

FAIRFIELD TOWN CEMETERY POLICIES AND PROCEDURES.

Please review chapter 6.7. Fairfield Cemetery and Fairfield Cemetery Standards and Rules before completing applications.

APPLICATIONS

1. Burial Right (Plot) Purchase Process.

- 1.1. Complete online application at fairfieldtown.org.
- 1.2. Click on the map to view available plots. (link)
- 1.3. Choose an available plot. Please note the "S" and "W" coordinates and plot number.
- 1.4. Click on Application.
- 1.5. Complete Application.
- 1.6. Pay fees.
- 1.7. Once payment has been made and the application has been approved, an official Certificate of Burial Rights will be prepared and issued to the purchaser by the Recorder.
- 1.8. If your selected grave site is not approved, the sexton will contact you to help choose an alternative plot.
- 1.9. If approval has not been received within 24 hours of payment, please contact the Town Office.

2. Interment Process for Certificate Holder or Authorized Party.

- 2.1. Complete the online Interment application and pay fees at fairfieldtown.org.
- 2.2. Upon the Death of the Burial Rights Certificate Holder, the family, funeral home, or other authorized party notifies the Recorder of the death by clicking on the link.

Note: If a Burial Right (Plot) has not been purchased, one shall be purchased before proceeding. See section 1. Burial Right (Plot) Purchase Process.

- 2.3. Authorized party will surrender the Certificate of Burial Right to the Sexton.
- 2.4. Authorized party will make interment arrangements with the Town Sexton.
- 2.5. All applicable fees must be paid at the Town Office or online and are due prior to interment of the body.
- 2.6. No interment will take place until all fees have been paid.

3. Procedure for Certificate of Burial Right Transfer.

- 3.1. Call the Fairfield Town Office for information on transfers.
- 3.2. Complete the online Transfer application and pay fees at fairfieldtown.org.
- 3.3. Contact the Sexton and surrender the Burial Right Certificate prior to approval of the application.
- 3.4. If approval has not been received within 24 hours of payment, please contact the Town Office.

OFFICE PROCEDURES FOR CEMETERY APPLICATIONS

1. Processing Procedures for a Burial Right (Plot) Application.

- 1.1. Sexton shall review and approve the application.
- 1.2. Once the application has been approved, the Town Recorder will enter the information into the cemetery records management system.
- 1.3. The Town Recorder will update the Town website.
- 1.4. The Town Recorder will send appropriate data to the Town Engineer, who will then update the cemetery map.
- 1.5. Town Recorder will update the Town website with the updated map once it is received from the Town Engineer.
- 1.6. An official Certificate of Burial Rights will be prepared and issued to the purchaser by the Recorder.
- 1.7. A copy of the Certificate of Burial Right shall be filed in the office of the Recorder.

2. Office Procedure for Interment Process.

- 2.1. Sexton will review the interment application and verify that fees have been paid.
- 2.2. Mayor will sign the surrendered Certificate of Burial Right.
- 2.3. Sexton will send the Certificate of Burial Right to the Town Recorder for inclusion in the official record.
- 2.4. The Town Recorder will enter all required information—including the decedent's name, burial plot details, and interment date—into the cemetery records management system.
- 2.5. Town Recorder will update the Town website.

2.6. Town Recorder will send appropriate data to the Town Engineer to update the cemetery map.

2.7. The Town Recorder will update the website with the updated map once it is received from the Town Engineer.

2.8. The Town Recorder will scan the surrendered Certificate of Burial Right to the Town's hard drive and file the hard copy in the Town office.

CEMETERY RECORDS UPDATES AND REPORTS

1. Town Recorder Responsibilities.

1.1. Ensure all documents (applications, certificates, reports) are updated, scanned, and saved in the Town's official record system.

1.2. Maintain regular communication between the Town Office, Sexton, and Cemetery Board to ensure accuracy and timely updates.

1.3. Upon receipt of the updated cemetery map, the Recorder's Office will take the map to be officially recorded with the Utah County Recorder's Office for public record on July 1st and January 1st.

2. Board and Sexton Reports.

The Cemetery Board will submit reports to the Town Recorder, due December 31st and June 30 of each year.

2.1. These reports will include:

- a. All new plot purchases.
- b. All interments and burials.
- c. Any changes to plot assignments or corrections.
- d. Updated cemetery map showing all updates.

3. Town Engineer Maintenance and Reports.

3.1. Will maintain and update the Cemetery Map with:

- a. Death and burial records for plots that were previously purchased.
- b. New plot purchases, including names of purchasers and plot locations.
- c. Updates on cemetery map showing assigned, sold, and available plots.

Working Draft