-inch end wash with 6-inch side wash.
 - c) All foundations shall be constructed of a minimum of 8 inches in depth of concrete and level.
 - d) Single grave site foundation installations shall meet the following requirements:
 - i. Width of a foundation on a single grave site may not exceed 48 inches and must adhere to 6-inch grave edge setback and side/end wash requirements.
 - ii. Foundations that will support one monument plus one flat marker that is flush with the ground, as permitted by Section V(I), may be installed provided the 6-inch grave edge setback and side/end wash requirements are met.
 - e) Foundations that span across two grave sites that are permitted under Section IX(I) shall meet the following requirements:
 - i. Width of a foundation over two grave sites must be centered between gravesites and may not exceed 70 inches and must adhere to 6-inch grave edge setback and side/end wash requirements.
 - f) The Village reserves the right to require a large foundation when the weight of the structure demands it. Cement foundation or pylon style supports shall be provided where weight of the monument dictates.
 - g) In no case shall the foundation of the monument be constructed closer than 6 inches from the edge of the grave site.
 - h) All fill material and waste must be disposed of by the installer at an off-site location unless other arrangements are approved by the Sexton.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

- i) Driving on graves or grass is not permitted, unless permission by the Sexton is granted.
- N. **Markers** are a smaller memorial option that are constructed of a single piece of granite that sits flat or with a slight angle to the ground.
 - a) No single marker shall be more than 24 inches or less than 8 inches in width. Markers must be of one-piece construction.
- O. **Monuments** are a larger memorial option that is generally constructed of two pieces of granite: a “Base” and a “Die.” Any stone more than twelve inches thick will be considered a monument. Monuments shall conform to the following specifications and installation requirements:
 - a) The base for a single grave site shall not exceed 36 inches in width.
 - b) The base for a monument that spans across two grave sites that are permitted under Section IX(I) shall not exceed 58 inches in width, except by special permission granted by the Cemetery Board Chairperson.
 - c) No monument shall not be over 5 feet in height above ground level, except by special permission granted by the Cemetery Board Chairperson and with approval from the Village Plan Commission.
 - d) A monument “Die,” or top, shall not exceed the length or width of the base.
 - e) No vertical joints are allowed in the monuments.
 - f) No building up or underpinning of chips, spoils, cement, or other materials will be allowed.
 - g) All horizontal joints shall be sealed completely on all monuments.
- P. The Village shall have the right to prevent the delivery, erection, or setting of any marker or monument whenever weather and ground conditions could impair the results or damage the grounds.
- Q. The Village may prevent the erection or installation of any structure which is deemed detrimental to the general appearance or safety of the Cemetery. The Village shall have the right to remove any such structure.
- R. All turf restoration will be the responsibility of the monument installer and shall be performed within five (5) business days of monument erection, depending on weather conditions. Winter burials will require restoration the following spring when weather and ground conditions permit.

X. Cemetery Rates


- A. Cemetery charges and fees applicable to the use and maintenance of the Summit Cemetery are reviewed periodically by the Cemetery Board and approved by the Village Board by resolution. Rates are subject to change and are not guaranteed.
 - a) For a copy of the most recent Cemetery Fees and Charges, please visit the Village’s website at www.villageofsummitwi.gov/cemetery/ or contact the Sexton at (262) 567-2422.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

- B. Rates include gravesites and long-term care.
- C. No service will be performed by the Village until all fees are paid in full.
- D. Payment for gravesite opening must be paid for a minimum of two (2) full business days prior to burial, unless permission is granted by the Cemetery Sexton.
- E. An additional opening fee will apply where two interments are permitted within one gravesite.

XI. General Rules


- A. Cemetery staff shall have the right to enter upon or use any adjoining plot(s) and/or gravesite(s) to carry out duties as to interments, erection of monuments or markers, etc. without prior notice to the plot/gravesite owner.
 - a) Cemetery staff will take all reasonable precautions to protect gravesite owners and their property within the Cemetery from loss, damage, or injury, but shall not be responsible for any loss, damage, or injury.
- B. No person shall drive or move any vehicle within the Cemetery except over a roadway open for vehicular traffic, or obstruct any path or driveway within a Cemetery open to vehicular traffic.
 - a) No person shall use the Cemetery grounds or any driveway therein as a public thoroughfare or drive any vehicle through said grounds except for purposes of making deliveries in the Cemetery or visiting any grave site.
 - b) All vehicles, their drivers and passengers, and all other persons, while within the grounds, shall be subject to the direction of the Cemetery management.
- C. Cemetery grounds are open for visitation from sunrise to sunset.
- D. The speed limit on all Cemetery roads is 15 mph.
- E. All pets must be on a leash no longer than six (6) feet in length and under control of the owner. Pet owners are required to curb their pet and dispose of waste in the waste receptacles.
- F. Recreational walking, running, and bicycling are allowed on paved surfaces only.
- G. The Village will not be responsible for the loss or damage of any article or object left in any part of the Cemetery.
- H. Bringing alcoholic beverages or illegal drugs into the Cemetery is strictly prohibited.
- I. Erecting booths or stalls, selling, peddling, soliciting, advertising, and the distribution or placing of any advertisement, signs, or notices is prohibited on Cemetery grounds.
- J. The feeding of wildlife is strictly prohibited.
- K. Cemetery staff are not permitted to do any work for the plot/gravesite owners or family members except upon order by the Sexton and are required to be courteous to all visitors.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

- L. Persons visiting the Cemetery or attending funerals are prohibited from picking flowers, wild or cultivated, breaking or injuring any trees, shrubs, or plants, or from writing upon, defacing, or injuring any memorials, fences, or other structures within Cemetery grounds.
- M. The throwing of waste and litter on the drives and paths or on any part of the grounds or buildings is prohibited. Receptacles are provided for the deposit of litter, weeds, and decayed flowers and plants.
- N. During the progress of any burial services, all work in the immediate vicinity shall cease and quiet/silence shall prevail.

XII. Contractor Procedures

- A. All contractors performing work within the Cemetery must carry liability insurance at levels determined by the Village. Certificates of Insurance must be on file with the Sexton.
- B. Contractors and others having work to do in the Cemetery must advise Cemetery management prior to commencing work.
- C. Materials for any work shall not be sent to the Cemetery unless accompanied by someone in authority who has knowledge of its use and destination.
- D. Persons engaged in placing vaults, monuments, or other structures in the Cemetery are prohibited from attaching ropes to monuments, trees, shrubs, or other objects, without consent from the Sexton.
- E. The Sexton is given the legal right to prevent the erection of any structure or to remove any structure which they shall deem injurious to the general safety of Cemetery visitors or staff, or that is detrimental to the appearance of the Cemetery or the adjoining plots.
- F. All contractors performing monument and marker work within the Cemetery must be pre-approved by the Village.
- G. Moving Cemetery monuments or any heavy material over any path, plot, or part thereof, shall only be done with the consent of the Sexton. The ground and turf must always be protected by a heavy plank.
- H. The obstruction of drives and paths during construction, or when material is being delivered, must be avoided whenever possible.
- I. Contractors must remove all trash and excess materials immediately after completing marker and monument work. The gravesite and surroundings must be restored to their original condition by or at the expense of the person, firm, or corporation having the work completed.
- J. Employees of contractors are expected to act with such decorum and respect as the occasion and premises demand.
- K. Contractors shall be responsible for all damages to the Cemetery facilities, including, but not limited to, markers, monuments, roads, paths, trees, shrubbery, and flowers.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	8/12/2025	Revised Date:
	Approved By:	Village Board	

- L. All turf restoration must follow guidelines set forth in Section IX(R).

REVISION HISTORY

08/12/2025 Initial publication.