

CEMETERY RULES AND REGULATIONS
FOR GREENWICH CEMETERY AND FAIRVIEW CEMETERY

General Information

Greenwich Cemetery began in 1882 as a gift of one acre deeded to the Greenwich German Lutheran Church by D.W. Mahlandt and wife. The Greenwich German Lutheran Church met in the schoolhouse at Greenwich, Kansas. In March 1964, the Greenwich German Lutheran Church Association was formed of individuals representing a majority of those whose relatives were buried in the Cemetery. Thomas Erdwein, as President of the Association, signed an authorized deed of gift of the cemetery to Payne Township. The full Board of Trustees of Payne Township accepted the gift. The cemetery would be known as the Greenwich Cemetery. Delmer Young and John Toben provided a plot of the cemetery as it was at the time of transfer. The Toben family has continued to contribute to the care of Greenwich Cemetery since 1964, including fencing and most recently, a new sign.

Fairview Cemetery, came to Payne Township in December 1979 when the Township took possession of the cemetery from the Fairview Cemetery Association. Two persons involved were Wayne Cain and Herb Timmerkamp. Both are now buried in Fairview. Fairview's earliest marker dates to 1873. Fairview was surveyed and platted in March 1981.

The Clerk of Payne Township maintains the official records and maps and is the contact for purchasing grave sites, permitting burials and monument placement. For the most part, Payne Township has been held responsible for the maintenance and grounds upkeep.

The cemeteries are financed by Payne Township General Fund taxes, monument placement fees, and donations. Revenues from fees have not been adequate to support annual expenses and therefore the Township has resorted to tax monies.

Purpose

The rules herein established are designed for the protection of Owners. Enforcement of these rules and regulations will help protect our cemeteries and create and preserve their beauty. All Owners, visitors, and contractors performing work within the cemeteries shall be subject to these rules and regulations.

Definitions

"Greenwich Cemetery" shall mean an interment area located on the west side of Webb Rd at the corner of 37th North.

"Fairview Cemetery" shall mean an interment area located on the west side of Rock Road, about half way between 69th North and 77th North.

"Lot" shall mean a numbered block or area which usually contains four grave sites. Variations on the number of grave sites occur in areas where there is limited space due to roads, trees, terrain, etc.

"Site" shall mean a plot or area within a Lot that is used for interment. Grave Sites are designated by letters, usually A through D. When grave sites are purchased as part of a Lot, the purchase will be for end sites or for all four sites; the goal is to avoid leaving single sites on the ends of the Lot next to purchased center sites.

General Regulations

Burials require permits at prices set forth by Payne Township. The "Permit to Open Gravesite" is attached to these Rules. Payne Township maintains records of lot / grave site deeds and burial permits. It is also requested that Owner file their Deeds with the Registrar of Deeds of Sedgwick County.

It is the responsibility of the lot / grave site owner to insure that any transfer of ownership is filed with Payne Township so that the information may be recorded in the Township records.

In every earth interment the casket shall be enclosed in a vault or in a box constructed of concrete. The use of wooden boxes is prohibited. Concrete sectional vaults will be permitted. One casket in a vault may be buried in one grave site. See Urn burials for additional information. See **Interments** for additional information.

Urn burials require an Urn Vault. One Urn may be added to one Casket buried in any one grave site. The Casket burial must have occurred prior to the Urn burial. A maximum of two Urns may be buried in one grave site. See **Interments** for additional information.

Fees

Lots are available for sale, with the following required permits and fees:

Grave Site..	\$ 300.00
Grave Site, to include a maintenance fee (for non-residents of Payne Township).....	\$ 700.00
Locate new or existing grave sites.....	\$ 50.00
Burial permit / interment fee (casket or urn) – Grave Site marked.....	\$ 50.00
Monument Placement Permit.....	\$ 50.00

Interments

Burial permits are required. It is the responsibility of the funeral home to make arrangements with Township, perform the opening and burial, and pay the grave opening /closing fee. Payne Township will not perform the activities of the burial but no activities may be performed without the knowledge and approval of Payne Township. No unpermitted or clandestine burials are allowed at any time.

No grave site of either cemetery shall be used for any purpose other than the burial of deceased humans.

Lot Improvements, Decorations and Monuments

Improvement of Lots and Graves: Planting of perennial flowers, shrubs and dwarf trees shall be permitted in cemeteries provided that they are not a spreading, crawling or vine-type variety, and subject to other provisions pertaining to the improvement of lots and graves.

Seasonal, Artificial or Cut Flowers and Wreaths: Seasonal, artificial or cut flowers and wreaths shall be permitted in cemeteries subject, however, to other provisions pertaining to the improvement of lots and graves.

Installation or Planting Regulations: Any planting or installation permitted in the cemeteries by other provisions shall conform to the following regulations:

1. The type of perennial flowers, shrubs or dwarf trees to be planted and the location of such planting shall be approved by Payne Township.
2. Placement of seasonal, artificial or cut flowers, and excavation for planting of seasonal flowers, perennial flowers, shrubs and dwarf trees shall be limited to the area within eight (8) inches of the foundation of the marker or monument, and shall not extend onto the grave or adjoining graves. Containers for seasonal, artificial or cut flowers shall not be placed below the surface of the ground.
3. Planting of shrubs, dwarf trees and large size bushy-type perennial flowers shall be limited to the area at the ends of the marker or monument.
4. No placement or planting shall be permitted around foot markers.
5. Artificial flowers, wreaths and cut flowers shall be placed and secured in a manner so that they will not become dislodged or scattered by the wind.
6. Damaged or faded artificial flowers or wreaths and/or neglected, unkempt or dead flowers and plants will be removed as necessary to maintain the attractive and neat appearance of the cemetery.

Temporary Planting and Placements: Seasonal flowers, cut flowers, artificial plants or flowers and wreaths shall be permitted on the entire grave space area fourteen (30) days immediately following the date of interment and for a period commencing five (7) days before and ending fourteen (30) days after Memorial Day.

Unauthorized Plantings and Objects: Any unauthorized plantings or objects on graves or lots may be removed. Decorative rock is not allowed.

Retaining Walls, Fences and Curbing: All retaining walls, fences and curbing of grave spaces are prohibited, except as may be instructed by the Township. A retaining wall, fence or curbing which is presently in place may be removed by the Township when it is determined that the improvement is in such poor condition that it is detrimental to the appearance and maintenance of the cemetery, if the owner of the improvement, after notice to improve the same, fails to repair such improvement. If reasonable efforts to contact the owner of such improvement for purposes of giving such notice have failed, the Township may proceed to remove such improvement.

Mounding of Graves Prohibited: All graves shall be flush with the surrounding and level after they have settled, and they shall not be mounded or maintained without turf.

Memorial Monuments and Markers; Permit Required: Before any memorial work is commenced in the cemeteries by any employee or employees of a private business contractor, a permit approving such work shall be obtained from Payne Township. The Monument Placement Permit is attached. The fee covers the cost of inspection of the work and maintaining the property around the marker.

Supervision of Memorial Work: All memorial work shall be done under the general supervision of Payne Township but Payne Township assumes no liability for the memorial work.

Specifications for Monuments and Markers

All monuments and markers shall be of standard construction material such as marble, granite and bronze. ***Temporary wooden markers are allowed for a maximum of 1 year.***

Specifications for the Setting of Monuments and Markers:

1. For purposes of this section "Headstone(s)" means any permanent monument or marker placed at the head of a grave site. There will be one Headstone per grave site whether one or two burials (casket, casket plus urn, one urn or two urns)
2. Headstones shall be set in conformity with the following rules:
 - a. Stones up to 12 inches in height not including the base and not exceeding 400 pounds in weight shall have a concrete foundation eight inches deep with horizontal dimensions extending at least six (6) inches beyond the sides and ends of the stone, monument or marker. The base shall be reinforced with 3/8 inch reinforcing bars spaced not less than four (4) inches apart on center and extending the full length of the base to a point three (3) inches from each end of the base. All concrete must be a minimum of 3000 pound test.
 - b. Stones up to 24 inches in height not including the base and not exceeding 1200 pounds in weight shall have a concrete foundation eight (8) inches deep with not less than four (4) concrete piers of a diameter of not less than six (6) inches extending 30 inches below the bottom of the concrete base. The horizontal dimensions and reinforcing of the base shall be the same as is required for 12 inch stones not exceeding 400 pounds in weight.
 - c. Stones up to 36 inches in height not including the base and not exceeding 2000 pounds in weight shall have a concrete foundation 12 inches deep with not less than six (6) concrete piers of a diameter of not less than six (6) inches extending 30 inches below the bottom of the concrete base. The horizontal dimensions and reinforcing of the base shall be the same as is required for 12 inch stones not exceeding 400 pounds in weight.
 - d. Stones up to 48 inches in height not including the base and not exceeding 2800 pounds in weight shall have a concrete foundation 18 inches deep with not less than six (6) concrete piers of a diameter of not less than six (6) inches extending 30 inches below the bottom of the concrete base. The horizontal dimensions and reinforcing of the base shall be the same as is required for 12 inch stones not exceeding 400 pounds in weight.

- e. If it is necessary to set any stone, monument or marker over a grave, each end of the foundation must extend over and rest on solid, undisturbed ground not less than six (6) inches. Larger spans may be required depending upon the individual situation.
- f. The top surface of all concrete bases shall be flush with or slightly below the lowest ground surface adjacent to the base.
- g. Monuments or markers set flush with the ground shall have a concrete base six (6) inches deep which shall extend six (6) inches beyond the sides and ends of monument or marker.
- h. Foot markers shall be permitted only when they are placed flush with the ground surface on a concrete base as is required for flush set monuments or markers.

Other Regulations

1. Payne Township shall not be held responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size and location in a lot where interment is desired.
2. Payne Township shall have the right to correct any errors that may be made by the township either by making interments, disinterments or removals, or in the description, transfer or conveyance of any interment property of equal value and similar location as far as possible as may be selected by the Payne Township or in its sole discretion by refunding the amount of money paid on account of said purchase. In the event the error shall involve the interment of the remains of any persons in such property, Payne Township shall have the right to remove and reinter the remains on such other property of equal value and similar location as may be substituted and agreed upon.
3. Payne Township will not be held responsible for any article left on cemetery property or for any stones or anything on any lot damaged or destroyed by fire, vandalism or other damages accruing to private property.
4. Riding or driving across any grave is prohibited, except by Township personnel in discharge of their duties.
5. Defacing or injuring any monument, grave, stone, slab, corner post, buildings, fence, tree, shrub or flowers is unlawful.
6. It is unlawful to go into or loiter in the cemetery at night.

Cemetery Trust Fund

Payne Township welcomes donations for the purpose of permanently maintaining and caring for both cemeteries. The fund will be used for maintaining and caring for the graves and for beautifying and improving the Township cemeteries. Anyone wishing to make a gift or donation to the Payne Township Cemeteries may do so by contacting the Clerk or Treasurer, 12010 E 69th St North, Wichita, KS 67226
Payne.twsp@gmail.com phone: 316-648-6924