

City of Clinton
Policies of City of Clinton Cemeteries

The policies designated herein are applicable to Woodlawn Cemetery, Memorial Park Cemetery, Mausoleum Park Cemetery, and Oak Park Cemetery, in the City of Clinton, Illinois. These policies are to be administered by the City Sexton or other cemetery official as approved by the Commissioner of Public Health & Safety.

I. Hours Open to Public

A. Office Hours

The office hours for the City Sexton or other cemetery officials are 7:00 a.m. – 3:30 p.m., Monday – Friday. All business will be completed during those hours.

B. The Cemeteries are available for visitation and other business activities in the hours after sunrise, in the morning, and before sunset in the evening, unless permission is received from the cemetery Sexton or other official beforehand.

II. Saturday/Sunday and/or Holiday Funerals and Fees

Saturday/Sunday and Holidays are not normally scheduled as work days for the cemetery. If there is a desire to have a funeral held on a Saturday, arrangements must be made in advance and an additional fee will be charged for the funeral expense. **No services will be conducted on Sunday or City observed holidays.**

III. Selling and/or Trading of Cemetery Spaces

A. Cemetery Spaces

There is no problem with anyone selling their cemetery spaces to any individuals. Along with the selling of a cemetery space there is a transfer fee (see below).

However, the City of Clinton **does not** buy back cemetery spaces.

The trading of cemetery spaces between individuals and the City of Clinton, is permitted with the approval of the Commissioner of Public Health & Safety.

B. Transfer Fees

Any person desiring to transfer ownership of a cemetery space or spaces shall file an application for transfer with the City Clerk. No such transfer shall be allowed without approval of the City Council. The fee for transfer of a cemetery space shall be \$50.00 per space.

IV. Monuments

A. Size of Monuments

1. Woodlawn Cemetery – All monuments and/or grass markers are permitted.
2. Memorial and Mausoleum Park Cemeteries – In designated monument rows, a monument stone may be used. In areas designated for flat stones, a ground level grass marker must be placed. In areas designated for monuments, the face part of the monuments shall be a minimum of six (6) inches thick.
3. Oak Park Cemetery – Monument Regulations
 - Aprons will be permitted on three (3) sides of the stone (front and both sides)
 - Stone base will be lined up with the back line of the apron
 - All aprons must stay within the two (2) foot width allowed for stones
 - In the monument row, the base monument must be at least twelve (12”) wide by six (6”) thick

4. Full body grave monuments are prohibited in all but Woodlawn Cemetery.

B. Foundations and Materials

The foundation for monument stones shall be a minimum of forty (40) inches in depth. Foundation for flat or grass markers must be a minimum of thirty (30) inches in depth. The proper material for either type of foundation shall be at least a 5-bag mixture of concrete.

The City of Clinton Cemetery Department will be responsible for the foundation work. Any individual or company needing a foundation must contact the Cemetery Department two weeks prior to the setting of a monument and payment must be rendered at this time. During the months of April, June, August, October and possibly November.

C. Setting of Monuments

The City Sexton shall determine the appropriate periods of time when monuments may be set in City cemeteries.

V. Clean-up Times

A. Spring cleaning of the cemeteries is designated as March 15th or whenever weather is permitted.

B. Memorial Day clean-up: Seven days following Memorial Day.

VI. The planting of flowers and shrubs or trees in the City cemeteries at any location is prohibited unless otherwise approved by the Sexton.

VII. The use of glass containers or glass vases in the City cemeteries is strictly prohibited.

VIII. Sodding or seeding of graves

The sodding or seeding of graves will take place six (6) months after the burial has occurred, or when proper settling of the ground has taken place, as determined by the City Sexton.

During the months of July, August, December, January, February and March sodding will only occur as determined by the City Sexton because of potential extreme weather related issues.