

Longwood Memorial Gardens  
(City-owned Cemetery)  
929 North Grant Street  
Longwood, FL 32750

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**RULES & REGULATIONS**

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**PREFACE**

In compiling the rules herein, the City of Longwood, Florida, has endeavored to safeguard the individual lot owners as well as the cemetery.

The cemetery is hallowed in our hearts and in our memories and we trust that none will intentionally violate any of its rules. We trust that every lot owner in the cemetery is interested in the enforcement of these rules and that said rules will be understood, as necessary to assure the proper management and development of a beautiful cemetery.

**SECTION I. - GENERAL RULES**

1. LONGWOOD MEMORIAL GARDENS and THE LONGWOOD CEMETERY, municipal cemeteries, hereinafter referred to as "Cemetery", owned and operated by the City of Longwood, hereinafter sometimes referred to as "City" is not one of perpetual care and the City is under no obligation to maintain any set standard for its care and up-keep. The City does however endeavor to provide general maintenance and care to the cemetery in keeping with the reminder that it is sacredly devoted to the interment of the dead.
2. This cemetery is set apart for the exclusive burial of human remains and shall be used as such only in perpetuity.
3. The City shall not be held liable for errors or damages which may occur as a result of misinterpretation of telephone instructions from lot owners, their legal representatives, or funeral directors, acting on behalf of the owner or his/her heirs.
4. The City has the right to change, modify, or re-plate any part of the cemetery.

**SECTION II-1. - SALE OF LOTS/SPACES**

All lots and cremains spaces (hereinafter referred to as “space(s)”) shall be sold subject to the rules and regulations now in force or which may hereafter be adopted, and such lots/spaces shall be used for no other purpose than the burial of human remains.

1. Fees: (as adopted by Ordinance 04-1704, August 2, 2004)

**STANDARD IN GROUND BURIAL**

**Burials**

Resident	*\$ 625	per lot
Non Resident	\$1,800	per lot

\* Includes City Employees with twenty or more years of service.

**CREMATION**

**Burial**

Resident	\$ 400
Non Resident	\$ 600

**Columbaria**

Resident	\$1,000
Non Resident	\$1,500

**Memorial Book**

Resident	\$ 400
Non Resident	\$ 600

**Double Cenotaph**

Resident	\$ 400
Non Resident	\$ 600

**Boulder Estates**

Resident	\$ 400
Non Resident	\$ 600

**Scatter Gardens**

Resident	\$ 200
Non Resident	\$ 400

**STANDARD INFANT IN GROUND BURIAL**

<b><u>Infant</u></b>	
Resident	\$ 300
Non Resident	\$ 600

**MEMORIAL BENCHES**

<b><u>Bench</u></b>		<b><u>Standard Lot</u></b>	
Resident	\$3,000	Resident	\$ 625
Non Resident	\$4,000	Non Resident	\$1,800

Plus the cost to purchase a standard in ground burial lot, not to exceed four (4) standard lots, for each memorial bench purchased.

**IN GROUND BURIAL / CREMATION PACKAGE**

<b><u>Standard Lot</u></b>		<b><u>Cremation Lot</u></b>	
Resident	\$ 625	Resident	\$ 200
Non Resident	\$1,800	Non Resident	\$ 600

Plus the cost to purchase a standard in ground cremation burial lot, not to exceed six (6) cremation lots, for each standard in ground burial lot purchased.

**Marking Fee**

A marking fee of \$20 will be charged to mark a grave site for any purpose other than at purchase for imminent burial. Stakes marking a designated location will remain in place for up to 48 hours following the requested time and date for installation. Should re-staking be required, an additional \$20 fee will be charged.

Persons desiring to purchase a lot in the cemetery shall do so at the Office of the City Clerk.

2. A document of ownership to the lot(s) will be provided to the purchaser upon payment in full and execution of an Indemnification Agreement. The Mayor and City Clerk are hereby authorized to jointly execute documents of conveyance on behalf of the city to the purchaser(s) of lot(s)/space(s) within the cemetery upon payment in full thereof.

**SECTION II-2. – OWNERSHIP AND TITLE OF LOTS/SPACES**

The following regulations apply only to those phases of the cemetery known as Phase II, Phase III, and Phase IV.

1. The term “lot(s) owner” and “space(s) owner,” shall be construed to mean ownership of and the right to use lot(s)/space(s), as purchased from the city for a consideration, for burial purposes only and under the regulations as prescribed by the city for such use.
2. The title to a cemetery lot/space vests in the lot owner the right to use such lot/space for

burial purposes only, for themselves, and if not for themselves, for the individual so specified in the deed of conveyance. No purchaser shall be entitled to a deed for any lot(s)/space(s) in the cemetery, nor shall any burial be made in such cemetery lot/space until all payments are made in full.

3. Only such person(s) named in the deed of conveyance will be recognized as the owner of the lot(s)/space(s). In case of the death of a lot(s)/space(s) owner, in order for the city to recognize the change in ownership, there must be proof of ownership as required by Florida law and, (2) must provide a fully executed City Indemnification Agreement.

### **SECTION II-3. – OWNERSHIP AND TITLE TO BLOCK(S) OR LOTS (“Old Cemetery”)**

There having been no need for formal title of deeds to be issued with respect to ownership of blocks of lots within the “Old Cemetery” (now known also as Phase I) as one’s handshake was one’s bond and word of honor to a commitment of paying for said block of lots, the city has no formal records on which to rely. Consequently, the city has established the following few regulations in order to respect the honor of those whose names are listed on the “cloth” plat.

1. The term “block(s) owner” in that section of the cemetery known as the “Old Cemetery” shall be construed to mean that ownership lies with those named individuals or families so listed upon the “cloth” plat titled Property of Longwood Cemetery Corporation dated February 9, 1957 by F.V.C., said titled “cloth” plat having been given to the city at the time the city accepted responsibility for maintaining the Longwood Cemetery (Longwood Memorial Gardens).
2. With respect to a claim of ownership of the remaining blocks and lots within blocks, the city has need to rely upon the history as can be provided by those individuals claiming heirship: either as direct descendent(s) of, or marriage into said family, thereby acquiring said family name as appears on the “cloth” plat.
3. Individuals claiming heirship must provide to the city a fully executed City Indemnification Agreement.

### **SECTION II-4. - OWNERSHIP AND TITLE, IN GENERAL**

1. It is the responsibility of lot owners to keep the City informed of their correct mailing address. Notices or other correspondence to owners or their legal representatives or heirs, mailed to the current address on file with the City, shall constitute actual delivery and notification.
2. From the date of adoption of these Rules & Regulations, no transfer or assignment of any lot or interest therein shall be valid without prior consent of the City, endorsed in writing upon such transfer or assignment. Consent for transfer or assignment shall be withheld until payment for the lot is received in full.
3. Should the owner of a lot decide that they no longer desire to own it, the City may, at its sole discretion, purchase the lot at the original price paid by original purchaser.

## **SECTION II-5. - PRIVILEGES AND RESTRICTIONS**

1. Lot owners shall not allow interments by non-immediate family members on their lots for a remuneration, and no sale, transfer or assignment of any lot/space shall be valid without the consent and endorsement of any such conveyance by the City.
2. The city reserves the right for its workers and those persons necessary to the performance of normal cemetery operation to enter upon or cross over any lot in the cemetery in the performance of such duties.
3. The city or its employees assumes no liability for any damages, including mental anguish, in the performance of its normal operations, or loss or damages caused by vandalism or other acts beyond its reasonable control.
4. No verbal agreement or statements made by any individual or employee of the City which is contrary to these rules and regulations shall be binding on the city nor shall in any way change or modify the intent or validity of these rules and regulations.

## **SECTION III. - ELIGIBLE FOR BURIAL**

To be eligible for burial in Longwood Memorial Gardens, one must:

1. Be owner of record, or  
Lot purchased for deceased, or  
Be given written permission by owner of record or legally appointed personal representative of estate or by order of a probate court, and
2. Payment in full for lot is required prior to burial, and
3. Indemnification Agreement must be signed prior to burial.

## **SECTION IV. - METHOD OF GRAVE LOCATIONS FOR BURIAL**

1. When need arises for use of lot:
  - A. Contact the City Clerk's Office (407.260.3440) a minimum of 48 hours in advance of planned burial, to confirm eligibility as per Section III hereinabove, and designate the actual block and lot numbers, and time and date of burial.
  - B. The City of Longwood must be notified, during normal business days twenty-four (24) hours prior to burial so that burial space can be marked.
2. All funeral arrangements need to be made by the family with the funeral director regarding:
  - A. Burial procedures:

- (1) Grave sites in Longwood Memorial Gardens Phases I and II are platted in an east/west direction. The west end of the lot being the head of the grave and the east end being the foot of the grave. Memorials are to be placed at the head (west end of the grave) where the inscription can be read when facing the west.
  - (2) Grave sites in the Longwood Memorial Garden replat referred to as Phases III and IV are platted in a north/south direction. The north end of the lot being the head of the grave and the south end of the lot being the foot of the grave. Memorials are to be placed at the head (north end) of the grave, where the inscription can be read when facing the north.
  - (3) When lots are purchased together for husband and wife, they shall be reserved and designated for burial in the traditional manner, husband to the right of the wife, unless otherwise dictated by the purchaser. Thereafter, the person/family member who makes the arrangements for the burial and subsequent marker placement shall be responsible to assure the marker is properly designated in the manner in which the burial was made.
3. Arrangements to place grave markers must be made by the family with the monument company. The City Clerk will make provision for reasonable assistance to be given to memorial representatives in locating grave space.

#### **SECTION V. - BURIAL REGULATIONS**

1. Companies or individuals are responsible for actual opening and closing of graves and shall be considered "sub-contractors" of the Funeral Home and the Funeral Home shall be responsible as follows:
  - A. Liable for any damage done to monuments, markers, turf, shrubbery, water lines or irrigation systems which are damaged in process of performing their duty.
  - B. Graves for adult burials shall be a minimum of 4'3" in depth and shall provide a covering of fill not less than 18" on top of the vault; compacted to ground level.  
  
**Absolutely no mounding of graves will be permitted.**
  - C. Funeral Home Directors (or designee) shall be present and responsible for conduct of services as provided by applicable State Law and City Ordinances.
  - D. No work on lot(s)/space(s) may be started in cemetery without approval from the City Clerk's Office.
  - E. In making disinterment and removal, the Funeral Home will be responsible for any damage to body, casket, burial vault or urn, or cemetery property.
  - F. Grave site to be re-sodded in accordance with city specification after burial. All

excess dirt must be removed from the grave site and area left in the same or better condition.

2. All burials, except cremains, must be in concrete vaults. **Liners are not permitted.** Cremains shall be buried in suitable permanent containers or vaults, i.e., marble, bronze urns or concrete vaults.
3. **Full Size Lot: Right of Additional Interments**
  - A. The burial of two bodies in one grave is not permitted.
  - B. Within a Full Size Lot, the cremated remains of up to six (6) others shall be permitted following the burial of the full remains of one person. However, if the first burial is the cremated remains of one person, the right of full burial shall be negated, but the right of burial of the cremated remains of up to six (6) others shall be allowed.
  - C. The fee for each additional interment is in addition to the fee of a previously purchased full size lot. (Refer to the current Fees Schedule.)
  - D. There shall be no additional fee charged, following purchase of a full size lot, for the interment of a mother and still-born child.
4. **Cremains Lot: Right of 2<sup>nd</sup> Interment**
  - A. The cremated remains of another shall be allowed to be placed, side-by-side, in a single cremains lot. The fee for the 2<sup>nd</sup> interment is in addition to the fee of a previously purchased cremains lot.
  - B. Cremains may be interred by the funeral home, by a contractor who opens and closes graves, or by a registered monument dealer installing a self-contained cremains memorial. Cremains may be interred in either a cremation space or a standard grave space.
5. No disinterment shall be made without a valid, written court order or as is required by State law. The City of Longwood assumes no liability for damage to any body, casket, burial vault or urn in making the disinterment and removal.

## **SECTION VI. - CEMETERY LOT MAINTENANCE**

1. The City endeavors to provide the maintenance to the Cemetery in keeping with the reminder that it is sacredly devoted to the interment of the dead.
2. Care, improvements, and alternations may be performed by the City. Watering may be performed by the City, whenever possible. Tapping into or use of water lines by private persons is prohibited.
3. The City reserves the right to make any changes deemed necessary as to grading, roads,

utility lines and such similar work without notice or approval of owners.

4. No plantings are permitted by individuals without specific permission from the City. Flowers, wreaths, emblems, and such, used at funerals and placed on or at the grave(s) will be removed within five (5) days after the funeral or as they become faded, whichever comes first, and no responsibility for their protection or maintenance is assumed.
5. The City reserves the rights to trim, cut back, or remove existing trees or shrubbery so as to keep them properly maintained so as not to harm or interfere with adjoining lots.
6. Live wilted flowers and faded artificial flowers will be removed from graves by the maintenance personnel as directed and no responsibility for their protection or maintenance is assumed.
7. The City will not be held responsible for wreaths, flowers, vases or any other items removed from cemetery premises.
8. The City shall not be responsible for the loss or damage to any plantings, decorating, or memorials of any kind by any cause whatsoever.
9. No concrete popcorn edging, plastic fencing, wooden or plastic edging and/or stone chips are permitted; however, any lot already containing these at the time of passage of this resolution, must be maintained by the lot/space owner, and any lot/space that is not properly maintained will be restored to its original condition by removing these items and replacing them with sod.
10. Other Miscellaneous Amenities; any amenity that violates the unique and distinctive character of the cemetery setting is not permitted.

## **SECTION VII. - MEMORIALS**

### 1. Monument Dealers

All monument dealers must be duly licensed prior to any work being performed in the Longwood Memorial Gardens. The City has the authority to request a copy of the monument dealer/installer's occupational license and proof of current liability insurance and workers compensation. In accordance with Florida Statute 497.361 all monument dealers and installers must be registered with the Florida Department of Banking and Finance. No work may be started in the cemetery without approval from the City Clerk's Office.

### 2. Procedures for Installing Markers (Monuments)

- A. Notify the Office of the City Clerk at 407.260.3440, Monday through Friday, 8:00 a.m. to 5:00 p.m. at least 48 hours in advance of work being done. No work may begin without the approval from a representative of the Office of the City Clerk.

- B. The monument dealer/installer is required to obtain and complete the appropriate Memorial Marker Installation form from the Office of the City Clerk denoting the approximate time and date the marker will be set, the exact location where the marker will be set and, if unknown, verify with a representative of the City Clerk’s office. [NOTE: All memorial markers are required to be in line with existing markers in that row where installation is taking place. (A chalk line is advised in order that the completed installation will conform to this requirement.)] Should Memorial markers not conform, the monument dealer/installer will be required to reset it properly within a 48-hour period of rejection by cemetery personnel of said installation. (Cemetery personnel will either mark “acceptable” or “not acceptable” on the form. If “not acceptable” is marked, personnel are to list the reason(s) why.
- C. Only one marker per single grave site will be permitted. No markers/memorials on granite bases smaller than 14" x 14" and 4" thick, will be permitted in any section of the cemetery. All markers/memorials shall be of marble, granite, or bronze on granite base. All bronze memorials must be mounted on a 4" thick granite base with a 2" border of granite showing on all four sides.
- D. Stone (marble/granite) marker sizes (dimensions) are to be read as follows: 1<sup>st</sup> dimension written is the marker size from left to right; 2<sup>nd</sup> dimension written is the marker size from top to bottom, a 3<sup>rd</sup> measurement indicates thickness.

STANDARD LOT (3' 5" x 8') (5' x 10')		
(with single burial)		
		<u>Marker Sizes</u> (Stone Dimensions)
Single Lot (with single stone marker)	Maximum	28" x 18" x 4"
Single Lot (with a 24" x 14" bronze marker mounted on a granite base)		28" x 18" x 4"
Two Adjoining Side-by-Side Lots (with double marker on granite base)	Maximum	62" x 18" x 4"
Three Adjoining Side-by-Side Lots (with double marker on granite base)	Maximum	62" x 18" x 4"
 <b><u>EXCEPTION – Government Markers:</u></b>		
		<u>Marker Sizes</u> (Stone Dimensions)
Single Lot (with bronze Government marker, n/V on granite base) <sup>1</sup>	Maximum	28" x 16" x 4"

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<sup>1</sup> No Vase

Single Lot (with bronze Government marker, w/V on granite base) <sup>2</sup>	Maximum	28" x 24" x 4"
Two Adjoining Side-by-Side Lots (with bronze Government marker and a matching bronze marker, both on granite base n/V) <sup>3</sup>	Maximum	54" x 16" x 4"
Two Adjoining Side-by-Side Lots (with bronze Government marker and a matching bronze marker and matching bronze ring, both on granite base w/V) <sup>4</sup>	Maximum	62" x 16" x 4"

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**STANDARD LOT (3' 5" x 8') (5' x 10')**  
(with additional rights of interment)

A SPECIAL DESIGNATED SECTION OF THE CEMETERY IS PROVIDED FOR THIS TYPE INTERMENT.

**Marker Size**

Single Lot (maximum of one marker)	Maximum	Approved on a case-by-case basis.
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<sup>2</sup> With bronze Vase and matching bronze ring, placement "top center."

<sup>3</sup> No Vase

<sup>4</sup> With bronze Vase and matching bronze ring, placement left, right, or top center.

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**BABY LOT (3' x 5')**

**Marker Sizes**<sup>5</sup>

Single Lot (rectangular marker mounted on granite)	Maximum	28" x 18"
+ OR +		
Single Lot (with double interment) <sup>6</sup>	Maximum	28" x 18"

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**CREMAINS LOT (2' 10" x 2')**  
(with single burial)

**Bronze Marker**<sup>7</sup>  
**on Granite Base**

<sup>8</sup> Single Space (a single bronze marker 20" x 10" w/V <sup>9</sup> or n/V <sup>10</sup> mounted on a granite base)	Maximum	24" x 14" x 4"
Two Adjoining Side-by-Side Lots (with double interment-type memorial)	Maximum	28" x 18" x 4"
<u>Government-Issued Cremation Niche Plaque(s):</u>		
Single Space (with Cremation Niche Plaque 8 ½" x 5 ½" mounted on a granite base)	Maximum	13" x 10" x 4"
Two Adjoining Side-by-Side Lots (with double interment-type memorial)	Maximum	28" x 18" x 4"

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<sup>5</sup> In lieu of a rectangular marker, a Bronze Heart measuring 10" x 10" n/Vase or a 12" x 12" w/Vase or n/Vase, mounted on a granite base may be installed; the maximum dimension allowed would be 18" x 18" x 4."

<sup>6</sup> This EXCEPTION allows for the double interment in a Single Lot, in separate caskets, of twins or of infants who passed at the same time. A single marker permitted.

<sup>7</sup> In lieu of a rectangular marker, a Bronze Heart measuring 10" x 10" n/Vase or a 12" x 12" w/Vase or n/Vase, mounted on a granite base may be installed; the maximum dimension allowed would be 18" x 18" x 4."

<sup>8</sup> As a minimum 2" border of granite must exist on all four sides of the bronze marker, the "Maximum" indicated is the measurement of the granite base.

<sup>9</sup> w/V means "with vase."

<sup>10</sup> n/V means "no vase."

**CREMAINS LOT (2' 10" x 2')**  
(with right of second interment)

**Bronze Marker  
on Granite Base**<sup>11</sup>

Single Lot D.I. <sup>12</sup> (a bronze companion cremorial with two (2) built-in cremation containers measuring 12" x 12" n/Vase, must be mounted on a 20" x 20" x 4" granite base)	Maximum	20" x 20" x 4"
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+ OR +

Single Lot D.I. (a bronze companion cremorial with two (2) built-in cremation containers measuring 12" x 12", mounted on a 26" x 20" x 4" granite base would allow for right or left placement of a Vase with accommodating Vase ring)	Maximum	26" x 20" x 4"
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3. Marker Installation

All markers must be installed flush to the ground. (**NO EXCEPTIONS**).

4. Marking of Graves

A marking fee of \$20.00 will be charged to mark a grave site for any purpose other than at purchase for imminent burial. Stakes marking a designated location will remain in place for up to 48 hours following the requested time and date for installation. Should re-staking be required, an additional \$20.00 fee will be charged.

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<sup>11</sup>As a 2" border of granite must exist on all four sides of the bronze marker, the "Maximum" indicated is the measurement of the granite base.

<sup>12</sup> Double Interment

## **SECTION VIII. - CEMETERY TIME SCHEDULE**

The Longwood Memorial Gardens Driveway is open from 8:00 A.M. until sunset, unless otherwise posted, Monday through Sunday. A walk-through gate provides daytime access only.

No one, except cemetery officials/city staff may enter the confines of the cemetery during night time hours (sundown to sunrise).

The Cemetery office (Office of the City Clerk) is open Monday through Friday, from 8:00 A.M. to 5:00 P.M. (407-260-3440).

## **SECTION IX. - FUTURE MODIFICATIONS OR CHANGES**

A. The City reserves the right to adopt new rules, amend or suspend present rules and regulations herein, at any time, without notification to the owner.

B. Rules and Regulations approved by the Longwood City Commission.

Adopted: June 19, 2000 Resolution 00-1013  
Amended: May 21, 2001 Resolution 01-1027  
Amended: May 5, 2003 Resolution 03-1071  
Amended: August 16, 2004 Resolution 04-1101

[T: In house Documents/Rules-Master-Document]