

City of Saratoga Springs Cemetery

Policy And Procedures Manual



**SARATOGA
SPRINGS**
Cemetery

This information can be updated at any time.

Table of Contents

Introduction	3
Hours of Operation	4
Saratoga Springs City Code	5
Cemetery Fee Schedule	6
How to Purchase a Certificate of burial Rights	7
Certificate of Burial Right	9
Cemetery Records	11
Request for Burial (funeral arrangements)	12
Vault Requirements	14
Number of Burials Per Lot	15
Grave Markers/Headstones	16
Decorations	20
Cemetery Maintenance Information	22
Disinterment policy	24
Cemetery Etiquette	26

Introduction

This document serves as a comprehensive guide to the principles, procedures, and practices that govern the management and care of our cemetery. Located in the northwest section of the City of Saratoga Springs (“City”), the cemetery spans roughly 20 acres. It is our deepest commitment to preserve this solemn, tranquil space—one where the memories of loved ones are honored with dignity, respect, and reverence.

Contained within these pages are the policies that guide every aspect of cemetery operations, from burial and interment procedures to the selection of memorials and the ongoing care of the grounds. These regulations are designed not only to maintain the integrity and beauty of the cemetery but also to ensure a seamless, respectful experience for all who visit and utilize its services.

We encourage you to carefully review the policies outlined in this manual. Should you have any questions or require further assistance, our dedicated staff is always available to provide guidance. It is our hope that this manual helps you navigate the services with ease and serves as a valuable resource in honoring those who have passed.

Hours of Operation

Cemetery ground hours – 6:00 am to 10:00 pm, Seven days a week

Cemetery Address -

Office hours – 8:00 am to 5:00 pm, M-F, or by appointment.

Burials scheduled: 10:00 am to 2:00 pm, M-S. Call for availability.

Office closed Saturday, Sunday, and observed holidays

Office address: 1307 N. Commerce Drive, Saratoga Springs, UT 84045

Phone: 801-766-9793

Email: Cemetery@saratogasprings-ut.gov

Cemetery website: [City of Saratoga Springs Cemetery](#)

On City holidays and Sundays, the Cemetery offices are closed, interments, disinterments, and grave marker installations shall not be allowed.

Saratoga Springs City Code

Title 11.03 of the Saratoga Springs City Code authorizes the City to promulgate these policies and procedures. It is the duty of the City to update and maintain these policies and procedures so that they are consistent with the requirements of Title 11.03 of the City Code. The City Code is incorporated into these policies and procedures by reference and supersedes the provisions of this manual. A complete copy of the City Code can be found at: <https://www.saratogasprings-ut.gov/491/City-Code>.

Cemetery Fee Schedule

BURIAL RIGHTS FEES		
	Resident	Non-Resident
Raised Lot	\$2,000.00	\$3,000.00
Flush Lot	\$1,300.00	\$1,950.00
Infant Raised Lot	\$1,200.00	\$1,800.00
Infant Flush Lot	\$500.00	\$750.00
Cremation Garden Products	See consolidated fee schedule per product	See consolidated fee schedule per product

BURIAL SERVICES FEES		
	Resident	Non-Resident
Lower Open/Close (double depth)	\$1,200.00	\$2,000.00
Upper Open/Close	\$700.00	\$1,200.00
Saturday Open/Close With Sexton approval only	Two times the standard rate	Two times the standard rate
Single*	\$700.00	\$1,200.00
Infant	\$350.00	\$600.00
Cremains in ground	\$375.00	\$565.00
Overtime Fee per hour after 4:00 p.m.	\$200.00	\$200.00
Disinterment Lower double depth**	\$3,600.00	\$6,000.00
Disinterment Upper or Single depth	\$2,100.00	\$3,600.00
Disinterment Infant	\$1,050.00	\$1,800.00

*Single burial will be at lower depth, if upper is used in the future, the Lower price will be charged.

**Disinterment of the first interred casket in a double-depth burial is prohibited once a second casket or urn vault has been placed above it, except pursuant to a valid court order.

INURNMENT SERVICES FEES		
	Resident	Non-Resident
Above Ground Open/Close	\$200.00	\$300.00
In Ground Open/Close	\$375.00	\$565.00
Large Urn Vault Open/Close	\$475.00	\$715.00
Disinurnment Above Ground or Cremation Garden product	\$200.00 plus product replacement cost	\$300.00 plus product replacement cost
Disinurnment In Ground	\$500.00	\$750.00
Engravings	Market cost plus 20%	

MISCELLANEOUS FEES		
	Resident	Non-Resident
Lot Transfer Handling Fee, per lot	\$50.00	\$50.00
Non-Refundable Administrative Processing Fee.	See Policies and Procedures Manual	See Policies and Procedures Manual
Headstone Installation/Inspection Fee	\$100.00	\$150.00

How to Purchase a Certificate of Burial Rights

Purchasing Burial Rights:

To purchase a burial right for a lot in the Cemetery, please call us at 801-766-9793 to schedule an in-office appointment to complete paperwork and sign necessary documents. Appointments are available Monday through Thursday, from 9:00 AM to 5:00 PM, although these times may change based on the current funeral schedule. For a full list of fees, refer to the Cemetery Fee section in the manual or check the City's fee schedule.

Payment Guidelines:

- Full payment for the burial right and any related interment fees must be completed before the grave will be opened.
- We require at least 48 hours' notice for all upcoming funeral services, which should be submitted during regular business hours. Unfortunately, purchases and funeral notices can't be processed on weekends or City-designated holidays.

Preneed Lot Reservations (Residents):

- If you'd like to plan ahead, you can reserve, by contract/ or agreement, a burial lot for future use (preneed). You can either pay for the lot in full or make a reservation with a non-refundable 10% down payment. Once the down payment is made, you have up to one year to pay the remaining balance.
- There's no interest on the balance, and we'll send you monthly statements until the lot is fully paid off.
- Infant-adjacent lots. To provide solace and support during a difficult time, families who have experienced the loss of an infant may request the reservation of an adjacent grave site for up to five years after the first interment. This option allows bereaved families and loved ones the opportunity to plan for future arrangements with sensitivity and care, ensuring a place for memorialization alongside their child.

Administrative Fee:

All lots resold to or bought back from the City within the first five years of purchase shall be subject to a non-refundable administrative fee equal to 20% of the original purchase price. After the five-year period, any resale to the City shall result in the net difference between the original purchase price and the current resale value being split equally (50/50) between the City and the current right holder.

Important Reminder: If the balance is not paid within one year, any payments above the non-refundable down payment made will be refunded, and the burial rights will be made available for resale.

Payments can be made by the following options.

1. By mail.
2. By phone via credit card. (3% surcharge will apply to all credit card payments.)
3. In person at the Cemetery Registrar's office.

Once the burial right has been paid for in full, a Certificate of Burial Right will be mailed to the designated grantee. This certificate grants the grantee the right to be buried in the Cemetery at the location specified within the certificate. Please note, the certificate is not a deed and does not represent ownership of real property.

The City keeps a record of all certificates issued in its database. The City records shall be the official record of ownership for all spaces.

For information on transferring or relinquishing a Certificate of Burial Right, please refer to the procedures outlined in this manual.

Limit on lot purchase: To ensure equitable access to burial space for both residents and non-residents, residents may pre-purchase up to six lots. However, additional lots may be approved at the discretion of the Sexton. Non-resident are not permitted to pre-purchase lots. This limitation is intended to promote fairness and availability for all community members.

Certificate of Burial Right

The Certificate of Burial Right contains the following information:

1. **Interment Rights:** During the lifetime of the grantee, this right permits the interment of any deceased person chosen by the grantee, provided a proper application is submitted and notice is given to the City.
2. **Transfer Rights:** The grantee may not sell this right to another party, except as provided in paragraph 3 below.
3. **Heirship:** Subject to the abandonment and/or termination rights outlined in Utah Code Section 8-5, the burial right is granted to the grantee and their heirs, contingent upon their inclusion in City records and the presentation of a valid will, trust, or court order. The City may record up to three heirs who may exercise the burial right if the original owner does not. During the owner's lifetime, they may amend the list of designated heirs by appearing at the Registrar's Office and updating the appropriate documentation. Unless a probate court determines otherwise following the grantee's death, all legal heirs are presumed to hold the legal right to the burial right.
4. **Resale to the City:** The burial right may be sold back to the City, upon the completion of a repurchase agreement. The resale price will be the current market value, minus the non-refundable administrative processing fee. The return process must be completed through the City of Saratoga Springs Cemetery, and, if available, all original certificates must be returned to the City. The grantee will need to complete the repurchase agreement, and additional documentation may be requested.
5. **Nature of the Certificate:** The Certificate of Burial Right is not a deed. It merely grants the right to burial at the specific location indicated on the certificate. The grantee does not own the land or hold any other interest in the property associated with the Certificate of Burial Right.
6. **Relocation of Burial Rights:** The City reserves the right, at its discretion, to require an equal exchange of burial rights or to offer a refund equal to the original purchase price of the lot.

7. **Double Deep Burials.** Double deep burials shall be required for all first interments. In the event of unforeseen circumstances during grave preparation, final determination of the grave's disposition shall be at the discretion of the Sexton and Cemetery staff.

Cemetery Records

The City of Saratoga Springs will record and maintain a record of each Certificate of Burial Right. Transcripts of burial rights issued are filed with the County Recorded according to state code. To obtain information about the cemetery records you may call the office at 801-766-9793, or visit the cemetery office in Saratoga Springs. Burial information can also be found at: <https://www.saratogasprings-ut.gov/>

Searching the map feature on the web page shows the location of all burials within the Cemetery and may include the following information:

1. Interred (person buried)
2. Birth Date
3. Death Date
4. Burial Location

Due to privacy laws, the only information published online are the records listed above.

All cemetery records, including but not limited to burial registers, plot ownership documentation, interment orders, and associated correspondence, shall be maintained in accordance with applicable City Code provisions, the Utah Government Records Access and Management Act (GRAMA), and all relevant Utah state data protection and privacy laws. Such records shall be subject to public access, classification, retention, and disclosure requirements as mandated by GRAMA and applicable state regulations governing the handling of personal and sensitive information. The City shall ensure that its records management practices comply with current state data governance standards and cooperate fully with any lawful requests for access or disclosure.

Cemetery Map

A map of the Cemetery can also be found at <https://www.saratogasprings-ut.gov/>.

Request for Burial (funeral arrangements)

To arrange for a burial at the City of Saratoga Springs Cemetery, please call 801-766-9793. You can also visit the Cemetery directly during regular business hours in Saratoga Springs. All burials must meet the following requirements:

1. A minimum of 48 hours' notice during regular business hours is required for all burials. Notifications cannot be made on Saturdays, Sundays, or City-designated holidays.
2. All applicable fees for the funeral must be paid at that time of scheduling. If the service is scheduled for a Monday, notification must be made before 12:00 noon the previous Friday. Subject to the 48-hour notice, for a burial service to be scheduled, the Cemetery must be notified by 12:00 noon.
3. Services are allowed to begin M-Sa, between the hours of 10:00 am and 1:00 pm, with a limit of 3 per day. All interments shall be scheduled at the sole discretion of the City and must be formally arranged with the City prior to the commencement of any burial.
4. Existing headstone removal arrangement must be made prior to the grave being opened. The City shall not be liable for any damage to an existing headstone that is removed for a burial service.
5. Proof of the Certificate of Burial Right must be provided to the Cemetery or the responsible mortuary handling the service. If the grantee or their designated representative is not present, a permission for burial form must be completed at the Cemetery office.
6. The mortuary arranging the service must contact the Cemetery office at 801-766-9793 and complete a Burial Report Application form.
7. Additional documentation and identification may be needed before service arrangements can be finalized.
8. If burial rights (lots) have not yet been secured, as outlined in the How to Purchase a Certificate of Burial section of this manual, the person(s) requesting the burial must purchase burial rights (lots) from the City.
9. If the family has multiple burial rights (lots), the appropriate lot location must be selected at the Cemetery office. The permission form must be completed.
10. If multiple interments are requested in one lot, as described in the Number of Burials per Lot section of this manual, a permission form must be completed before the burial can proceed. Additional documentation may be required.

All of the forms referenced in this document can be obtained from the City or the Cemetery.

Saturday Burials: While it is the City's preference that burials not be scheduled on Saturdays, exceptions may be granted in emergency situations or with prior written approval from the Sexton. Saturday burials are subject to additional fees as outlined in the current fee schedule. Please note that Camp Williams periodically conducts live-fire military training exercises on weekends, including Saturdays and Sundays. The City does not receive advance notice of these events and has no control over the associated noise or disturbances. As such, the City cannot be held responsible for any disruptions to funeral services that may coincide with these training activities.

Prohibited Days: Burials, grave marker installations, and disinterment are prohibited at the City Cemetery on all Sundays and City holidays, when the offices are also closed. The designated City holidays are New Year's Day, Civil Rights Day, Presidents' Day, Memorial Day weekend (starting Friday morning and continuing through Monday), Juneteenth, Independence Day (July 4th), Pioneer Day (July 24th), Labor Day, Thanksgiving Day and the subsequent Friday, Christmas Eve, Christmas Day and the day following, and any other officially observed City holiday. If a holiday falls on a Saturday, the Friday before will be observed; if it falls on a Sunday, the following Monday will be observed.

Patron Safety: The City of Saratoga Springs strives to provide a peaceful and safe environment for cemetery patrons, the public and employees. Although the City wants to provide every opportunity for grieving families to meaningfully engage in the burial process, the safety of patrons, the public and employees is of paramount importance. The City has determined that patrons, other members of the public or participants must relocate to a safe distance from the gravesite, as determined by the Sexton, before filling of the grave or placement of the vault commences and those individuals may not directly participate in the filling and tamping of the gravesite.

Vault companies and the Cemetery employees will not approach the gravesite until all patrons, participants and members of the public have left the gravesite as determined by the Sexton. Families are welcome to return to the area as soon as the burial has been completed and all equipment used to complete the burial has been removed from the area.

Vault Requirements

All burials in the Cemetery must be in a concrete vault or a material with similar structural properties, as outlined in section 11.03 of the City Code, except for the following:

1. Cremated remains may be buried in any container that complies with the size guidelines set forth in the "Number of Burials per Lot" section of this manual. Containers exceeding these dimensions require prior approval from the City. Cremains not placed in an approved outer container cannot be retrieved. Cremation vaults must be authorized and installed by the City or an authorized company.
2. Cremated remains placed in an approved cremation vault must be contained in a concrete, metal, stone, or non-biodegradable high-impact polystyrene container. The size of the container may impact the number of burials permitted in a full or half-space lot.
3. Concrete vaults are mandated by the Cemetery for double deep burials, even though not required by state law. The City reserves the right to define and revise vault material requirements based on structural needs or space limitations.
4. A casket and vault combination specifically designed for infants may also be used, as outlined in the "Number of Burials per Lot" section.
5. The City is not liable for any deterioration or damage to vaults caused by factors beyond its reasonable control.

Number of Burials Per Lot

City Code Chapter 11.03 limits the number of burials per lot. Below is an overview of the Cemetery's burial lots, including the number of interments each can accommodate:

1. Standard Lot (100" length by 42" width) can accommodate:
 - The burial of up to two human remains (standard casket and vault), through double-depth burial standards.
 - One casket-vault combination containing non-cremated remains (not exceeding 37" in length, 15" in height, and 15" in width) placed on top of an existing grave with approval from the grantee holding the burial right
 - One cremated remains container (not exceeding 10" in length, 6" in height, and 8" in width) placed on top of an existing grave with approval from the grantee holding the burial right
2. Half Lot (50" length by 42" width) can accommodate:
 - One infant casket-vault combination (not exceeding 37" in length, 15" in height, and 15" in width)
3. Combined parent-infant burials and cremations may be authorized by the sexton if, in the sexton's judgment, conditions at the grave allow for such combined burial.

Upon Sexton approval, standard double deep burials permitted. Only upon the request of the owner, may a double depth burial be allowed and only in locations of the Cemetery as determined by the City, consistent with the water table, ground and other relevant conditions for double depth burials. Double depth burials require separate vaults, and are subject to additional opening and closing fees. The City will determine if there is sufficient space in the lot to accommodate additional burials.

Note: Only one grave marker is allowed per lot, regardless of the number of remains. All remains in a lot must be identified on a single marker. A permission form must be completed before any burial is approved.

Grave Markers/Headstones

Grave Marker Installation Guidelines

Grave marker installations at the Cemetery are by appointment only. To schedule, please call the Cemetery office at 801-766-9793. An Installation Request form must be completed and applicable fees paid, to install markers.

Once all required documentation has been submitted, the City will verify that the marker complies with both this policy and the City Code. The City will then coordinate with the monument company to schedule the installation.

All installations will take place during normal business hours (Monday through Friday, 8:00 am to 4:00 pm), excluding City-observed holidays.

Marker Requirements:

- **Setting of Markers and Setting Fee.** Any headstone, marker or monument shall be placed by a licensed and insured monument company only. The monument company must contact the City by completing a headstone placement request form prior to setting a headstone, marker or monument in the Cemetery. Memorial Structures will not be set from October 31 through April 1, unless approved by City Sexton, dependent upon the conditions of the Cemetery grounds. A setting fee, as established in the City fee schedule, will be charged to the monument company at the time the request is submitted. If additional setting dates are required, a fee will be charged for each date.
- **Installation Deadline:** The grantee, spouse, or executor of the deceased's burial rights must place a suitable grave marker, with the deceased's name clearly inscribed, no sooner than three months and no later than fifteen months after the burial takes place (weather permitting). Extensions of this deadline must be approved by the City. Failure to comply may result in the City installing a marker at the burial right grantee's expense.
- **Number of Markers:** Only one grave marker per lot is allowed, regardless of the number of remains interred in the lot.
- **Size and Structure:**
 - Headstones, markers, or monuments must be installed, subgrade, on a concrete foundation at least 6 inches thick (poured continuously) or a solid piece of granite 6 inches thick.
 - Upright Markers: Headstones, markers, or monuments placed over a single grave, may be a maximum of 36 inches in width (including the foundation), and

for double-width headstones, markers, or monuments, which will be placed over two or more adjoining graves, 76 inches in width (including the foundation).

- A single upright grave marker including foundation shall not exceed thirty-six inches (36") in width by twenty-eight inches (28") in depth, including the required six inch (6") mowing strip on all sides; and cannot exceed 36 inches in height.
- **Flat Markers:** Flat markers shall be level with the ground surface and shall not have any elements extending above the face of the marker. Flat markers shall not contain recessed cavities, nor shall they incorporate vases into their design.
- **Cremation Garden Markers:** All markers shall be set by a licensed monument company after receiving written approval from the City.
- **Mowing Strip:** All grave markers must be surrounded by a 6-inch concrete or granite border, serving as a mowing strip.
- **Type and Placement:**
 - Flat markers and upright markers are permitted; flat markers must be flush with the soil level. Elevated flat markers are not permitted. Each marker type will have a designated location within the Cemetery grounds. Raised markers are required for raised lots, and flat markers are required for flat lots.
 - Markers must be placed at the West end of the lot, facing west. The City is not responsible for incorrectly placed markers.
- **Vault and monument provider responsibilities:** Vault and monument providers are responsible for ensuring that the gravesite is properly leveled. Additionally, they are required to remove any tire marks or other debris from headstones resulting from their activities. Vault and monument providers shall not use any A-frame trucks for the delivery and placement of their product in the Cemetery.
- **Removal and Resetting:**
 - The City is not responsible for the removal or resetting of grave markers. The burial right grantee or funeral service provider must arrange for a monument company to remove any markers impeding the opening of a grave. The marker must be removed at least 24 hours before the grave is opened.
 - Removed markers must be promptly taken off Cemetery premises and reset within 30 days of the burial (weather permitting), subject to the exceptions in

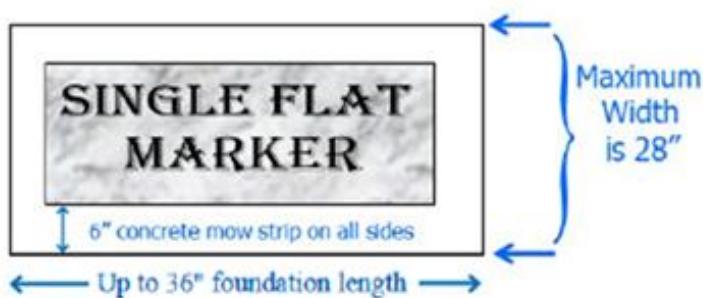
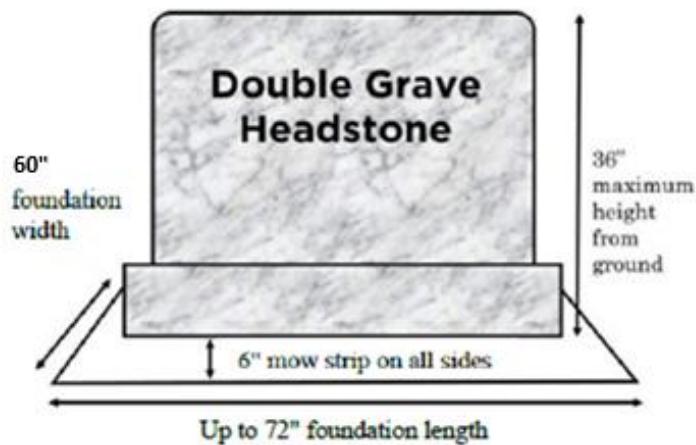
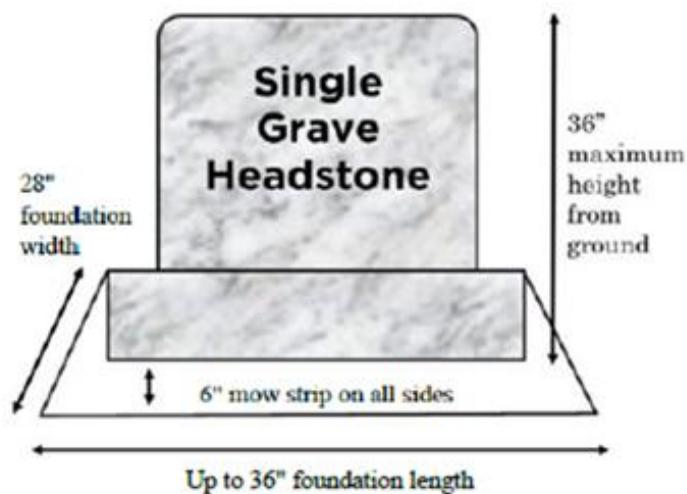
this policy. Extensions to this 30-day period must be coordinated and approved by the City.

- The City is not responsible or liable for any damage to grave markers during removal or resetting.
- Temporary markers are permitted and shall be the responsibility of a funeral home or monument placement company.

Liability:

- The City shall not be held liable for any loss, damage, or destruction of property resulting from natural disasters, Acts of God, or other catastrophic events, whether arising from natural causes (such as earthquakes, floods, hurricanes, or wildfires) or human actions (including but not limited to industrial accidents, acts of terrorism, or war).
- If a vault or monument company damages a marker, that company is responsible for the repair or replacement costs.
- If no responsible party is found, the burial right grantee or their designee is responsible for covering any costs related to repairing or replacing the grave marker.

Illustrations:



Decorations

Grave Marker Decorations and Arrangements

1. The City reserves the right to enter upon any grave site for the purpose of performing necessary maintenance, repairs, or other work related to the proper upkeep and operation of the Cemetery. Additionally, the City reserves the right to remove any items, decorations, or memorials placed on a grave if they remain for more than a week after placement or if they become damaged, unsightly, or deteriorated due to natural causes or neglect. Removals may also occur sooner or later at the discretion of the Sexton, as needed to preserve the Cemetery's appearance and safety. The City is responsible for the total maintenance of the Cemetery. The City retains the right to remove any marker which it determines to be unsightly or dangerous.
2. **Breakable Objects:** Glass, porcelain, terra cotta, ceramic, or other breakable items are not allowed and may be removed by Cemetery personnel.
3. **Decoration Placement:** Objects not kept on the grave marker will be removed by Cemetery personnel. Decorations cannot be placed on the grass. If any decorations become dislodged and are identifiable, Cemetery personnel will make an effort to return them to their appropriate location. Dislodged decorations that cannot be properly identified will be discarded. Prior to marker installation, decorations may be placed in the area where the marker is to be located.
4. **Prohibited Objects:** For safety reasons, objects such as wires, sticks, pegs, rocks, pinwheels, or metal rods are generally not permitted. Temporary placement of small stones or markers is permitted on raised headstones. Placement of any prohibited items on flat markers is prohibited, as it interferes with maintenance operations.
5. **Planting Restrictions:** It is unlawful to plant shrubs, trees, flowers, or any other items on any lot. Additionally, the placement of decorative stones, markers, or monuments outside the bounds of the grave marker is prohibited.
6. **Prohibited Structures:** Erecting or maintaining any structure, fence, corner post, coping, or hedge on any lot is unlawful.
7. **Holiday Decorations:** Decorations related to specific holidays (themed decorations) may be removed by Cemetery personnel no earlier than a week after the holiday. However, removal may occur sooner or later at the discretion of the Sexton.
8. **Funeral Decorations:** Decorations associated with a burial are allowed for one week following the interment. Removal may occur sooner or later at the discretion of the

Sexton. After this period, any remaining decorations must be removed by the family or they will be disposed of by City staff.

9. **Yearly Cemetery Clean-Up:** The City shall remove all grave decorations, funeral designs, flowers or other items on a quarterly schedule as follows: the first Monday in March; the second Monday in June; the first Monday in October; and the first Monday in December. The City shall not be responsible or liable for grave decorations, funeral designs, flowers or other items that are removed, discarded, damaged, stolen, or destroyed.
10. **Decoration Disposal:** Once removed, grave decorations will be disposed of and will not be saved or stored at the Cemetery.
11. **Animal Impact:** Fresh and artificial flowers left at the Cemetery may be consumed or destroyed by animals.
12. **Removal of Decorations:** It is unlawful for anyone to remove decorations that are not their own.
13. **Liability, Theft, Loss of personal belongings.** The City shall not be held liable for any loss, damage, theft, or destruction of property, including but not limited to grave markers, memorials, personal items, or decorations placed upon graves, within the Cemetery premises. Visitors, lot owners, and individuals placing items on graves acknowledge and agree that they release, waive, and discharge the City, its employees, agents, representatives, contractors, and affiliates from any and all claims, demands, actions, or causes of action arising out of or related to any damage, loss, or destruction of such property, whether caused by natural events, acts of God, vandalism, or other circumstances.

Memorial Day Exceptions:

- From 12:00 am on the Friday before Memorial Day until 11:59 pm on the Sunday following Memorial Day, approved decorations may be placed anywhere on the burial lot.
- On the Monday following Memorial Day, Cemetery personnel will begin removing all decorations. Anyone wishing to keep their decorations must remove them before this time.
- With the exception of a funeral that occurs during this time period, new decorations cannot be placed until the second Wednesday following Memorial Day to allow Cemetery personnel to properly maintain the grounds.
- All decorations removed during the Monday cleanup will be disposed of and will not be saved or stored at the Cemetery.

Cemetery Maintenance Information

Maintenance tasks are performed daily but may be influenced by factors like funeral services and weather conditions. Turf maintenance runs from March 1st to November 30th, weather permitting. For updates or specific maintenance inquiries, contact the Cemetery office at 801-766-9793.

1. **Irrigation:** Water is typically turned on April 15th and off by October 15th. Dry or yellow spots may result from temporary water shutdowns during funeral services. In some cases, the entire system is shut off to prevent watering certain areas.
2. **Mowing:** Mowing is done once a week, with more frequent mowing during certain times of the year. The schedule may be affected by funerals, weather, holidays, or city approved issues.
3. **Edging:** Trimming around grave markers is performed regularly. Each grave marker is generally trimmed twice a year.
4. **Sweeping:** Grass clippings are removed or scattered by the end of the day. Wet weather may cause clippings to be harder to manage and shall not be deemed a failure to comply with this policy, as adverse conditions may prevent the timely removal or dispersal of the clippings.
5. **Snow Removal:** Snow removal occurs during normal business hours and will be conducted on all hard surfaces, including walkways, roads, and parking areas. Snow clearing is prioritized around funeral service areas, and will be carried out as priority allows based on the City's operational needs. Patrons may experience hazardous weather-related conditions throughout the year and are permitted to use the Cemetery at their own risk.
6. **Grave Marker Maintenance:** Limited maintenance, such as cleaning and minor leveling, is provided. For major repairs or settling, please contact the Cemetery office at 801-766-9793.
 - **Settling:** Grave markers may settle, especially after winter burials. Report any settled markers to the office. Markers installed incorrectly must be reset by the original headstone company.
 - **Tire Marks:** Tire marks on grave markers may occur due to service vehicles. These are more common when the grass is wet or markers are surrounded by decorations.

- **Marker Removal:** It is the mortuary's responsibility to arrange for marker removal before preparing a gravesite for a new service.
- **Vase Damage:** The Cemetery is not responsible for vase damage unless caused by City maintenance vehicles. Vases left upright from November 1st to April 1st may be damaged due to snow conditions.
- **Sink Holes:** Sink holes may form from irrigation, weather, or maintenance vehicles. These are repaired regularly. For any issues or concerns, please report them through the City app or contact the Cemetery office at 801-766-9793.

Disinterment Policy

The City must balance its responsibilities for the health, welfare, and safety of its employees and the public with the requests of a burial right owner when disinterment of human remains is requested. All disinterment requests must comply with applicable federal, state, and local laws.

Disinterment Process:

- All disinterment requests must be made by appointment at the Cemetery office. The City will not perform a disinterment to allow for another burial beneath or within the same lot as the disinterment.
- The following steps must be completed before a disinterment can occur:
 1. **Consultation with the City:** A meeting to explain the disinterment process and create a feasible plan.
 2. **Proof of Burial Rights:** The requestor must provide proof of burial rights for the deceased.
 3. **Request for Disinterment Form:** The requestor must complete the form provided at the Cemetery office.
 4. **Disinterment/Reinterment Permit:** The requestor must obtain and complete a permit from the Utah Department of Health.
 5. **Payment of Fees:** All applicable fees must be paid before the disinterment begins.
 6. **Funeral Director:** The requestor must hire a funeral director to be present during the disinterment.
 7. **Vault Company:** The selected funeral director must hire a vault company to remove and relocate the disinterred remains.
 8. **Final Approval:** The City will forward all completed documents to the City Attorney's office for approval before disinterment.
 9. **Coordination by City:** The City will coordinate the disinterment process, and scheduling is subject to their discretion.

Disinterment Guidelines:

1. **Permitted Disinterment:** The City will honor a disinterment request with a written court order or the completed Request for Disinterment form from the burial rights owner.

Disinterment must be feasible without endangering public or employee safety. The City may also disinter remains in cases where a disaster has exposed a grave, and disinterment is necessary to protect public health.

2. **Prohibited Disinterments:** The City will not disinter remains of a person who died from a contagious disease within two years after burial, unless the remains are in a hermetically sealed casket or vault, and the integrity of the casket/vault is verified at the time of disinterment. Furthermore, no disinterments shall be conducted on weekends or official City holidays.
3. **Double Depth Disinterments:** Due to significant safety risks to staff and the public, disinterment of the first interred casket in a double-depth burial is prohibited once a second casket or urn vault has been placed above it, except pursuant to a valid court order.
4. **City's Responsibilities:** The City will assess whether the disinterment poses any danger to public health or safety or could damage adjacent lots. The City may refuse a disinterment if such risks are identified. If the disinterment is safe, the City will excavate and refill the burial lot. The City will also provide supervision during the disinterment. Any court orders will take precedence.
5. **Requestor's Responsibilities:** In the absence of a court order, the requestor must submit the disinterment permit from the County Board of Health and pay all fees at least seven (7) working days before the disinterment. The requestor must arrange for and cover the costs of a funeral director and a licensed vault company to remove the remains. If the vault is damaged or deteriorated, the requestor must replace it with a structurally sound vault at their own expense and dispose of the old vault in accordance with applicable laws.
6. **Waiver of Liability:** The City is not liable for property damage (including damage to caskets, vaults, headstones, or memorials) or bodily injury during the disinterment process due to factors beyond its reasonable control. The City is also not liable for acts or omissions of third parties. Any damage to adjacent lots or vaults caused by the disinterment is the responsibility of the requestor. Additionally, the City is not liable for mental anguish, shock, or emotional distress resulting from the disinterment.

Cemetery Etiquette

We kindly ask all visitors to show the utmost respect when visiting the Saratoga Springs Cemetery. This place, rich in meaning, serves both as a final resting place for many and a space for the living to reflect. We understand that cemeteries can sometimes feel unfamiliar, so we encourage you to familiarize yourself with the guidelines posted online and throughout the grounds. These guidelines are meant to ensure everyone can enjoy a peaceful and respectful experience. Please also take a moment to review the floral regulations to honor the wishes of those who have loved ones here.

Out of respect for those interred here, please refrain from touching monuments or gravestones unless you have received permission to perform restoration work. Many memorials are fragile and can be damaged with the contact. Also, please do not remove any objects left on the memorials, such as flowers, coins, stones, or personal mementos, as these are offerings from families to honor their loved ones.

When visiting by car, please use the designated roadways, drive slowly, and remain cautious of pedestrians. If the lane is narrow and another vehicle approaches, please be considerate and offer to move your car to allow them to pass.

Dogs and cats are allowed on the Cemetery grounds, but must be restrained on a leash or in an appropriate carrier at all times. Other animals are not permitted on the property. For the comfort of all visitors, we kindly request that you leave pets at home when not attending a service, as animals may be disruptive to the Cemetery grounds. We appreciate your cooperation in maintaining a peaceful and respectful environment for all.

Children are welcome to visit, and we encourage parents to teach them about the importance of respect for this space. Please ensure that children remain close and do not climb on monuments, as this could damage the memorials and disrupt the peaceful atmosphere. A cemetery is a solemn space, and we ask that everyone treat it with respect.

If you happen to visit during a funeral, we ask that you consider returning at another time. Please avoid blocking funeral processions or interrupting the solemnity of the service. Photography of grieving families is not appropriate, and we urge all visitors to respect the privacy of those mourning their loss. It's important to maintain a quiet, respectful demeanor, as others may be seeking peace and reflection. Out of consideration for those around you, please refrain from using your cell phone or playing music from car stereos while on the grounds.

Please help us keep the cemetery beautiful by disposing of any and all trash properly. Littering is disrespectful not only to the individuals buried here but also to all those who visit and to the

caretakers who maintain the grounds. If you notice any vandalism or theft, we ask that you report it to the local authorities or the cemetery office as soon as possible.

These guidelines are in place to preserve the peace and sanctity of this special place, ensuring a respectful experience for all who visit. We thank you for your understanding and cooperation.

The staff at the Saratoga Springs Cemetery holds the belief that cemeteries are for the living. During business hours, our team is available to assist with navigation, genealogical research, or provide information about the historical figures who rest here. The cemetery is nondenominational, and individuals from all walks of life are interred here. We ask that visitors remain mindful and respectful of the traditions and rules of the adjacent cemeteries.

Thank you for visiting the Saratoga Springs Cemetery. It is a place of quiet reflection, where beauty, history, and nature come together. We hope your visit allows you to learn, appreciate the natural surroundings, and experience the peacefulness that defines this special space.