



# **OAKWOOD CEMETERY RULES AND REGULATIONS**

**CITY OF BERLIN, WI**

Revised: October 2025

## **SECTION 1**

### **A. AUTHORITY TO ESTABLISH RULES AND REGULATIONS**

The Oakwood Cemetery Board has authority to establish, review, and enforce Rules and Regulations for Oakwood Cemetery, in accordance with State Law, and City of Berlin Code of Ordinances, Chapter 2, Article IV, Sections 2-408(a)(b) and Chapter 22, Sections 22-1 to 22-21.

## **SECTION 2**

### **A. HOURS OF OPERATION**

1. The Cemetery shall be open daily from 8 A.M. to Dusk, except from December 1<sup>st</sup> to April 1<sup>st</sup> of each year, whereby the Cemetery will only be open at the discretion of the Sexton. It shall be the responsibility of the City of Berlin Police Department to unlock and lock the Cemetery gates in accordance with the listed schedule.

### **B. SALE OF BURIAL LOT EASEMENTS**

1. The sale of all burial lot easements shall be in accordance with City of Berlin Code of Ordinances, #148-98 and Chapter 22, Section 22-19, and shall be administered and recorded by the City Clerk's office. All spaces must be paid in full at time of reservation. If a *Cemetery Space Reservation Request* form has been filed with the Sexton, those space or spaces will be placed on reserve status for up to 14 days. If payment is not made within 14 days of the reservation, the spaces will be placed back on unreserved status and will be available for sale.
2. When a burial lot easement is purchased, the name of the deed holder will be recorded by the City Clerk's office. (Note: At all times no person "owns" a grave. A person merely purchases an easement, which means they are entitled to the right to be buried in the grave that has been clearly designated by them and the Sexton.)

## **C. PERPETUAL CARE SYSTEM**

1. Perpetual Care shall be provided with all burial lots sold and is included in the price of said lot. Perpetual care is defined as: Cutting of grass, trimming of surrounding trees and shrubs, and removal of leaves and debris from grave sites.
2. Additional Perpetual Care services may no longer be purchased by the owners of burial lots, as the offering of this service was officially discontinued, by action of the Board, on June 30, 1998. Therefore, the Cemetery is only required to perform this service if arranged prior to that date. The additional service is defined as: Planting of flowers in burial site urns and the sale of said urns.

## **D. OWNERSHIP**

1. Burial lot and individual grave site ownership remains with the City of Berlin.
2. Members of the Cemetery Board, the Sexton, and those reasonably entitled thereto shall have perpetual right over all burial lots or graves, to pass to or from other lots or graves for which no other means of access is available. This is for the purpose of opening or closing graves.

## **E. TRANSFER OF TITLE TO GRAVES**

1. Oakwood Cemetery follows Wis. Stat. §157.10(2) which describes a list of parties eligible of burial in a cemetery lot or mausoleum space, pertaining to ownership and order of descendants, in accordance with the Fee Schedule.
2. Transfers of burial lot or individual grave site easements, outside the family, is allowed, but is to be administered by the easement owner, through the City Clerk's office, by quit claim deed and may be recorded with the Register of Deeds, in accordance with the Fee Schedule.
3. Repurchase of easements by the City of Berlin shall be at a cost in accordance with the Fee Schedule.

## **F. BURIAL PERMITS AND FEES**

1. All burials, in and out of town, must be handled under the guidance of a funeral director.
2. Collection of all fees shall be by the City Clerk's office a minimum of 24 hours for an urn burial and 48 hours for a casket burial **prior to burial or storage**. No

burials or storage will be permitted without fees being paid. The funeral director handling the specific burial is responsible for the payment of the appropriate fees.

3. All permit fees, burial site purchase and repurchase prices, burial and storage costs shall be in accordance with a Fee Schedule, as established by the Common Council by resolution, after recommendation by the Cemetery Board, and attached as part of these Rules and Regulations. The *Oakwood Cemetery Fee Schedule* shall be subject to annual review by the Cemetery Board.
4. Burials will only be allowed Monday – Saturday. Sunday and Holiday burial requests may be considered at the discretion of the Sexton. Additional fees will apply to Sunday and Holiday burials.
5. Lots in the Cemetery may only be used for the interment of human remains.

## **G. WINTER BURIALS**

1. During the winter months, burials may take place at Oakwood Cemetery, at the prescribed fee as set forth in the *Oakwood Cemetery Fee Schedule*. Families of the deceased may also choose burial after the winter months, at the prescribed fees for storage and standard burial, as set forth in the fee schedule. In these cases, bodies of the deceased will rest in Griffiths Memorial Chapel in Oakwood Cemetery, and arrangements will be made through a local funeral director.

## **H. BURIAL CONTAINERS**

1. The use of an outside burial container is required for all burials.
2. All burial vaults or other containers must be constructed of concrete, steel, or other composition approved by the Cemetery Board. Wooden boxes are not permitted. The requirement of such a container is for the purpose of protection from the environment, ensure against cave-in, and to provide Cemetery areas with safe ground for maintenance, and entrance and exit over burial sites.
  - a. For purpose of cremation: A cremation urn or container must be placed in a permanent outer container, commonly known as an “urn vault”, which is capable of withstanding the weight and pressures of the earth, and maintenance by Cemetery machinery.
  - b. Two (2) cremation remains, of closely related persons, may be buried in one grave. Subsequent burial recording fees apply to the burial of the 2<sup>nd</sup> remains.
  - c. One (1) casket and one (1) cremation remains, of closely related persons, may be buried in one grave. Subsequent burial recording fees apply to the burial of the 2<sup>nd</sup> remains.

## I. FOUNDATIONS AND HEADSTONES

1. No person shall be permitted to place a foundation for a headstone without obtaining a permit from the City Clerk's office. No grave headstone permit will be issued until it has been verified that the grave is paid for in full. In addition thereto, all permits must be validated by the Sexton, who shall instruct, inspect, and approve the method of construction and installation thereof. Any deviation from this procedure without express permission from the Sexton shall constitute a violation of this Section.
2. The materials used shall be:
  - a. Five (5) shovels of  $\frac{1}{2}$ " stone
  - b. Three (3) shovels concrete sand
  - c. Two (2) shovels cement
3. Minimum Slab for Headstone for Double Space. (*Approximate six (6) feet*)
  - a. 18" longer than headstone on each end
  - b. 6" wider than headstone on each side
  - c. Each slab 3' long or longer must contain three (3) reinforcing rods of  $\frac{3}{8}$ " diameter, equally spaced in width of slab, or concrete mesh
4. Minimum Headstone for Single Space for 2 cremations or 1 burial and 1 cremation (*Approximate size 3 feet by 6 inches wide*)
  - a. Slab (4 feet) 6" larger than headstone on 3 sides, and 10 inches on one end
  - b. Specifications for slab applies (Section 3(c) above)
  - c. If a veteran is involved, a  $\frac{1}{2}$ " pipe to be imbedded in slab at that headstone for a flag marker. Pipe to be 5" long and flush on top.
5. Contact must be made with the Sexton before forms are set, and again when completed and before being poured, to receive approval to proceed.
6. No stones or slabs shall be put in on Sundays or holidays. Special arrangements must be made with the Sexton prior to any installation on Saturdays.
7. The Sexton shall prescribe to the installer the locations and graded backfill for installation of the slab. The installer shall furnish all material.
8. If a monument/headstone becomes unsafe or needs repair, the owner of the said lot or his/her heirs will be notified by letter. If there is no response within a reasonable period of time, the Cemetery Board will arrange to remove the said marker/monument/headstone, and replace it with a suitable plaque, containing the name, as well as date of birth and death. Said marker will be placed even with the ground. The Sexton shall use his judgement in repairing or straightening markers/headstones. Any unusual situation should be taken up with the Cemetery Board.

9. Mausoleums. Plans for any mausoleum, its base and subsequent landscaping, shall be submitted to Sexton, the Public Works Superintendent, and the Cemetery Board for approval, prior to the start of construction. Said construction shall not infringe upon or damage, in any way, the adjoining gravesites, and must conform to the surrounding landscape to present an overall pleasing appearance. Final decision on said construction shall be by the Cemetery Board.

## **J. COLUMBARIA RULES:**

1. Size Allowance: Foundation for Columbaria will follow all parameters as listed in the Cemetery Rules and Regulations, Height will be at the discretion of the Cemetery Board. \*Larger Columbarium's are subject to increased Foundation Permit fees.
2. Container: Cremation vaults are not required; however, cremains must be in a container. The outside of the container must be made of durable material such as ceramic, metal, hard plastics, wood, etc. It cannot consist of plastic bags, cardboard boxes, paper, or other similar lightweight materials. Keep in mind the interior dimensions of the niche when considering your container.
3. Design Allowance: Final approval of Columbarium designs must be made by the Cemetery Board. A scale drawing is required.
4. Adornments of any type must be approved by the Cemetery Sexton.
5. Access to Columbarium: Any and all Columbarium placements are the sole responsibility of the originating Monument Company. The Cemetery worker on Duty must be present at all placements and fees are subject to the fee schedule including After-hours, Weekend and Holiday add on fees.
6. How many spaces: Cemetery Space may be purchased at regular price. If owner wishes to have a headstone type monument with two niches a 2nd rite of burial may be purchased for either one (1) casket and one (1) cremation remains, of closely related persons, or two (2) cremation remains, of closely related persons for a \$250.00 per burial fee Plus Placement, Grave opening and Closing fees per the fee schedule. Second rite of burials, must follow Wis. Stat. §157.10(2) which describes a list of parties eligible of burial in a cemetery lot or mausoleum space, pertaining to ownership and order of descendants.

Headstones: Spaces may only contain one traditional style headstone. If there are more than two burials, additional headstones may only be flush type headstone.

## **K. GRAVE DECORATIONS:**

1. The planting of trees, shrubs, or flowers on the grave is prohibited.
2. No person shall plant any shrubbery in the Cemetery without the express permission of the Cemetery Board. Shrubbery is limited to no more than three (3) feet in height. The planting of trees is strictly forbidden.
3. Any plantings which are permitted will be trimmed or removed if, in the judgement of Cemetery officials, this is warranted due to conditions or appearances of the Cemetery. The use of gravel or stones (crushed or pea type) around the monument/grave is expressly forbidden.
4. Any urns, statues, or metal posts for hanging flowers must be in line with the foundation of the grave marker/monument/headstone. Perennials must be planted in pots or containers in line with the marker/monument/headstone.
5. All plastic flowers, except in vases in line with the marker/monument/headstone, are forbidden.
6. A notice for removal of all decorations is posted on the permanent sign beside the entry road to the Cemetery.
7. All flower urns brought to the Cemetery must have a foundation under them, unless an adequate foundation exists.
8. Glass containers for flowers, glass ornaments or lights of any kind are prohibited in the Cemetery.
9. Shephard's Hooks are prohibited.
10. Any decorations, including military markers, must be affixed to the cement foundation to allow for groundskeeping and lawn care. If the grave does not have a cement foundation, the decorations should be placed in the space in between the grave marker as to make it easier for groundskeeping.

# **OAKWOOD CEMETERY FEE SCHEDULE**

Updated: October 2025

Burials in Oakwood Cemetery will only be allowed Monday – Saturday. Sunday and Holiday burial requests may be considered at the discretion of the Sexton. All burials, in and out of town, must be handled under the guidance of a funeral director.

## **BURIAL FEES:**

### **Opening, Closing, and Entombment of:**

#### **REGULAR GRAVES:**

|                    |                 |          |
|--------------------|-----------------|----------|
| Monday — Friday    | 8:00 AM-3:00 PM | \$825*   |
| Saturday           |                 | \$1,100* |
| Sundays & Holidays |                 | \$1,600* |

#### **COLUMBIARIUM**

|                      |        |
|----------------------|--------|
| Burial Recording Fee | \$ 200 |
|----------------------|--------|

#### **CHILD GRAVES (dependent on size, not age):**

|                    |                 |        |
|--------------------|-----------------|--------|
| Monday — Friday    | 8:00 AM-3:00 PM | \$150* |
| Saturday           |                 | \$200* |
| Sundays & Holidays |                 | \$700* |

#### **CREMATION URN GRAVES:**

|                    |                 |          |
|--------------------|-----------------|----------|
| Monday-Friday      | 8:00 AM-3:00 PM | \$350*   |
| Saturday           |                 | \$550*   |
| Sundays & Holidays |                 | \$1,050* |

**\*Overtime Rate:** \$75/hr per required employee. Overtime charges apply to all Mon-Fri burials after 3:00 P.M. and on all Saturday, Sunday and Holiday burials. The minimum overtime charge is two (2) hours per required worker.

#### **Winter Burial Fee:**

Oakwood Cemetery has winter burials from Dec 1 - Apr 1 upon request.

**REGULAR GRAVES:** A maximum fee of \$300 in addition to normal and customary burial fees.

**URN GRAVES:** A maximum fee of \$150 in addition to normal and customary burial fees.

# **OAKWOOD CEMETERY FEE SCHEDULE**

**BURIAL SPACES:** The sale of all burial lot easements shall be in accordance with City of Berlin Code of Ordinances, #148-98 and Chapter 22, Section 22-19, and shall be administered and recorded by the City Clerk's office.

**Spaces Available:** Only spaces in blocks 1-43 are for sale at this time. All spaces must be paid in full at time of reservation.

**Space Reservation Policy:** If a *Cemetery Space Reservation Request* form has been filed with the Sexton, those space or spaces will be placed on reserve status for up to 14 days. If payment is not made within 14 days of the reservation, the spaces will be placed back on unreserved status and will be available for sale.

**Number of Allowed Interments Per Grave:**

- ❖ Two (2) cremation remains may be buried in one (1) grave of closely related persons.
- ❖ One (1) casket and one (1) cremation remains may be buried in one (1) grave of closely related persons.

## **BURIAL SPACE PRICING:**

**SPACE PRICES:**

|   |       |
|---|-------|
| Old Section (Blocks 1-31)   | \$400 |
| New Section (Blocks 32-45 and all additional spaces after block 45) | \$500 |

**SPACE REPURCHASE PRICES:** Any repurchase to be controlled by the Sexton and the City Clerk's office.

|                |   |
|----------------|---|
| Blocks 1 – 31  | \$100.00 per space for two or more adjacent spaces for repurchase |
| Blocks 1 – 31  | \$ 75.00 per space per each single space                          |
| Blocks 32 – 45 | \$150.00 per space for two or more adjacent spaces for repurchase |
| Blocks 32 – 45 | \$100.00 per space per each single space                          |

## **OTHER FEES**

|                                 |                           |
|---------------------------------|---------------------------|
| Headstone Permit Fee:           | \$15                      |
| Cemetery Lot Deed Transfer Fee: | \$50                      |
| Winter Storage Fees:            | \$75 Casket      \$35 Urn |
| Subsequent Burial Recording Fee | \$200                     |