

**VILLAGE OF HARTLAND
CEMETERY RULES
ADOPTED JULY 13, 1987
UPDATED MAY 13, 2024**

In order to maintain the aesthetic aspects of the cemetery and to allow for efficient maintenance, plot owners and visitors are asked to cooperate with the following regulations.

Use and Decoration of Plots

1. Cemetery hours are sunrise to sunset.
2. **Decorations** – All decorations placed at grave sites are subject to the following requirements.
 - a. No holiday wreaths (Christmas-type) may be placed on grave before Thanksgiving Day.
 - b. All wreaths and holiday decorations must be removed by March 15 or they will be removed and disposed of by the Village.
 - c. No wire, glass containers, tin cans, ceramic or clay pots, aluminum foil or other dangerous or unsightly material should be used to hold decorations.
 - d. No styrofoam boxes, tubs, shells, ornaments, chairs/benches, wire, plastic border edging, fencing, bricks, bark, rocks, gravel, wood, stuffed/artificial animals, pictures/frames, toys, figurines are permitted around the monument base or in the lawn.
 - e. Decorations are only permitted if they are securely fastened to the monument and/or base, do not protrude beyond the base and are of a material which will not result in a safety hazard.
 - f. Deteriorated/unsightly decorations will be removed and disposed of by the Village at any time. The Village is not responsible for any items placed or missing.
 - g. Easel decorations are allowed for observed holidays including Easter, Memorial Day, July 4, Labor Day, Veteran’s Day and Christmas.
3. **Artificial Flowers** – Artificial flowers are permitted but must conform to the following.
 - a. Holiday decorations and artificial flowers left over the winter must be removed and disposed of by March 15 or they will be removed and disposed of.
 - b. No artificial plants or flowers will be allowed unless they are placed in a proper bouquet holder such as a vase and are securely fastened in place to the monument. The Village will not be responsible for damage to vases that are not tied down during winter months.
 - c. Styrofoam, glass and wire holders are not permitted.
 - d. Deteriorated artificial flowers will be removed and disposed of by the Village at any time. The Village is not responsible for any items placed or missing.
4. **Annual/Perennial Flower Plantings** – Annual and perennial flower plantings are allowed in all areas **except Section F** but must conform to the following.

- a. Rose bushes, peonies, irises, day lilies, gladiolas, creeping flowers, vines and other plants which require exceptional care shall not be planted.
 - b. Only low growing plants and flowers planted in front of the monument are acceptable. They should not exceed eighteen inches in height. The planting bed shall not exceed the width of the monument or extend more than twelve inches away from it.
 - c. Flower beds must be maintained or they will be removed. All dead or wilted plants will be removed and disposed of by the Village.
 - d. Potted plants, hanging baskets, shepherds hooks and standing planters are not permitted.
5. The Village reserves the right to remove any decorations when they become unsightly, weathered, the construction deteriorates, or they are not in conformance with the requirements.

Purchase and Ownership of Plots

6. Resale, transfer, assignment or reassignment of any lot, or interest therein, shall be valid only with the prior approval of the Village Clerk and such action has been officially recorded in the records of the Clerk's Office.
7. A Village "Transfer Form" must be properly executed and delivered to the Clerk's Office, with fee, prior to any resale, transfer or reassignment of any cemetery lot.

Burials

8. Not later than two (2) business days prior to internment, a properly completed "Interment Order" is to be delivered to the Clerk's Office by the Funeral Director.
9. All graves will be dug by the Village-approved contractor.
10. The Village reserves the right to approve all monuments.
11. Grave sites will be oriented with the monument at the west end of the plot and the remains to the east.
12. Burials of caskets will require installation of a burial vault.
13. One full burial and one cremation burial or two cremation burials will be allowed in each plot.

Other Regulations

14. A compliant monument or marker must be installed within one (1) year of internment or proof must be shown that payments are being made toward such a monument.

15. Granite or concrete bases must be a minimum of 4” thick.
16. Only flush monuments may be placed in Section F located in the upper cemetery north of the first entrance drive. The base of monuments must be flush with the ground and at least four inches larger than the monument.
17. The Village will be responsible for restoring the lawn on new graves and for filling sunken graves and re-establishing the lawn. All lawn will be restored with topsoil and seed.
18. The Village will cut grass, trim around monuments, trim bushes and trees. All debris including leaves and trash will be removed by the Village.
19. Planting of shrubs, bushes or trees may be allowed by the Village upon request and payment of a \$400 endowment. The cost of the chosen item and initial planting is the sole responsibility of the requester. If such shrub, bush or tree is allowed, the Village will approve location and variety of the item to be planted. Once the item is planted in the cemetery, it becomes property of the Village of Hartland and subject to normal maintenance activities of the Village. Village staff has discretion to remove as needed.
20. Pet burials are not allowed.

Forms and other information are available on the Village’s website: villageofhartland.wi.gov

Village of Hartland
210 Cottonwood Ave.
Hartland WI 53029
262-367-2714

Cemetery Properties: 300 and 416 West Capitol Drive
211 Hill Street

For plot purchase or transfer or general inquiries: Sandee Policello, Village Clerk
For grave marking or maintenance: Tom Jenson, Interim DPW Director

Thank you for your cooperation.