

**RULES AND REGULATIONS
GOVERNING THE OPERATIONS
OF THE
OSAGE GARDEN
CEMETERY**

Adopted
April 24, 2001

REVISED AUGUST 9, 2005
REVISED FEBRUARY 12, 2008
REVISED FEBRUARY 24, 2015
REVISED MARCH 23, 2016
REVISED MAY 9, 2023
REVISED SEPTMEBER 12,2023

OSAGE GARDEN CEMETERY

CHECKLIST FOR RULES AND REGULATIONS

1. No interments made until the space to be occupied is paid in full. This includes property (space) cost and opening fees.
2. Winter "ground" decorations, grave blankets, wreath, poinsettia plants and other decorations are allowed after mowing season or November 15th of each year, whichever occurs first. Beginning March 1st of each year, flowers and decorations will be allowed year-round when securely fastened to the marker or monument, or is placed as to be sitting directly on top of the flat surfaced marker, so as not to inhibit normal maintenance of the cemetery. Flags sized 12" X 18" or smaller are allowed to be placed on gravesites on Memorial Day, Flag Day, Independence Day (July 4th), and Veteran's Day.
3. Cemetery Advisory Committee specifically disclaims any responsibility for loss or damage from causes beyond its reasonable control.
4. Individual maintenance activities are prohibited, unless such activities are approved, in advance, with the Sexton.
5. The City maintains a Cemetery Perpetual Care Fund, and any individual, firm, or corporation may in its sole discretion contribute, donate, or give to the Perpetual Care Fund.
6. No monuments are permitted on spaces in Section One of the cemetery; only bronze tablets or flat stone markers shall be allowed.
7. All tablets, flat surface markers, Granite Veteran's Markers, and Bronze (metal) Veteran's Markers must be set on a concrete pad. Such pad shall be installed so that the top of the concrete pad is level with the surrounding ground (finish grade). The concrete pad, so installed, shall be the same size of the marker or larger and shall not have a border greater than six inches (6") from the edge of the marker affixed to the concrete pad to the exterior edge of the pad. Bronze (metal) markers, such as Veteran's Markers, must be bolted to a granite or concrete surface marker before being set on the concrete pad. Concrete pads and the markers affixed thereto shall only be set and installed by funeral homes or monument companies.
8. All excess soil, resulting from setting a headstone, must be hauled off or used under the supervision of the Cemetery Sexton.

9. Sizes on all monuments, markers, and bronze tablets in all sections of the cemetery are controlled. Check with Sexton, Public Works Director or City Clerk for proper sizes.
10. All spaces must be paid in full before monuments, markers, or bronze tablets are placed on lots.

OSAGE GARDEN CEMETERY
APPLICATION FOR INSTALLATION OF
MARKERS AND MONUMENTS

DATE RECEIVED: _____

IF MARKER WILL BE A WEDGE, THE MAXIMUM HEIGHT OF THE LARGE SIDE IS
4"

MONUMENTS: (UPRIGHT MONUMENT)

DIE:

WIDTH: _____
HEIGHT: _____
THICKNESS: _____

BASE:

WIDTH: _____
HEIGHT: _____
THICKNESS: _____

SURFACE MARKER: (FLAT MARKER)

COMPLETE DESCRIPTION:

TYPE: _____
WIDTH: _____
HEIGHT: _____
THICKNESS: _____

IS THIS A WEDGE? _____

*****DRAWING REQUIRED*****

PRENEED?

YES

NO

<input type="checkbox"/>
<input type="checkbox"/>

LOCATION OF INSTALLATION:

SECTION: _____

LOT: _____

SPACE: _____

MONUMENT COMPANY:

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

LOT OWNER:

NAME OF DECEASED _____

APPROVED:

NOT APPROVED:

NAME OF DEED OWNER-PLEASE PRINT _____

DEED OWNER SIGNATURE _____

CEMETERY SEXTON _____

DATE _____

A \$25.00 MARKING FEE IS DUE PRIOR TO INSTALLATION OF MARKER/MONUMENT.

**THE RULES AND REGULATIONS GOVERNING THE OPERATION OF THE OSAGE GARDEN CEMETERY
REQUIRE APPROVAL OF THIS APPLICATION PRIOR TO THE INSTALLATION OF ANY
MONUMENT/MARKER.**

APPLICATIONS CAN BE SUBMITTED TO THE CITY OFFICE LOCATED AT 110 N. BROADWAY, SKIATOOK,
OKLAHOMA, BETWEEN 8:00 A.M. AND 5:30 P.M., MONDAY THROUGH THURSDAY OR BETWEEN 8:00
A.M. AND 12:00 P.M. FRIDAY, BY FAX AT (918)-396-3300, OR EMAIL TO:
CEMETERY@CITYOFSKIATOOK.COM.

**INSTALLATION OF ALL MONUMENTS/MARKERS REQUIRES SCHEDULING, BY CALLING
(918)-396-2797 AND MUST BE INITIATED SO THAT WORK CAN BE COMPLETED DURING
REGULAR BUSINESS HOURS. INSTALLATION AT ANY OTHER TIME WILL REQUIRE SPECIAL
WRITTEN PERMISSION FROM THE CITY.**

**RULES AND REGULATIONS FOR THE OPERATION OF
THE OSAGE GARDEN CEMETERY**
(REGULATING INTERMENTS; ESTABLISHING FEES AND COST;
REGULATING THE PLACEMENT OF MONUMENTS;
AND, REQUIRING DEEDS.)

These RULES AND REGULATIONS are adopted for and relate to the operation and management of the Osage Garden Cemetery, a municipal cemetery owned and managed by the City of Skiatook, Oklahoma.

SECTION A. NOTIFICATION OF INTERMENTS

Notification of impending grave openings and information concerning interment must be given to the Cemetery Administrator at Skiatook City Hall by the funeral director as soon as arrangements have been made by the family.

1. Monday Burials

If the family requests a Monday burial and notification cannot be given to the Cemetery Administrator by 4:00 p.m. on Friday, the following policies apply:

- a. Notification for a Monday interment must be made to City Hall staff no later than 8:15 a.m. on Monday. If notification is not received by 8:15 a.m., a Monday interment will not be allowed.
- b. No interment shall be scheduled prior to 11:00 a.m. This will allow City staff time to open the grave on Monday morning.

2. Prior to requesting an interment date and time, the requestor shall check with City Hall to see if there is a service scheduled at that same time. Because of the small size of the cemetery and logistics of the traffic flow, more than one interment may not be scheduled for the same time slot.

SECTION B. PROHIBITION OF INTERMENT ON SUNDAYS AND HOLIDAYS

No interment will be held on Sunday or on holidays recognized by the City of Skiatook; provided, however, that the Friday and Saturday immediately following Thanksgiving and the day immediately preceding Christmas are not included in such prohibition on interments. For the purpose of clarification, City holidays effecting this regulation are as follows: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

SECTION C. COST OF SPACE

Each space is allocated a cost of \$800, regardless of the location of the space. Payment plans for spaces are allowed but conditioned upon a completed and signed application for such payment plan and regular on-time payments are made in accordance with such applications. The minimum allowable payment for such plans shall be fifty dollars (\$50) per space, per month.

SECTION D. OPENING AND CLOSING COSTS

Monday through Friday	\$600.00
Saturday	\$700.00

SECTION E. DISINTERMENT

Monday through Friday ONLY	\$1,200.00
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THERE ARE NO INTERMENTS/DISINTERMENTS ON SUNDAYS OR HOLIDAYS (See Item B). Opening and closing costs may be paid by the funeral home or by the family.

SECTION F. OUTSIDE CONTAINERS

A minimum of a cement box shall be required as an outside container.

SECTION G. SETTING MONUMENTS

1. The Marker/Monument Application must be submitted with a picture/drawing of the proposed stone prior to the making of the stone to ensure proper placement and measurements are correct. The application must be signed by the space owner/executor of owner's estate prior to submission.
2. Before a stone can be set, the gravesite shall be marked by City staff. The Cemetery Administrator or designee shall be notified prior to setting a stone; provided, however, that the City staff shall not allow any marker or stone or other permanent or semi-permanent marker to be installed or set until such time as the lot or space upon which the marker is placed is paid in full and receipt of monies noted in the Cemetery Administrator's ledger.
3. In order to "set" a "double" upright monument, the owner shall be required to have deed to a minimum of four spaces arranged so as to have two spaces abut two other spaces "end to end." There shall be no above ground headstones placed in the center parcel. See attached "Surface Marker Details" and "Marker-Monument and Space Configuration Requirements" for additional information on setting monuments.

4. There will be a charge of \$25.00 for locating and marking a gravesite which must be received at City Hall prior to scheduling the setting of the monument.

SECTION H. CREMATIONS

1. Opening and closing costs for cremations shall be \$225 Monday through Friday; \$275 Saturday. Individuals shall not inter cremains themselves.
2. No more than two cremains shall be placed in one gravesite. Cremains shall be contained in an outside rigid container.
3. The fee to inter cremains in a double niche of the Columbarium shall be \$1,250.00, and the fee to inter cremains in a single niche of the Columbarium shall be \$1,050.00.

Reference: Resolution 2015-32
Resolution 2023-09
Resolution 2023-17

SECTION I. DEEDS

1. The City's Cemetery Administrator or designee shall, in every case, issue a deed to the owner of every lot/space sold at the time of the sale, or at the time of final payment, or within a reasonable time subsequent to the sale.
2. There will be a \$25.00 fee for the transfer of ownership between two parties and the issuance of a new deed.

Reference: Resolution 2002-19
Resolution 2000-02
Resolution 1999-16
Resolution 2005-10
Resolution 2011-07
Resolution 2015-04
Resolution 2015-32
Resolution 2023-17

TERMS AND DEFINITIONS

The figures below are meant to aid in the definition of the terms used in this document:

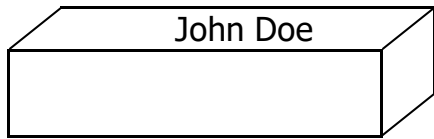


Figure 1
Surface Marker

A surface marker must be installed so as to have the marker to rise above the surface of the surrounding ground level, and lies "flat" on the concrete pad.

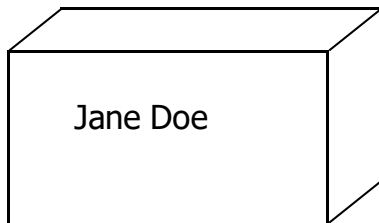


Figure 2
The "Die" of an Upright Monument

The "die" is that portion of the monument that, as a general rule, contains engraving and is placed on a base stone. Height and width are measured from the tallest and widest points.

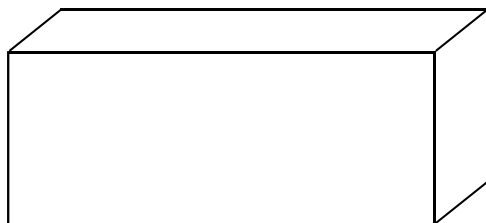


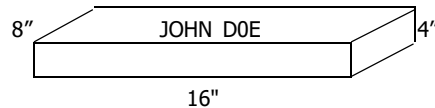
Figure 3
The "Base" of an Upright Monument

The base is that portion of an upright monument that lies upon a foundation and upon which the die is placed. In all cases, the base shall be as long or longer and wider than the die. Additionally, in every case, including all allowable design options, the base portion of the monument shall not exceed the maximum allowable length for the space configuration used, and in all cases, the base must be comprised of one single monument piece.

SURFACE MARKER DETAILS – SECTION 1
SECTION 1 IS RESTRICTED TO THE USE OF SURFACE MARKERS

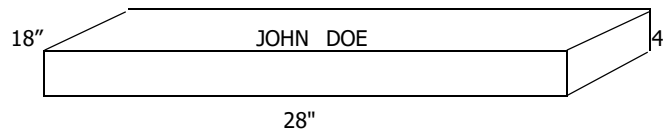
The **minimum** dimensions for a single surface marker located in Section 1 of Osage Garden Cemetery are:

Eight inches wide by Sixteen inches long by Four inches thick
(8" x 16" x 4")



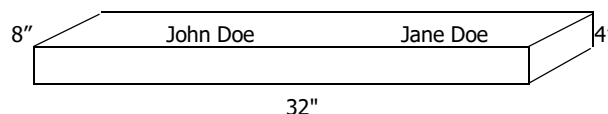
The **maximum** dimensions for a single surface marker located in Section 1 of Osage Garden Cemetery are:

Eighteen inches wide by Twenty-eight inches long by Four inches thick
18" x 28" x 4"



The **minimum** dimensions for a double "companion" surface marker located in Section 1 in Osage Garden Cemetery are:

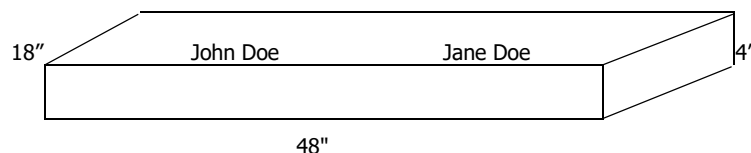
Eight inches wide by Thirty-two inches long by Four inches thick
(8" x 32" x 4")



The **maximum** dimensions for a double companion surface marker located in Section 1 of the Osage Garden Cemetery are:

Granite Marker or Bronze mounted on Granite Marker

Eighteen inches wide by Forty-eight inches long by Four inches thick
18" x 48" x 4"



MARKER – MONUMENT AND SPACE CONFIGURATION REQUIREMENTS
SECTION 2, 3, 4, AND 5

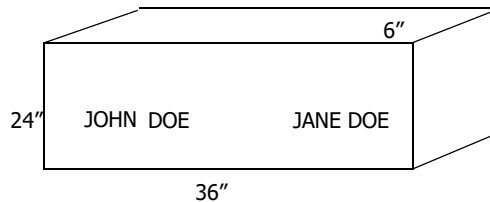
SURFACE MARKERS: For placement in Sections 2, 3, 4, and 5, surface markers must conform to the requirements listed for surface markers in Section 1 of the Osage Garden Cemetery.

MONUMENTS: For placement in Sections 2, 3, 4, and 5, upright monuments must conform to the requirements as follows:

Four-space Configuration: The minimum number of spaces required for the placement of an upright monument is four (4) spaces, configured so as to have two spaces abut two other spaces end-to-end (Figure "A").

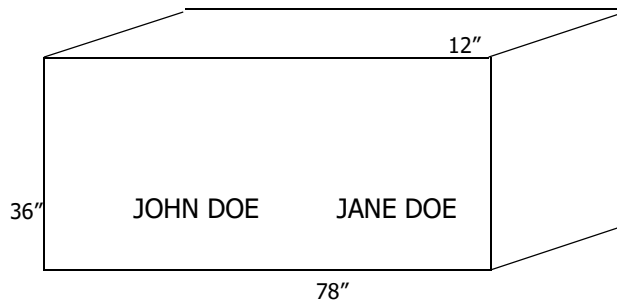
The **minimum** dimensions for the "die" of an upright marker to be placed on a four-space configuration are:

Thirty-six inches long by Twenty-four inches high by Six inches wide
(36" x 24" x 6")



The **maximum** dimensions for the "die" of an upright marker to be placed on a four-space configuration are:

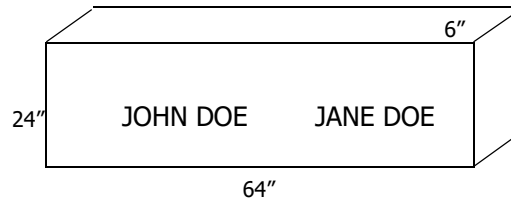
Seventy-eight inches long by Thirty-six inches high by Twelve inches wide
(78" x 36" x 12")



Six-space Configuration: The use of a six-space configuration is allowed should a larger upright marker be desired. In a six-space configuration, a single owner must have three spaces abutting three other spaces end-to-end (Figure "B").

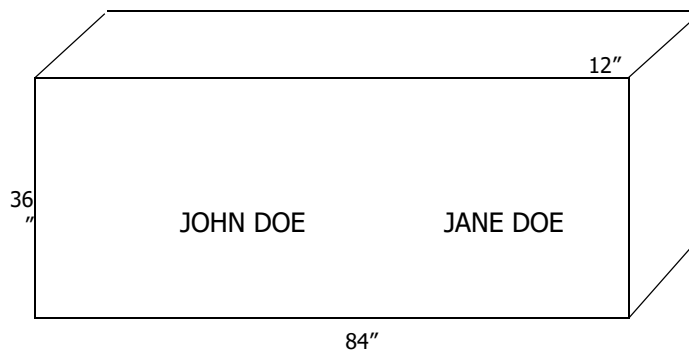
The **minimum** dimensions for the "die" of an upright monument to be placed on a six-space configuration are:

Sixty-four inches long by Twenty-four inches high by Six inches wide
(64" x 24" x 6")



The **maximum** dimensions for the "die" of an upright monument to be placed on a six-space configuration are:

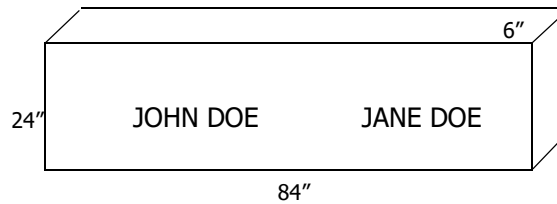
Eighty-four inches long by Thirty-six inches high by Twelve inches wide
(84" x 36" x 12")



Eight-space Configuration: The maximum number of spaces that may be configured for the placement of an upright monument is eight spaces configured so as to have four spaces abut four other spaces end-to-end (Figure "C").

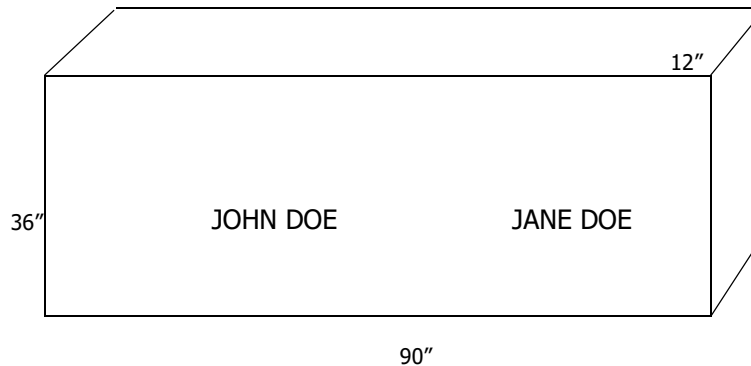
The **minimum** dimensions for the "die of an upright monument to be placed on an eight-space configuration are:

Eighty-four inches long by Twenty-four inches high by Six inches wide
(84" x 24" x 6")



The **maximum** dimensions for the "die" of an upright monument to be placed on an eight-space configuration are:

Ninety inches long by Thirty-six inches high by Twelve inches wide
(90" x 36" x 12")

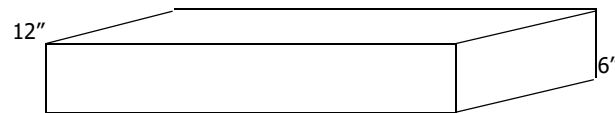


BASE REQUIREMENTS

BASE: For placement in Sections 2, 3, 4, and 5, bases for upright monuments must conform to the following requirements and in all cases the base must be as long or longer than the die and wider than the die:

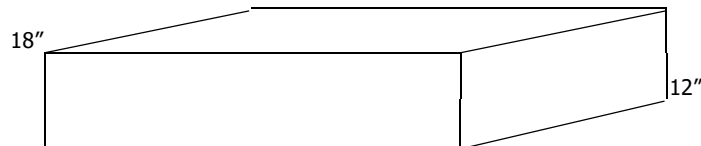
The minimum dimensions for the base of an upright monument are:

Six inches high by Twelve inches wide
(6" x 12")



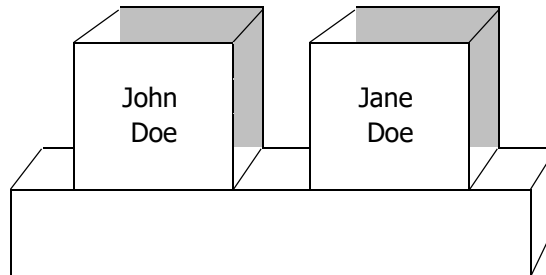
The maximum dimensions for the base of an upright monument are:

Twelve inches high by Eighteen inches wide
(12" x 18")



OPTIONAL DESIGNS

Any die option, regardless of design, may not exceed the dimensions listed for each lot configuration. Note the allowable design option below:

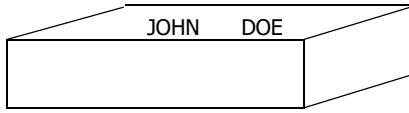


/-----78"-----/
(for a four-space configuration)

NOTE: The Rules and Regulations require that, when utilizing the option shown above, the entire monument (base and die [all portions]) must be "set" at the same time. No portion of the illustration shown above can be set other than at the initial time the monument is placed. Additionally, when utilizing this option, the die portions of the monument must be placed so there is a balanced configuration. This is, there will be an equal space on each end of the base and the die/dies will be of equal size.

TERMS AND DEFINITIONS

The figures below are meant to aid in the definition of the terms used in this document:



Surface Marker

A surface marker must be installed so as to have no portion of the marker to rise above the surface of the surrounding ground level, and lies "flat" in the ground.

Figure 1

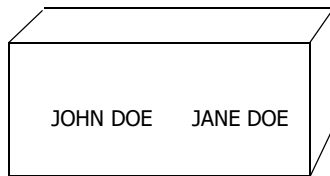


Figure 2
The "Die" of an Upright
Monument

The "die" is that portion of the monument that, as a general rule, contains engraving and is placed on a base stone. Height and width are measured from the tallest and widest points.

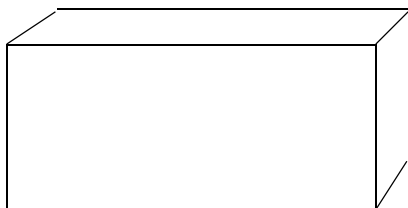


Figure 3
The "Base" of an
Upright Monument

The base is that portion of an upright monument that lies upon a foundation and upon which the die is placed. In all cases, the base shall be as long or longer and wider than the die. Additionally, in every case, including all allowable design options, the base portion of the monument shall not exceed the maximum allowable length for the space configuration used, and in all cases, the base must be comprised of one single monument piece.

SPACE CONFIGURATION

The following configurations are allowed for the placement of an upright monument:

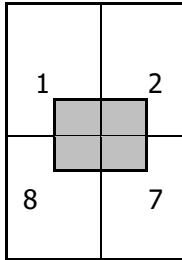


Figure "A"
Four-space Configuration

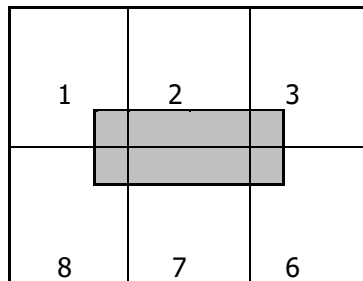


Figure "B"
Six-space Configuration

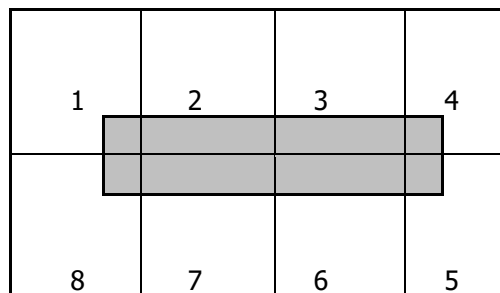


Figure "C"
Eight-space Configuration

Figure A, B, and C are not drawn to scale.

On all configurations the monument must be centered.