



**Board of Clay Township Trustees**

21774 Holts East Rd Genoa Ohio 43430

Phone: 419-855-7878

**CLAY TOWNSHIP CEMETERY**

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Effective as of May 1, 2025

The Clay Township Cemetery is located at the corner of S. Opfer-Lentz Road and Fulkert Road in the Southeast area of the township. It is maintained by the Board of Clay Township Trustees. These rules and regulations may be revised, altered, or amended without notice, at the direction of the Board of Clay Township Trustees.

**Resident/Non-Resident**

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**Residents:** Residents of Clay Township are persons living within the boundaries of Clay Township, including the corporation limits of the Village of Genoa, or a real estate taxpayer of Clay Township or the Village of Genoa.

**Non-Residents:** Persons who are not living within the boundaries of Clay Township or the corporation of the Village of Genoa and are a non-real estate taxpayer of Clay Township or the Village of Genoa.

Any resident of Clay Township or the corporation of the Village of Genoa, who moves out of the township or corporation, due to health reasons only, will be considered a resident for a period of ten (10) years following said move.

**Deeds, Grave/Lot Sale or Transfer**

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Any grave/lot used at Clay Township Cemetery must be paid for in full prior to the use of said grave.

The Clay Township Trustees shall issue a deed and receipt to the purchaser of any grave/lot when the account is paid in full.

A restriction is imposed against any sale of a grave/lot from one owner to any third party for profit.

A fee of \$75.00 per deed will be charged for the transfer of ownership of any grave/lot from one owner to another.

A grave/lot owner may not sell/transfer their ownership to another for more than the amount that was originally paid for said grave/lot.

**Grave/Lot Purchase**

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	<u>Resident</u>	<u>Non-Resident</u>
Purchase of each single grave space	\$250.00	\$750.00

A single grave measures ten (10) feet long and forty (40) inches wide.

## Cemetery Rules

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Artificial, planted/potted flowers, urns, statues, vigil lights, etc. must be placed only on the ends or 12 inches in front or back of the monuments/markers.

Annual cemetery clean-up will occur in March and October of each year. Exact dates will be published in the Suburban Press Newspaper prior to each clean-up period.

Christmas decorations may be placed on graves after October 25 of each year and must be removed before March 15<sup>th</sup> of each year.

All decorations must be kept on the grave(s) for which they are intended. They should not encroach on graves owned by others.

No trees, shrubs, evergreens, rose bushes, etc. are to be planted.

No glassware of any kind is allowed in the cemetery.

No fence, grass guards, decorative rock, etc. are allowed around any monument/marker.

Any ground cover product used such as mulch must be biodegradable. NO rubber, decorative rock, or other products are allowed.

No decorations of any type over five (5) feet high are allowed.

All decorations must be securely fastened to the ground, monument, or marker.

All trash must be deposited in containers provided around the cemetery drives.

Speed limit in the cemetery is ten (10) miles per hour.

Cemetery visitation hours are from sunrise to sunset.

Anyone who damages or destroys monuments/markers or removes decorations that are not their own will be prosecuted to the fullest extent of the law.

No private tents or structures of any kind shall be erected on the cemetery grounds.

## Cemetery Regulations

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All burials of over three feet (36") must be interred in a vault/grave liner constructed of concrete. No air-seal, plastic, wooden, multi-piece lid vaults/grave liners are permitted.

The use of the "Wilbert Way" lowering device or any similar device is strictly prohibited.

No animal/cremated remains of any type are allowed to be buried on cemetery grounds.

All work to be done in the cemetery grounds is to be done by employees of Clay Township. Any work done by an outside vendor must be authorized by the cemetery sexton/supervisor.

Any tree, shrub, bush, plant, or any article deemed a detriment to the general appearance, general maintenance, or safety of the cemetery, may be removed by cemetery officials.

The Board of Clay Township Trustees shall retain the right to remove or cause to be changed any inscription or object that it deems to be offensive at the owner's expense.

The Board of Clay Township Trustees will take all reasonable precautions to protect grave/lot owners and the property rights of those owners within the cemetery from loss or damage. The Board also distinctly disclaims all responsibilities for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of the military or civil unrest, whatever the damage is, direct or collateral, other than herein provided.

### **Indigent Burial**

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Burials of the indigent are carried out according to the O.R.C. 9.15, effective August 31, 2016.

The Clay Township Board of Trustees will provide, for those meeting the definition of "Indigent" provided by the O.R.C. 9.15, with an immediate cremation, interment in the indigent section of the Clay Township Cemetery, and a basic marker of metal, concrete, or stone.

If, after the interment of the remains of the indigent person, at the expense of Clay Township, the family/friends of said indigent wish to provide a permanent marker/monument on the grave, they must first reimburse Clay Township for the grave and opening/closing of said grave.

### **Right of Interment in Clay Township Cemetery**

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Those wishing to inter a body or cremated remains in any cemetery grave/lot must provide a deed in their name or written notarized authorization for the person whose name appears on the deed. If the deed owner is deceased, then the next of kin must submit written notarized authorization for said burial. If there are multiple next of kin, then all or a majority must authorize the interment. If there is no agreement among the next of kin, the Clay Township Trustees may direct the family to ask a court to decide the issue of ownership/authority to inter on said grave(s).

It is in the best interest of any lot owner to transfer the deed/ownership, prior to their death. This transfer will inevitably avoid issues at the time of need. Note that resident and non-resident fees will also apply to the transfer.

### **Burials Per Grave**

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The following burials on a single grave are permissible.

1. One (1) full adult burial.
2. One (1) full adult burial and one (1) container of cremated remains.
3. One (1) full adult burial and one (1) container of cremated remains that may contain two (2) individuals.
4. Two (2) containers of cremated remains.

There are no specific requirements as to the type of urn/container/urn vault that is needed for interment.

**NOTE:** If cremated remains are interred on an existing grave/burial vault or grave liner, then there must be a minimum of ten (10) inches of ground covering the urn/container/urn vault. The cemetery personnel shall be consulted prior to interment for specific measurements.

## Grave Opening/Closing Details

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The cemetery will be closed for burials as follows.

1. No Sunday burials.
2. No burials on Saturday after 12:00 PM (Must be in cemetery before 12:00 PM).
3. No burials on the following holidays.  
New Years Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Cemetery business hours are from 7:00 AM – 2:30 PM Monday – Friday.

**Clay Township Personnel shall be notified verbally of a burial at least 48 hours, two (2) business days, prior to the burial. A message left on the township voice mail will NOT constitute as a verbal notification. A text message may be sent to the Clay Township Maintenance cell phone at 419-261-3118, this too will not constitute as a verbal notification.**

Payment for the interment shall be made prior to or at the time of interment and must accompany a burial/cremation/transit permit.

No Interment will be permitted without the permit and payment in full.

The Clay Township Cemetery does not provide grave service. This must be provided through a funeral home by an insured provider.

## Fees for Interment

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<u>Weekday Burials – In Cemetery before 2:00 PM**</u>	<u>Resident</u>	<u>Non-Resident</u>
Adult Full Burial	\$400.00	\$800.00
Child Burial (Under 36" total length)	\$100.00	\$650.00
Cremated Remains	\$200.00	\$500.00
<u>Weekday Burials Entering after 2:00 PM AND Saturday Burials Entering Before 12:00 PM</u>		
Adult Full Burial	\$600.00	\$1200.00
Child Burial (Under 36" total length)	\$350.00	\$900.00
Cremated Remains	\$400.00	\$750.00

\*\*Any service entering the cemetery after the 2:00 PM deadline for weekdays or 12:00 PM deadline on Saturday will be charged, to the funeral home, \$100.00 per hour.

The recording fee for the interment of cremated remains in a monument or marker.

Resident	\$100.00	Non-Resident	\$200.00
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Burial of two (2) cremated remains in same or separate urn(s)/container(s), in the same grave, will constitute two separate fees.

Interment of cremated remains in a monument or marker must be scheduled with cemetery personnel and require a 48-hour advance notice. A monument company is responsible for this process.

Interment of a non-resident on a resident owned/deeded grave will be accessed an additional fee. This fee will be equal to the current difference in the purchase price of a resident owned/deeded grave and the current purchase price of a non-resident owned/deeded grave.

Example: Burial of a non-resident on a resident grave.

Adult non-resident opening fee of \$800.00 + \$500.00 = \$1300.00

Cremation non-resident opening fee of \$500.00 + \$500.00 = \$1000.00

Any service rescheduled less than 12 hours from the original time will be charged a \$2500.00 fee, with the exception of extreme weather conditions, determined by the Clay Township Trustees.

## Disinterment

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Disinterment services will be carried out according to the O.R.C. 517.23 & 517.24 and with the authorization of the Board of Clay Township Trustees. The process of the disinterment will be scheduled within five (5) working days after all paperwork and payment in full has been made.

Disinterment & reinterment within the cemetery.	\$900.00
Disinterment for transfer to another cemetery.	\$500.00
Cremated remains disinterment & reinterment within the cemetery.	\$400.00
Cremated remains disinterment to another cemetery.	\$200.00

## Foundations

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Foundations are installed two (2) times each year, Spring and Fall. The pour deadlines are May 1 and October 1.

No foundation, for a single grave, will be installed less than six (6) months after a full adult or infant burial.

Installation of a foundation centered over two graves after the first burial may be installed in less than six (6) months, if the cemetery personnel deem it feasible.

Installation of a foundation for a cremation burial may be done in less than six (6) months, if the cemetery personnel deem it feasible.

Markers for those graves which already have a monument/marker on them are permitted but must be installed flat in the ground (grass level) and on the specific grave in which the burial has taken place. The marker is not to exceed 24" long x 12" wide x 4" thick and will require a pre-cast foundation.

### Foundation orders must include.

Name, address, phone number of monument company.

Name of persons whom monument/marker is for.

Specific grave(s) the monument/marker is to be placed on.

Size of the monument base width and length.

Type of foundation – poured or pre-cast.

Payment in full, with a check made payable to Clay Township Trustees.

United States Department of Veterans Affairs issued Veteran grave markers will be installed on the Veterans grave at no cost. The Board of Clay Township Trustees will not mount any Veterans Plaque to an existing or privately purchased monument.

Monument Size Limits.

Single grave: 36" in length  
Double grave: 76" in length  
No monument/marker base over 20" wide.

Any monument/marker that is larger than the foundation or does not allow for a 2" border, will be refused setting until the proper foundation size is installed at the owner's expense. The removal of an existing foundation will be billed at the rate of \$90.00 per hour. All monument and marker inscriptions are the responsibility of the lot owner and/or family.

Foundation Pricing.

The Board of Clay Township Trustees offers two (2) types of foundations, pre-cast and poured. It is the suggestion of the Board of Clay Township Trustees that the proper foundation for the monument/marker selected be decided by the party ordering the monument/marker and the monument provider.

A. Pre-Cast Foundation

Cost is based on \$7.00 per inch in base length.  
Foundation is 4" deep.  
Pre-cast foundations are only available in the following sizes.

<u>Actual Size of Monument/Marker Base.</u>	<u>Pre-Cast Size</u>	<u>Cost</u>
24" x 12"/14"	28" x 16" x 4"	\$168.00
32" x 12"/14"	40" x 16" x 4"	\$224.00
38" x 12"/14"	40" x 16" x 4"	\$224.00
48" x 12"/14"	52" x 16" x 4"	\$336.00

\*Any monument/monument base over 48" requires a custom poured foundation.  
\*Any monument base 14" – 16" wide will require a custom poured foundation.  
\*If the monument base does not allow for the proper border length, then the next size larger foundation will be required.  
Note: The borders on each end and front and back, with the use of a pre-cast foundation, will vary slightly due to the limited available sizes currently being manufactured.

B. Custom Poured Concrete Foundations

Cost is based on \$20.00 per inch in monument base length.  
Poured foundations are installed approx. 30" – 36" deep.  
The width of the monument/monument base size must be specified in the order but has no effect on cost.

Poured foundations are based on the actual size of the monument/monument base and adding 4" to the length for end borders, and 2" on front and 2" on back. The maximum foundation width is 24", which means that no monument base may be wider than 20" for a front and back border of 2".

Example: Monument base of 48" x 14" = Foundation of 52" x 18"  
Cost = 52 x \$20.00 = \$1040.00

Any questions regarding these rules and regulations for Clay Township Cemetery must be submitted in writing to the Board of Clay Township Trustees.