**Town of Norway**

**Cemetery Policies**

***Approved by Selectboard on 12/17/2020***

**Sale of Lots (Lake View Only):**

The price of the lots shall be reviewed and approved by the Town Manager on an annual basis. At least 30% of the revenue from the sale of the lot is designated for perpetual care. The meaning of perpetual care is mowing and general maintenance of the cemeteries where the lot was sold.

Lots will be sold only in areas clearly designated as grave sites.

All lots shall be used for burial purposes only and shall be kept in decent condition at the owner’s expense.

Upon full payment of a Burial lot(s) the lot(s) will be conveyed by the Deputy Treasurer to the purchaser by a deed, signed by the Town Manager. Vouchers will be accepted from the Town of Norway for the purchase of lots for indigents.

Payment plans may be set up but all lots must be paid for within five years from date of purchase.

No burials are allowed until the lot is paid in full.

**Transfer, Sale or Conveyance of Lots:**

The transfer, sale or conveyance of your lot is allowed; however, the Town shall be given written notice.

**Lot Sizes:**

Burial lots shall be 40” wide by 10’ long.

Cremation lot shall be 24” wide by 5’ long.

**Corner Stones:**

Corner stones must be installed on all four corners of each lot level with the existing ground within 30 days of the purchase of the lot(s); no deed will be issued until corner stones are installed. Corner stones shall be installed on the inside edge of the lot in each corner. Corner stones may shift or settle below the surface of the ground it is the owner’s responsibility to keep the corner stone’s flush with the ground.

The Town of Norway must be notified before placing any corner stones.

**Burials:**

There shall be no above ground burials. A cement grave liner is required. Cremated remains must be buried in a container such as the one they are returned in or a comparable one. All burial containers must be buried down a minimum of fifty-four inches except cremation containers that shall be buried down at least twenty-four inches.

A maximum of one burial or four cremated remains will be permitted on one burial lot.

A maximum of one burial and two cremated remains will be permitted on one burial lot only when the burial was first.

A maximum of two cremated remains will be permitted on one cremation lot.

Cemeteries will be closed to burials from November 15th through April 15th unless the Town Managergrants special permission.

The Town of Norway must be notified before any burial.

**Headstones/Markers:**

 Headstones and markers must be installed within one year of burial. All vertical headstones shall have a four-foot-deep concrete base and extend two inches beyond the base of said stone on all four sides and be installed flushed with the ground. Headstones shall not exceed thirty-six inches in height, shall stay within the lot boundary and be placed at the head of the burial lot. If a horizontal headstone/marker is used, it shall be flush with the existing ground, does not need a concrete base and can be located at the either the head or foot of the burial lot Over time, these markers may shift or settle below the surface of the ground, it is the owner’s responsibility to keep the markers flush with the ground.

Only headstones/markers, flush with the existing ground, are allowed in the Lake View Memorial Garden. (Cremation lots). Over time, markers may shift or settle below the surface of the ground it is the owner’s responsibility to keep the markers flush with the ground.

The Town of Norway must be notified before the placement of any headstones or markers.

**Grounds and Lots:**

The Townof Norwayshall have full and entire control of the grounds of the cemeteries and shall at all times see that the grounds and lots are in decent repair, to include the removal or pruning of all trees, shrubs and plants

There shall be no glass containers used in any manner.

All containers, flowers and decorations shall be removed by November 30th. If not removed by November 30th, the Town has the right to remove the containers, flowers and any decorations.

No trees, shrubs or plants will be planted without approval of the Town of Norway.

**Headstones and Cornerstones:**

Headstones, markers cornerstones are considered private property. Headstones, markers or Cornerstones that are damaged, broken or hard to read are the responsibility of the lot owner or their heirs. The Town may contact the owner and request that they repair the headstones to conform to these policies.

**Cemetery Revenue:**

On an annual basis and during the normal budget cycle, the Town Manager shall present a budget for the Town Cemeteries to the budget committee and selectboard for final approval at the annual Town meeting.

**Perpetual Funds:**

The Town may invest any Perpetual Cemetery funds consistent with any other Town Funds as require by State law.

Interest may be used for general maintenance, or to improve, or expand the cemeteries.

**Use of Income (Lake View only):**

All funds derived from the sale of lots will be split 30% to the Lake View Perpetual Care Fund and 70% for general maintenance of the Lake View Cemetery.

**Veterans:**

Grave sites of veterans in town owned or privately owned cemeteries shall be cared for in accordance with the current laws of the State of Maine.

**Town Cemeteries: Location:**

* **Rustfield Cemetery Greenleaf Ave.**
* **Pikes Hill Cemetery Pikes Hill**
* **Norway Center Cemetery Norway Center Road**
* **Shedd Cemetery Shedd Road**
* **Merrill Cemetery Shedd Road**
* **Chapel Cemetery Dunn Road**
* **Lake View Cemetery Watson Road**
* **Hall Cemetery Hemingway Road**
* **Frost Hill Cemetery Frost Hill Road**
* **Holt Cemetery McKay Road**
* **The Norway Selectboard reserves the rights to amend, modify and make additions to these policy during regular schedule Selectboard meetings.**

**Link to the State of Maine on Cemeteries:**

[**https://www.maine.gov/dhhs/mecdc/environmental-health/plumb/burial/index.htm**](https://www.maine.gov/dhhs/mecdc/environmental-health/plumb/burial/index.htm)

**Link to the Maine Cemetery Association info:**

[***http://mainecemetery.org/site/wp-content/uploads/LAW-BOOK-10-22-2020-web.pdf***](http://mainecemetery.org/site/wp-content/uploads/LAW-BOOK-10-22-2020-web.pdf)