Requirements for Markers and Memorials

Materials: All markers or memorials must be of approved durable construction.

Foundations: Suitable solid foundations are provided by the city and are charged to the appropriate monument company.

Number of Markers per Lot: One marker for all graves with up to two interments. One additional flush marker permitted at the foot of the grave with three or more interments.

Cost of Repairs: The owner is responsible for any expenses incurred in the repairing of a marker or memorial.

Design: All monuments or markers must conform to the general development plan of each cemetery. The City Council makes all final determinations on the appropriateness of individual monuments or markers.

Removal by the City: If any monument or marker falls into disrepair, becomes unsightly, dangerous, or detrimental, it may be removed by order of the City Manager after giving 30 days notice to the owner.

Dimensions (maximum): Single lot - 38 inches in height, 14 inches in width, and 38 inches in length. Two or more lots - same except 60 inches in length. Graves with three or more interments - a second flush foot marker no longer than 14 inches in width and 38 inches in length. Cremains Only Sections - 14 inches in width and 38 inches in length.

Location: The authority to designate the location of markers will be with the Parks Superintendent when not clearly identified on cemetery maps.

Indian Fields Cemetery
2023 East Milham Avenue

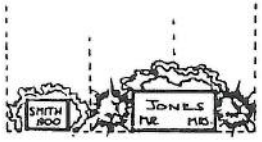
Portage Central Cemetery
South Westnedge at Shaver Road

Dry Prairie Cemetery
1705 West Milham Avenue

Portage South Cemetery
South Westnedge at Osterhout

Grave Decorations

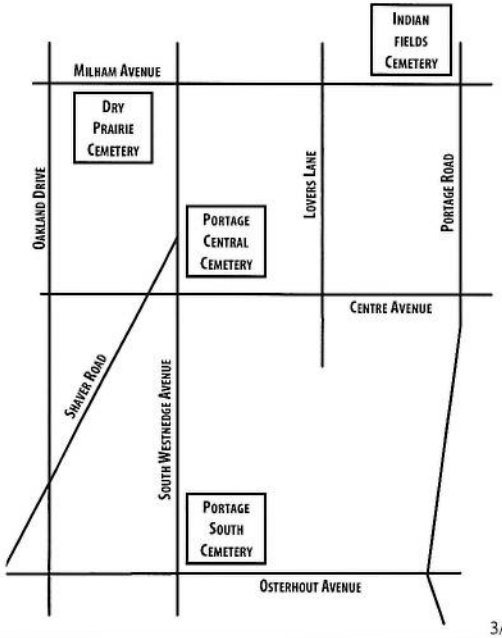
Annual flowers should be planted within 12" of the memorial and not extend past lot boundaries in full bloom. Fresh flowers only may be displayed in flush memorial sections (3 days maximum) April - September.



Artificial flowers may be placed the same as regular flowers in upright memorial sections and must be removed at the end of the normal growing season. Artificial decorations may be displayed in all sections October - March. No artificial flowers in flush memorial sections April - September.

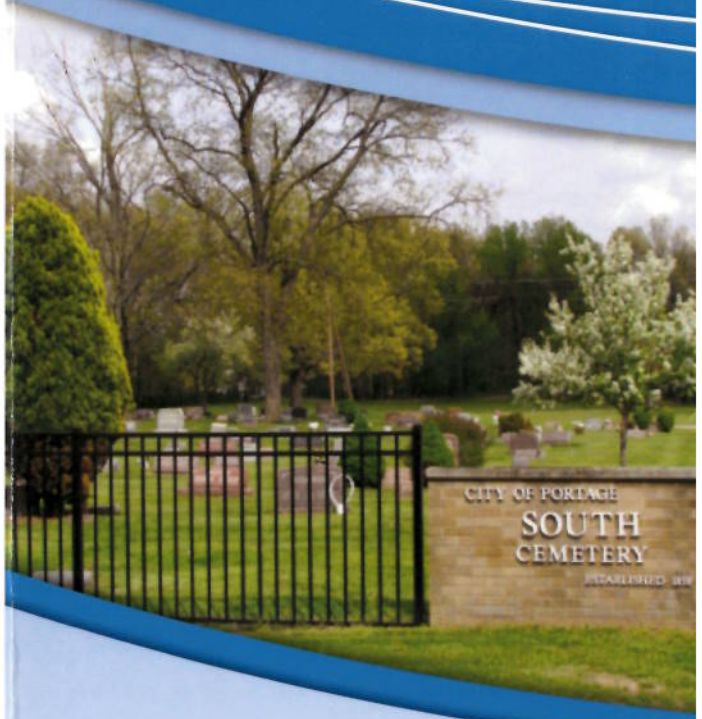
Perennial flowers may be planted in urns or vases on either side or directly behind upright memorials, but within lot boundaries.

Property owners are responsible for the care and maintenance of grave decorations. Your cooperation will be appreciated. Further information may be obtained at the Department of Public Services, at 269-329-4522.



3/4/2015

City of Portage Municipal Cemeteries



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City Services

The City of Portage maintains four municipal cemeteries, totaling over 28 acres, at which interment and perpetual care are provided through the Department of Public Services. Cemetery services are provided throughout the year.

The oldest of the cemeteries are Indian Fields and Dry Prairie, which contain grave markers dating back to the early 1800s. Today the only active cemeteries are Portage Central and South.

Cemetery Fees

Burial Rights Fees:

Residents	
Flush Marker Sections	$950
Upright Marker Sections	$1,075
Non-Residents	
Flush Marker Sections	$1,300
Upright Marker Sections	$1,450
Infants (under 3 months)	
Residents	$400
Non-resident	$650
Cremains Only Section	
Residents	$650
Non-Residents	$900
***Grave Opening and Closing Charges**	
Adults	$950
Children	$700
Ashes	$450
Infants	$400

*plus overtime fees of $350 if applicable

Foundations under memorials - $0.55 per square inch

Cemetery Rules

- All city-owned cemeteries are open to the public between the hours of 8 a.m. and sunset.
- All records concerning city-owned cemeteries and burials are maintained by the City Clerk. An appropriate burial rights certificate must be purchased and paid for in full before burial.
- No right of burial can be disposed of, conveyed, transferred, or assigned without the written approval of the City Clerk.
- Burials on Saturdays will be assessed an extra $350 fee for overtime costs.
- Burial in any city-owned cemetery plot is restricted to the plot owner, his/her parents, children, or spouse unless written authorization is obtained from such owner or his/her heirs.
- All burials are arranged through the Department of Public Services and are not permitted without a proper burial or transit permit as provided by ... state law.
- Multiple burials are permitted on a single lot under the following guidelines:
  - Four cremains on a single lot with no traditional burial;
  - Three cremains and one traditional burial may be placed in a plot. Traditional burial must take place before a plot has been used for a cremains;
  - Two cremains per lot in cremains only section;
  - A parent and infant (under seven years) if buried at the same time.
- The city will determine the route, equipment and methods necessary in all cemetery operations and grave openings including temporary relocation of monuments/decorations and removal of shrubbery, plants or other materials as necessary.
- The materials used and manner of erecting monuments, headstones and markers, and the type, locations, planting, and trimming of trees and shrubs are subject to the approval of the city.
- No person is allowed to damage or deface any tree, shrub, monument, marker or other ornamentation. No one may travel any section of a cemetery on an animal or by mechanical means except upon drives provided for this purpose. No recreational activities are allowed in a cemetery.
- The city will remove any unsightly, dangerous, or detrimental tree, plant, shrub, or ornamentation twice a year. The removal of these materials will take place in April and October.
- A 24-hour notice must be given for a funeral to allow for proper grave opening. Notice for a Saturday funeral must be received by noon on Friday. No funerals will be scheduled before 1 p.m. the first of the work week or the first day following a city holiday.
- No burials are performed on Sundays or holidays.
- No person shall erect an enclosure in the nature of a fence, hedge, or curbing on a cemetery lot or plot.
- No shrubs or trees may be planted on cemetery lots.
- A cremains container may be placed on a grave site in which a previous single interment has been made.
- Cremain containers must be sealed, and may not exceed 14 inches in any dimension: length, height or width. Total size cannot exceed 1 cubic foot.
- Memorial trees may be planted at selected locations within the cemeteries as designated by the Department of Public Services.
- Pets in all city cemeteries must be restrained on a six-foot or retractable leash. Persons in charge of or in control of pets on cemetery property shall be responsible for clean up and removal of excrement deposited by such pet.