

**Town of Otis**  
**Cemetery Rules & Regulations**

**PURCHASE OF PLOTS**

Plots to be sold only to Town of Otis residents. Required proof of residence: Past two years of federal and state income tax with Otis address, valid Massachusetts driver's license, and a registered Otis voter (voted on and passed at town meeting article 31 in 1993).

Sale of lots: 1st lot: \$200.00 and \$100.00 for Perpetual Care, 2nd lot and all thereafter: \$125.00 and \$75.00 for Perpetual Care, set of four flush mount corner stones are mandatory \$300.00. Headstone foundations \$200.00.

The Deed entitles the owner to use the lot for burial purposes only; for themselves, their heirs or for any person they may choose to admit.

No private sale or transfer of lots. Lots can only be sold back to the Town of Otis for original purchase price.

**SEQUENCE OF INHERITANCE**

The surviving spouse of the original grantee of the lot has a prior right of one burial space in the lot. This right may be voluntarily forfeited at any time.

The burial rights in the remainder of the lot descend from the interstate grantee in the following order:

To the children of the grantee.

If none of the children of the grantee are alive, then grandchildren of the grantee.

If no children or grandchildren, the father or mother, or both grantees.

If no one of the first three classifications is living, the living brothers and sisters of the grantee.

Then the nephews and nieces of the grantee.

To the grandparents of the grantee.

To the uncles and aunts of the grantee.

When there is no longer any living persons who could be classified in any of these seven groups, the burial rights in the lot will have terminated.

Each qualified heir shares equally and jointly in the burial rights while vacant graves remain in the lot. His individual right cannot be determined except at the time of his own burial which automatically gives him the right if he qualifies in the sequence of inheritance. Any qualified heir may release his right at any time. However, he cannot assign or transfer his right to any one

individual, but to the other qualified heirs jointly. When all graves are occupied, the surviving heirs lose their rights.

## **INTERMENTS**

Vaults are required for full burials. No green burials.

Deed needs to be presented before burial arrangements can be made.

All funerals, upon entering a cemetery, shall be under the charge of the Burial Agent

The Cemetery will be closed for burials December 1st through April 1st. Burials will be open April 1st through December 1st, weather permitting with documentation and/or approval of the Cemetery Commission.

All requests for interment must be given to the Cemetery Sexton two (2) business days prior to interment with the exception to accommodate religious customs. If the request is given after 3:00pm, the 2-business day notice will be figured from 7:00am the following business morning. For disinterment or removals, a one-week notice is required. Weekend arrangements require three (3) business days' notice before 11:00am on that Saturday.

At each single grave lot (10 x 4), a total of six cremated remains will be allowed. The interment of cremated remains will be a minimum depth of (2) two feet. Cremated remains can be placed atop a previous full burial. A full burial will not be permitted once cremated remains have been interred

No interment of two or more bodies shall be made in one grave, except in the case of a parent and child or two infants buried in one casket or cremation remain

Open/Close Graves \$1000.00, Sundays \$1350.00. Cremation opening or Burial for a child 1 year or younger \$250.00 weekdays 7-3, \$350.00 Saturday 7-3 and \$450.00 Sundays and Holidays 7-3.

## **MONUMENTS, HEADSTONES, MARKERS, ETC:**

Rules for headstones Maximum size for up to three lots 3' long by 3' high. Maximum size for up to 4 lots 4' long by 3' high. Anything not covered by the regulations must be approved by the Cemetery commission.

The general care of the cemeteries is assumed by the Town of Otis, which includes the cutting of grass at reasonable intervals, the raking and cleaning of the grounds, the pruning of shrubs and trees, and the maintenance of lots, roads, drives, walkways and buildings

The general care assumed by the Town of Otis shall in no case mean the maintenance, repair or replacement of any memorial. Nor does it mean the doing of any special or unusual work, or the

reconstruction of any stonework at any section or lot, because of damage from causes beyond the Town's control, whether the damage be direct or collateral.

The Town will take all reasonable precautions to protect lots and memorials within the cemeteries from loss or damage. However, the Town disclaims all responsibility for loss or damage from causes beyond its control, 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 any military or civil authority, whether the damage be direct or collateral, other than herein provided.

## **MEMORIALS AND MEMORIAL WORK**

Any person proposing to install, erect, alter, inscribe, clean or repair a memorial shall first obtain permission from the Cemetery Commission to do so, and in so doing, shall comply with the reasonable directions of the Commission and with these rules and regulations. The person or firm requesting such permission may be required to furnish satisfactory evidence of their ability to properly perform the work proposed

## **PLANTS, PLANTING, DECORATIONS**

The Cemetery Dept. will undertake the planting of trees, bushes and shrubs, and to preserve and maintain landscape features. No other person shall plant trees, bushes or shrubs in a cemetery.

**Only one planting bed may be maintained at the family headstone and it may be no larger than the base dimensions of the monument it decorates at a depth no greater than 14 inches.** Flowers shall be placed in unbreakable containers. Winter decorations shall be removed by April 1 and summer decorations, including planted flowers, shall be removed by November 1st. All material shall be disposed properly by the lot owners.

The person planting the area is responsible for weeding and taking care of area. If weeds or hitchhikers become unsightly, all plantings will be removed. The cemetery staff will mow and trim up to the monument and planting area only.

Roses or any plants with thorns are not allowed and will be promptly removed without further notice.

Any flags other than the United States and Military Services are not allowed.

The placing of trinkets, ornaments, toys, metal/ plastic/ wood/ composition/paper designs, chairs, settees, statues, figurines, emblems, insignia, photographs, artwork, clothing, **fencing, aprons, borders, curbs** or similar articles upon lots or memorials is prohibited. Any such item so placed is subject to removal by the Cemetery Commission.

The Town of Otis shall not maintain urns, vessels or containers, nor their contents, nor shall they maintain memorial decorations. The Town shall not be responsible for any damage to urns, vessels; containers, their contents, floral decorations, frames or baskets, caused by reasons beyond their control. All such decorative items placed at a memorial within the scope of these rules and

regulations, shall remain the responsibility of the donor, and shall be cared for and eventually removed by the donor. **Items placed at a memorial which do not comply with these rules and regulations, shall be removed, without notice, by the Town.**

**The Town shall have the authority to remove and discard any plant or decoration when, in the judgment of the Sexton, it becomes unsightly, dangerous, detrimental or diseased, or when it does not conform to the standards of care or appearance maintained by the Cemetery Dept.**

The Town shall not be liable for funeral floral pieces, baskets or frames, beyond the acceptance of such pieces for burial services held within the cemeteries.

### **ENFORCEMENT OF RULES**

All contractors and outside workmen doing any type of work in the cemeteries will be under the direct charge of the Cemetery Sexton. All work must be done during regular working hours on the cemeteries, unless prior permission has been received from the Cemetery Sexton

The Burial Agent, Sexton, and Cemetery Commission shall seek to enforce these Cemetery Rules and Regulations, and to exclude from the cemeteries any person violating them.

The Cemetery Commission hereby expressly reserves the right to adopt additional rules and regulations or to amend, alter or repeal any rule, regulation, article, section, paragraph or sentence in the rules and regulations, at any time. Sufficient notice will be given by the Commission of any rule or regulation change which will create expense, hardship or inconvenience to lot holders or other persons having business with the Cemetery Commission.

Adopted March 10, 2026