**Pleasant Township Dunlap Cemetery Rules & Regulations**

Introduction

The Dunlap Cemetery in Pleasant Township is located approximately 1/2 mile south of 150th on Meadowlark Road in Butler County. Pleasant Township is the owner of the unsold cemetery property. This property was purchased by and is maintained by funds generated from taxes paid by residents and property owners in Pleasant Township. The Pleasant Township Board is responsible for the management of the cemetery, and the Township Clerk keeps the cemetery records.

Sold property or lots are the property of the purchaser, however, property owners are subject to the rules and regulations of the Cemetery.

Reasonable precautions will be taken to protect lot holders and their rights within the cemetery, but the cemetery distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, acts of God, thieves, vandals, explosions and unavoidable accidents. The cemetery reserves the right to correct any mistakes that occur at their discretion.

Cemetery Rules & Regulations are updated by the Board from time to time. Updated Rules & Regulations apply. Updates can be obtained by request to the Township Board.

1. Definitions
	* 1. The purpose of this section is to clarify the meaning of the terms used in this document.
	1. Pleasant Township
		1. Pleasant Township is the area bounded on the south by 180th, on the north by 120th, on the west by County Line Road, and on the east by Santa Fe Lake Road.
		2. Pleasant Township is referred to as Township in this document.
	2. Pleasant Township Board
		1. The Pleasant Township Board consists of a Trustee, Clerk and Treasurer.
		2. The Board positions are filled by local election.
		3. The Pleasant Township Board is referred to as the Board in this document.
		4. The Board has the responsibility of managing the Township budget for roadway maintenance, cemetery, and Township equipment.
	3. Cemetery “Section”
		1. “Section” refers to cemetery lots in a designated area of the cemetery.
		2. The cemetery at the present time consists of three sections.
		3. The sections are designated North, Middle, and Old South.
	4. Cemetery “Lot”
		1. A cemetery lot is a unit that contains a specified number of gravesites.
		2. The number of gravesites per lot is shown on the cemetery maps. Some lots contain eight graves and other lots contain four graves.
		3. Lots are real property and cemetery property is sold in lot units.
		4. Designated lots are set aside for single gravesites purchases.
	5. Grave
		1. Grave contains one internment or can contain two cremations.
	6. Monument
		1. A monument is a grave marker
	7. Decorations
		1. Flowers, wreaths, ornaments, etc., other than a monument.
2. Cemetery Rules & Regulations
The Township’s policy regarding the Cemetery is for everyone’s benefit and protection and has been adopted only when experience has shown it to be necessary.
	1. Lot Purchases
		1. There are two purchase categories
			1. Township resident – one that resides in the township, or a longtime former resident that no longer resides in the township.
			2. Non-resident – One that lives outside the township boundaries and has never lived in the township.
			3. Other requests for purchase shall be by written request to the Township Board for consideration. The Board will consider the request at the regular business meeting and their decision will be final.
		2. Purchase restrictions
			1. The township limits a purchase to two lots
			2. Cemetery lots shall be sold only by the township.
			3. The resale or bartering of cemetery lots to a third party is prohibited.
			4. Should the owner of a cemetery lot wish to sell their lots, the Township shall purchase the lots for the original purchase price.
		3. Fees are reviewed annually and adjusted to offset operational costs. Check with Township for current price.
			1. Township resident – currently $500.00 per gravesite.
			2. Non-resident – Currently $750.00 per gravesite.
	2. Lot uses and improvements
		1. Gravesites can only be used for internment
			1. One interment for casket burial plus one cremation burial per gravesite. Vaults constructed of concrete or metal are required. Wood rough boxes are not approved.
			2. Three cremation burials per gravesite.
		2. Construction
			1. The construction of retaining walls, perimeter fencing, gravel, rocks, or any other permanent structure other than a monument is not permitted on the lot/gravesite. These interfere with mowing and other cemetery operations.
		3. Decorations – such as flowers, plants, and vases are permitted if they do not interfere with mowing and maintenance. Decorations other than this require approval of the Township Board. The planting of trees and shrubs is not permitted. Dead plants may be removed by our staff, and we reserve the right to prune or remove plants, if necessary, to prevent damage to markers or graves and to remove obstacles for maintenance operations. Decorations should not extend beyond the boundaries of the lot/gravesite. Unfortunately, vandalism occurs from time to time, and markers or decorations may suffer. Though the Cemetery cannot be held liable for any damages, we want you to know that we will do all we can to ensure that the Cemetery is property protected and maintained.
	3. Monuments
		1. A monument or grave marker is required for each gravesite. The monument or grave marker shall at minimum have the name of the interned and shall be durable enough to withstand weather conditions and not deteriorate. Wood structures are not acceptable. Markers provided by mortuaries are considered temporary and may be used for a period of six months. After a period of six months a permanent marker must be installed that meets the minimum requirements as stated above. Any deviation of this policy must be approved by the township Board.
		2. A permit is required to place a monument on the gravesite. This is to ensure the correct location for the placement of the monument, and that the monument installation meets the requirements set forth by the cemetery. A $25.00 fee is charged to the monument company for the permit. Monuments installed without a permit can be removed by the cemetery at the owner’s expense.
		3. Head stones shall be placed on a concrete base that extends no less than three inches beyond all sides of the headstone and set so that no more than 1 ½ inches extends above surrounding grade to facilitate mowing.
		4. Footstones are to be placed within the grave space and not extend more than 1 ½ inches above grade to facilitate mowing.