



City of Vernonia
Cemetery Department
1001 Bridge Street
Vernonia, OR 97064
503-429-5291

Vernonia Cemetery Information

Mission

The City of Vernonia is committed to the protection of Owner's Interment Rights;
And maintaining our cemeteries as a beautiful memorial to our loved ones.

Attached Documents

- Cemetery Fee Schedule
- Application to Purchase Cemetery Plot
- Application for Interment
- Application to Install Memorial
- City of Vernonia Cemetery Rules and Regulations
- Memorial Cemetery Plot Identification Information

Contents

- Purchasing a Cemetery Plot
- Burial Rights
- Obtaining a Burial Permit
- Installing a Memorial (headstone)
 - Memorial Design Requirements
 - Exceptions to Memorial Design Requirements

Purchasing a Cemetery Plot

The City of Vernonia sells cemetery plots for burial of both caskets and urns. The Purchaser of the plot is purchasing Burial Rights, the right to place approved memorials, and supporting cemetery maintenance for perpetuity. Burial Rights include placing up to four souls in one plot, with a maximum of one casket burial per plot. The City conveys these Rights with a Warranty Deed filed with the County Clerk.

1. Choose available plot(s) to purchase. The City maintains maps of available plots, and can assist you in selecting a cemetery plots. Contact City Hall for assistance.
2. Submit a completed **Application to Purchase Cemetery Plot** for each plot, and make payment for number of plots purchased.
3. The City Recorder will prepare, and file with the County Clerk, a Warranty Deed. The Purchaser will receive the original document from the County Clerk, however Burial Rights are granted as soon as payment is made.

Burial Rights

As the Owner(s) of a cemetery plot, you decide who is interred. If you are the Owner and the Deceased, or one of four persons listed on the **Application to Purchase Cemetery Plot**, the City of Vernonia guarantees interment without anyone else's authorization. All other interments require the Owner's authorization, or that of the Owner's heirs, trustees or assigns.

Obtaining a Burial Permit

A **Burial Permit** issued by the City Recorder is required to inter remains. A **Burial Permit** is often obtained by the funeral home making arrangements for the family. Individuals and families can obtain a **Burial Permit** themselves as well. Contact City Hall for assistance.

1. Purchase a cemetery plot, have already purchased a cemetery plot, or have authorization from a cemetery plot Owner to inter in their plot.
2. Complete an **Application for Interment**, and make payment of applicable fees.
3. The City Recorder will issue a **Burial Permit**, and will provide a copy to the funeral home, or the applicant.

Installing a Memorial

The Owner(s) have the right to install approved memorials on the cemetery plot. The City of Vernonia does not sell memorials, which must be purchased from a third-party. All memorials must meet the Cemetery's Memorial Design Requirements. Most often installation of memorials is included in the purchase price. The City can also arrange memorial installation for a fee. Contact City Hall for information about having a memorial installed.

1. Select and purchase a memorial, which meets the below Memorial Design Requirements.
2. Complete an **Application to Install Memorial** 48 hours prior to the planned installation, including a diagram of the proposed memorial. There is no fee to submit an **Application to Install Memorial**.
3. City Staff will review the Application to ensure it is being placed on the correct plot, and the memorial meets the Memorial Design Requirements; and approve the installation.

Memorial Design Requirements

- Memorials must be flush to the ground style;
- Deluxe, all granite;
- Have sawed sides;
- Have rolled (LMP) edges;
- And be one of four (4) sizes (width x height x depth):
 - 28" x 16" x 4" – Single,
 - 30" x 18" x 4" – Single,

- 40" x 16" x 4" – Double,
- 48" x 18" x 4" – Double.

Exceptions to Memorial Design Requirements

1. A US Military issued veteran memorial. Must be flush to the ground style.
2. A single marker to match a spouse's existing memorial which does not meet the current Memorial Design Requirements.

Both exceptions still require an approved ***Application to Install Memorial***.



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Cemetery Fee Schedule

Vernonia Memorial and Pioneer Cemeteries

Effective June 30th, 2017

Grave Prices

Adult	\$1,100.00
Child	\$500.00
2 nd Rite Fee	\$500.00

Interment Fees

Full Casket Interment	\$1,250.00
Child Casket Interment (48" – 60")	\$545.00
Child Casket Interment (24" – 42")	\$500.00
Urn Interment	\$500.00
Concrete Grave Liner (minimum requirement for caskets)	\$600.00

Interment Overtime Fees

Arrive at cemetery after 3:30 P.M. any day	\$325.00
Saturday Interment	\$425.00
Sunday or Holiday Interment	\$575.00

Note: All fees must be paid in full, applications submitted and approved prior to interment.



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Application to Purchase Cemetery Plot

Section – Block – Lot (Sections A – I)

Section: _____ **Block:** _____ **Lot:** _____ (**Plot Id:** _____)

Section – Letter – Number (Sections J and K) **Section – Number – Letter** (Sections L – Q)

Section: _____ **Column:** _____ **Row:** _____ (**Plot Id:** _____)

Purchaser(s): _____

Address: _____

Phone: _____ **Email:** _____

Burial Designation(s)

Full Name: _____ **Date of Birth:** _____

Full Name: _____ **Date of Birth:** _____

Full Name: _____ **Date of Birth:** _____

Full Name: _____ **Date of Birth:** _____

The undersigned purchaser(s) certifies that the information provided herein is correct. The purchaser(s) agrees to abide by the rules and regulations promulgated by City of Vernonia for the protection of plot owners; and the operation and appropriate appearance of the cemetery. A cemetery plot will only be conveyed to the purchaser(s) after the purchase price is paid in full. The City of Vernonia will maintain a record of all conveyances and all sales, transfers, and assignments of ownership. No transfer of any cemetery plot or interest therein shall be valid until recorded in writing with the City Recorder or his/her designee. Burial rights will be conveyed to the person or persons named therein and his/her/their heirs, devisees, transferees, or assigns. A Burial Permit must be issued prior to the opening of a grave in Vernonia Memorial Cemetery or Vernonia Pioneer Cemetery. Burial Permits for a deceased owner will be approved by the City Recorder or his/her designee. Burials of any person, other than the owner, will only be permitted after Application for Interment has been made and issuance of a Burial Permit by the City of Vernonia signed by the owner(s) or a person designated by the owner(s) in a written designation filed with the City of Vernonia. In the event of ownership by more than one person, all surviving owners must sign the Burial Permit or written designation. Proof of ownership must be provided before a Burial Permit will be issued. No ownership of burial rights will be inure to the Purchaser until the purchase price is paid in full.

Purchaser Signature: _____ **Date:** _____

Purchaser Signature: _____ **Date:** _____

OFFICIAL USE ONLY

Purchase Price: _____

Issued By: _____

Receipt No.: _____

Date: _____

Cemetery Record Added

Burial Permit No.: _____



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Application for Interment

This application **must be** completed, all fees paid, and a Burial Permit issued by the City of Vernonia before interment. A copy of the Final Disposition Authorization **must be** attached. Please **do not** attach a Birth or Death Certificate, or any other documents other than the Final Disposition Authorization.

Name of Deceased: _____
Full name as it will appear in cemetery records

Date of Death: _____ Age in Years: _____

Date of Service: _____ Time of Service: _____

Vernonia Memorial Cemetery Vernonia Pioneer Cemetery

Plot Id: _____ Burial: Casket Urn Veteran: Yes No

Funeral Home: _____ Funeral Director: _____

Address: _____

Phone No.: _____ Email: _____

Funeral Director Signature: _____ Date: _____

I hereby certify I am the heir, devisee, transferee, or assign of the owner(s) of recorded ownership of this plot; and I authorized the above named deceased person to be buried in said plot.

Authorized Signature: _____ Date: _____

The above signature is not required if the deceased is the owner of this plot, or one of four persons listed on the Warranty Deed.

OFFICIAL USE ONLY

Interment Fee: _____

Burial Permit No.: _____

Overtime Fees: _____

Issued By: _____

Grave Liner: _____

Date: _____

Total Fees: _____

Cemetery Record Added

Receipt No.: _____



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Application to Install Memorial

This application **must be** completed, received and approved 48 hours prior to work being completed. All memorials **must be** flush to the ground, deluxe all granite headstones, with sawed sides and rolled (LMP) edges. Memorials **must be** one of the following sizes (width x height x depth):

Single: 28" x 16" x 4" or 30" x 18" x 4" **Double:** 40" x 16" x 4" or 48" x 18" x 4"

A diagram of the proposed memorial, including inscription, dimensions, and material **must be** attached to this application.

Applicant: _____ **Phone No.:** _____

Address: _____ **Email:** _____

Plot Id: _____ **Name of Deceased:** _____

Installation Type (check one)

Install New Memorial Replace Existing Memorial Amend Existing Memorial

Work to be completed on: _____

Installer Information

Installer: _____ **Phone No.:** _____

Address: _____ **Email:** _____

I hereby certify the proposed memorial meets City of Vernonia Memorial Design Requirements; and I am the plot owner, trustee, or otherwise legally authorized to make this application.

Applicant Signature: _____ **Date:** _____

<u>OFFICIAL USE ONLY</u>	
<input type="checkbox"/> Diagram Attached	Approved By: _____ Date: _____
<input type="checkbox"/> Memorial Meets Standards	<input type="checkbox"/> Installation Inspected Date: _____
<input type="checkbox"/> Plot Id Verified	

VERNONIA MEMORIAL CEMETERY VERNONIA PIONEER CEMETERY

1001 Bridge Street – Vernonia, Oregon 97064
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CEMETERY RULES AND REGULATIONS (Effective: June 17th, 2014)

These are the rules and regulations of Vernonia Memorial Cemetery and Vernonia Pioneer Cemetery. They are designed to protect the interest of the Cemeteries and all the owners of interment Rights therein. It is our desire to maintain these cemeteries in the most beautiful manner possible, to serve as a memorial to your loved ones entrusted to our care. We earnestly solicit your cooperation in abiding with these Rules and Regulations.

1. Fresh flowers are approved within all portions of the cemeteries, but only in approved vases. Artificial flowers will be allowed between October 1st and April 1st, when in the judgment of the cemetery, they become unsightly, they will be removed. Vernonia Cemeteries will not be responsible for storing or keeping any artificial decorations left on the graves during the period between October 1st and April 1st.
2. Holes may not be dug for placement of any container or arrangements.
3. Only approved marker and vases will be placed on any grave within the cemeteries. Please ask if a marker you are considering will be approved for placement in the cemetery before you purchase it. There are extensive rules and regulations that apply to the size, material, quality and setting of any and all markers that are to be set within the cemeteries.
4. All vases set in the ground in the cemeteries must be in an approved concrete base.
5. Vernonia Memorial and Vernonia Pioneer cemeteries are not responsible for any item left on the grave, such as vases or personal effects. Please do not leave items of value that you want returned.
6. No plaques or other applications will be allowed on grave markers unless first approved by City management.
7. Vernonia Memorial and Vernonia Pioneer cemeteries will not be responsible for the maintenance of any marker or memorial that has been purchased or will be purchased in the future, or set by someone other than our staff.
8. It is the goal of Vernonia Memorial and Vernonia Pioneer cemeteries to provide a beautiful, peaceful, well managed setting for your family memorial. We therefore, reserve the right to change and improve any portion of the cemetery without giving any written notice.
9. Plantings of any kind are not allowed any place in the cemeteries, except by management approval, and then only by cemetery personnel. Special planting requests may be made at City Hall, 1001 Bridge Street, Vernonia, OR 97064.

10. The cemetery reserves the right to remove all special holiday arrangements within ten (10) days after the holiday. The cemetery further reserves the right to remove any arrangements at any time, if in the opinion of the cemetery management, the arrangement has become unsightly. Funeral flowers may be removed from the burial site within seven (7) days of the date of the funeral.
11. The use of wire or iron stands, racks or easels are permitted only for the day of the funeral.
12. Glass containers as well as any type of ceramic containers or figurines are strictly prohibited. No balloons are allowed. No windsocks or whirligigs are allowed. These items can cause hazards for visitors, mowing equipment, cemetery maintenance personnel, and other cemetery equipment.
13. If any plant, tree or shrub standing upon any portion of the cemetery, by means of its roots, branches or otherwise becomes detrimental to adjacent lots or avenues, or if for any reason its removal is deemed necessary, the appropriate action will be taken by the cemetery maintenance personnel.
14. No person, other than cemetery personnel, shall pluck or remove any plant or flower, whether wild or cultivated, from any part of the cemeteries.
15. All persons are strictly forbidden to break or injure any tree or shrub, or mar any landmark, marker of memorial or in any way deface the grounds of the cemeteries. The cemetery will cause legal action to be brought against any person doing so.
16. No wooden, cast iron or concrete bench or chair for placement on a grave or any wooden or wire trellis will be permitted to be brought on the grounds. All granite or marble benches, markers and monuments must be approved by cemetery management before placement on the grounds. The setting of any marker, monument or structure on the grounds must meet the requirements of the cemeteries for that particular item.
17. There are rules and regulations regarding the installation of markers by anyone other than cemetery personnel that will be provided upon request. No work will be allowed within the boundaries of the cemetery until all requirements of those rules and regulations are met.
18. The cemeteries and its agents have the authority to enter upon any lot, and remove any objectionable object or any erection which may have been placed there contrary to the rules and regulations of the cemeteries.
19. All interments, disinterments and removals must be made at such time and in such a manner and are subject to the payment of all charges as fixed by the City Council of the City of Vernonia.
20. The cemeteries reserve, and shall have the right to correct any errors that may be made by the cemeteries, either in making interments, disinterments or removals, or in description, transfer, or conveyance of any interment property, either by cancelling such conveyance and substituting and conveying in lieu thereof, other interment property, of equal value and similar location as fair as possible, or as may be selected by the cemeteries, or in the sole discretion of the cemeteries, by refunding the amount of money paid on the account of said purchase. In the event the error shall involve the interment of the remains of any person in such property, the cemeteries reserve and shall have the right to remove and re-inter the remains to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. The cemeteries shall also

have the right to correct any errors made by placing an improper inscription, including an incorrect name or date, either on the memorial or on the container for cremated remains. The cemeteries shall not be liable in damages for any error so made. The cemeteries reserve the right to charge fees in the event of a deed transfer and/or lost deed.

21. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardships. The cemeteries therefore, reserve the right, without notice, to make exceptions, suspensions or modifications in any of the Rules and Regulations, or amend, alter and/or repeal any rule, regulation and/or article, section, paragraph and/or sentence in the cemeteries Rules and Regulations, by a vote of City Council.
22. No grave will be opened for any purpose until authorized in writing and all fees are paid by the Rights Owner, next of kin or personal representative of the estate or the Rights Owner.
23. All persons are reminded that the grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law as provided by statute will be strictly enforced in all cases or wanton injury, disturbance or disregard of the rules.
24. All persons or contractors entering upon Vernonia Memorial or Vernonia Pioneer cemeteries property to perform any work on graves, or any other activity pertaining to the cemetery will be subject to providing evidence of Workman's Compensation Insurance and Liability Insurance in the amount of no less than \$1,000,000.00.
25. No truck or other vehicle or other heavy equipment may be used off cemetery roads except when written application for special permission is requested. It will be the responsibility of any person receiving such permission to repair any damage done as a result of exercising that permission to the satisfaction of the cemeteries.
26. All persons or contractors referred to in Item #25 above must guarantee that they will repair or adjust any work done to bring it to the cemetery standards for a period of two (2) years after the completion of the work. They also guarantee to correct such work within forty-eight (48) hours of the request to make correction. If they fail to make corrections within forty-eight (48) hours, Vernonia Memorial and Vernonia Pioneer cemeteries will make the correction and charge for the correction will be made to the contractor. This is done to prevent injury or having any unsightly condition existing in the cemetery property.
27. Vernonia Memorial and Vernonia Pioneer cemeteries require that all interments in ground spaces be placed in approved outer burial containers. These containers must be made of concrete or other materials that will withstand, for all time, and prevent the collapse of the grave, when subjected to the pressure of equipment and other surface vehicles crossing the grave. All outer burial containers must be approved in advance by the management of Vernonia Memorial and Vernonia Pioneer Cemeteries.

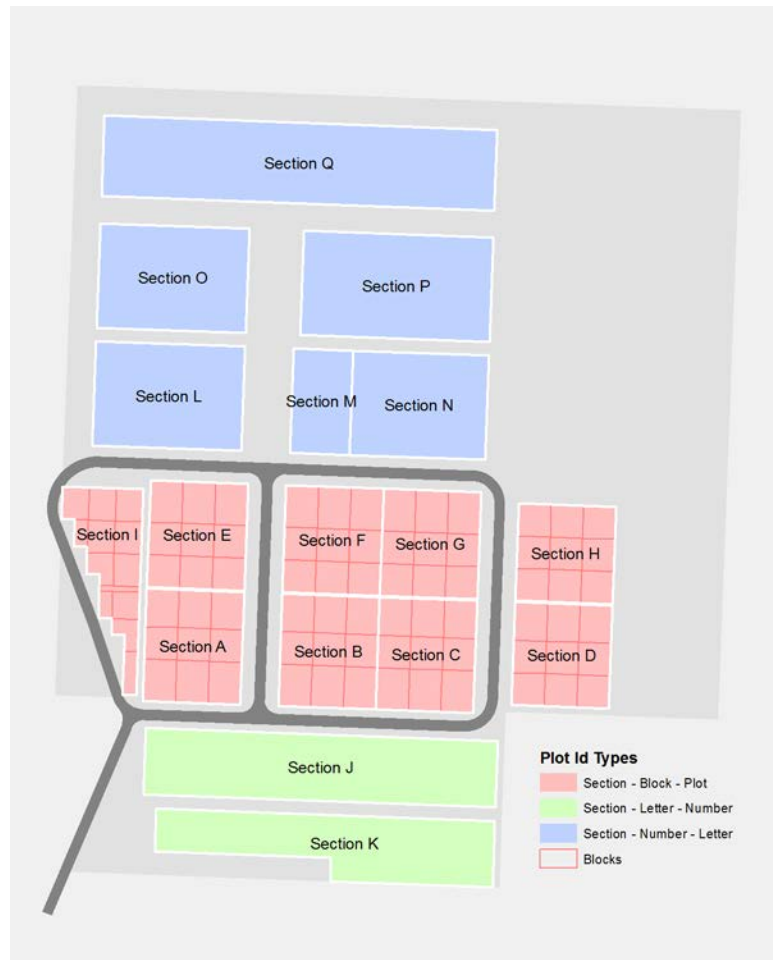


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Vernonia Memorial Cemetery Plot Identification

Standardized Plot Ids

The plot identification (or **Plot Id**) is three letters or numbers separated by hyphens. Despite Memorial Cemetery being platted using three different methods to designate plots, the Plot Ids provide a standardized way to uniquely identify any plot in the cemetery. All cemetery forms and documents adopted by the City use **Plot Id**. Any forms not using the Plot Id format are subject to rejection; as too many issues and confusion have arisen in the past due to not using a standardized plot identification system. The only exception is when referring to plots in deed documents, as the legal definition of the plot must be used. The map to the right shows the Sections and **Plot Id** types. Below is explanations for each method and an example of how they should be referenced in deed documents.



Section – Block – Plot

Sections A through I are in section, block and lot form, much like many subdivisions. Plot C-5-12 for example is Section C, Block 5, Lot 12. Deed documents should be written as:

According to the maps and plat of Vernonia Memorial Cemetery on file in the office at the City of Vernonia, Columbia County, Oregon, plots identified as: Section C, Block 5, Lot 12, in Vernonia Memorial Cemetery.

Section – Letter – Number

Sections J and K use a grid system to identify plots. The letter represents the column (east-west) and the number represents the row (north-south). Plot J-T-6 for example is Section J, Column T, Row 6. Deed documents should be written as:

According to the maps and plat of Vernonia Memorial Cemetery on file in the office at the City of Vernonia, Columbia County, Oregon, plots identified as: Section J, Column T, Row 6, in Vernonia Memorial Cemetery.

Section – Number – Letter

Sections L through Q use the same grid system to identify plots, but with the number and letters swapped. The number represents the column (east-west) and the letter represents the row (north-south). Plot L-1-H for example is Section L, Column 1, Row H. Deed documents should be written as:

According to the maps and plat of Vernonia Memorial Cemetery on file in the office at the City of Vernonia, Columbia County, Oregon, plots identified as: Section L, Column 1, Row H, in Vernonia Memorial Cemetery.