



Rules & Regulations

(Subject to change without notice)

Revised Apr 2019

Flowers & Other Decorations:

- ❖ Fresh cut flowers, artificial flowers, or wreathes may be placed on graves at any time and will be removed by cemetery employees when they become unsightly. Containers, other than the permanent type, used for this purpose will be disposed of when flowers are removed from the grave.
- ❖ NOT PERMITTED: **(will be removed/disposed of upon discovery)**
 - Gravel, rock, or other decorative stone-like material
 - Shepherd staff/hooks
 - Glass containers
- ❖ All trees at Hazelwood Cemetery are the property of the City of Springfield. **NOTHING** is allowed to be attached to or hung from any part of any tree located within the cemetery. Items will be removed and damages will be assessed. Person(s) responsible for any damage to City-owned trees may be cited/charged for the damage.
- ❖ There are no facilities at Hazelwood Cemetery for storage of flower(s) or containers; therefore, they will be disposed of when removed.
- ❖ Approval for gravesite improvements (ie. plantings, landscape materials, and erection of stones) must be obtained from the Hazelwood Administration office prior to ANY installation.
- ❖ Request for planting of trees requires a tree permit and can be obtained from the Hazelwood office.
- ❖ All charges against a cemetery lot must be paid before a grave can be opened or a stone erected.

Clean-Up Days:

- ❖ **General cleanups will be made during the 2nd full calendar week of March, June, and September of each year** to keep the cemetery in a neat and attractive condition. Everything on the ground (in the way of mowers and trimmers) will be removed & disposed of. Lot owners who have any vases, wreathes, or arrangements that they wish to save **should remove them before these dates.** Hazelwood personnel can confirm actual calendar dates and signs will be posted in the cemetery prior to clean-up.
- ❖ In order to not interfere with leaf mulching and grounds maintenance, we request Christmas/holiday decorations be placed on the grave **AFTER December 1st** and removed **BEFORE March 1st** in preparation for spring; otherwise they will be removed and disposed of in the March cleanup.

Cemetery Office:

- ❖ OPEN: Monday through Friday 9:00am to 4:00pm. CLOSED: Weekends & Holidays*
(Exception: Open Memorial Day Weekend – Sat, Sun, Mon – regular hours)
- ❖ Appointments: **Immediate need will be accommodated at any time – no appointment necessary.**
Recommended for parties interested in looking at property, making a lot purchase, or conducting extensive genealogy research.

❖ Phone: (417) 891-1660	Fax: 417-891-1662	Email: hazelwoodinfo@springfieldmo.gov
-------------------------	-------------------	---

❖ Website: Hazelwood Cemetery

Rules & Regulations

(Subject to change without notice)

Revised Apr 2019

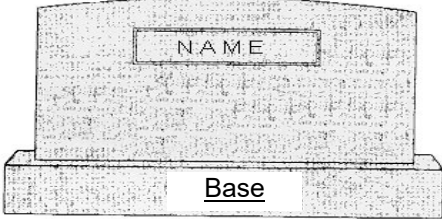
Monument Regulations: (It is highly recommended to allow a minimum of 6 months before installation of a monument, marker, or foot marker to allow for sufficient soil settling and stabilization)

- No monument, or markers, or opening/closing work will be permitted on the cemetery property until all cemetery property charges are paid in full which includes the perpetual care fee (now included in the purchase price).
- The correct location for setting memorials, monuments, or grave markers must be obtained from the Hazelwood administration office. Installers: Please stop by the office to coordinate flagging of the correct property boundaries by cemetery staff.
- All excess subsoil excavated in the process of installation of a monument must be removed off site. All installations should be finished with a top grade screened fine top soil or potting soil to ensure grass will be able to grow next to the stone. Any installation determined by cemetery staff to be inadequate or problematic due to the possible infringement upon adjoining lot owners' property will be brought to the attention of the installer and/or affected lot owner(s). *(Revised 2018)*

Monument Restrictions:

- Monument **height** shall be **limited to 36" over all height** from the bottom of the base to the top of the die.

Monument Recommendations

SINGLE (1 grave) Base: Maximum 30"	INFANT (1 grave) Base: Maximum 24"	DOUBLE (2 grave spaces) Base: Maximum 48" long (4') Width: Maximum 14" wide Only one upright allowed which must be centered at the (head) west end of the spaces. All others must be flat/flush.	TRIPLE (3 grave spaces) 10' x 10' Base: Maximum 72" long (6') Width: Maximum 16" wide Only one upright allowed and it must be centered at the west end of the spaces. Any others must be flat/flush.
INDIGENT/ECONOMY Base: Maximum 30" Must be FLAT/FLUSH to the ground.		FAMILY PLOT (12 grave spaces) 20' x 20' Base: Maximum 144" long (12') Width: Maximum 20" wide ONE upright monument allowed and must be centered in middle of the lot. ALL other grave markers must be flat/flush to the ground. Established lots may require approval before additional stones are installed.	
		MAUSOLEUM PLOT 20' x 20' - Regulations are available when applicable.	

Foundations: : (It is highly recommended to allow a minimum of 6 months before installation of a monument, marker, or foot marker to allow for sufficient soil settling and stabilization)

- * All monuments with a base of 36" x 14" or less, shall be placed on a concrete foundation of at least 18" in depth.
- * All monuments and markers with a base **greater than 36" x 18"**, weighing 3,000 lbs. or less, shall be placed on a concrete foundation of at least 24" in depth.
- * All 12" x 24" flat/flush markers shall be placed on a concrete foundation at least 12" deep and be flush to the turf line.
- * All monuments weighing over 3,000 lbs. shall be placed on a concrete foundation of at least 30" in depth. The weight of a monument or marker is calculated at 187 lbs. per cubic foot.
- * All foundations are to extend 2" beyond the base of monument in all directions and be flush with turf line.

Miscellaneous:

- * All upright monuments should have the (family) surname name inscribed on both sides.
- * All cornerstones must be approved prior to installation and must be set flush with ground level.
- * In sections of Hazelwood, where upright markers are presently installed on the lot, additional markers must be placed flush with the ground level. Monuments or markers are placed at the head of the grave with the burials to the East side.
- * Eligible veterans may also have military grave markers from the Veteran's Administration that must be set flush to the ground. Where there may already be an upright monument the veteran's marker will be placed at the foot.