

TOWN OF LEEDS

ORDINANCE NUMBER 2024-01

AN ORDINANCE AMENDING ORDINANCE 2013-01 OF THE  
TOWN OF LEEDS, UTAH  
RELATING TO RULES AND REGULATIONS PERTAINING TO  
THE USE AND MAINTENANCE OF THE TOWN OF LEEDS CEMETERIES,  
THE TOWN OF LEEDS, WASHINGTON COUNTY, UTAH.

WHEREAS, the Town Council provides for the Town of Leeds Cemeteries the rules, regulations and policies pertaining to the efficient operation and management of the Town's cemeteries; and

WHEREAS, the Town Council has reviewed the existing rules and regulations governing the use and maintenance of the Town-owned cemeteries and concluded that significant modifications thereof should be made for the benefit of the Town and its inhabitants; and

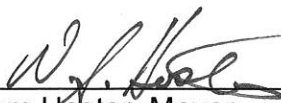
WHEREAS, the Town Council has presented a comprehensive set of rules and regulations governing the use and maintenance of the Cemeteries for the Town Council's review and approval; and

WHEREAS, the Town Council has determined that adoption of the rules and regulations will benefit the health, safety and welfare of the Town and its inhabitants;

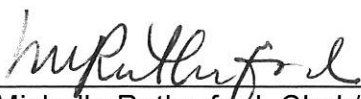
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LEEDS, WASHINGTON COUNTY, UTAH, that:

ORDINANCE 2013-01 is amended by passing of ORDINANCE 2024-01

PASSED, ADOPTED AND APPROVED by vote of the Council of the Town of Leeds, Washington County, Utah, this 24th day of APRIL, 2024.

  
\_\_\_\_\_  
William Hoster, Mayor

Attest:

  
\_\_\_\_\_  
Michelle Rutherford, Clerk/Recorder

## Cemetery Regulations

### **An Ordinance Adopting Cemetery Regulations for the Town of Leeds, Utah.**

#### **Be it Enacted and Ordained by the Town Council of Leeds, Utah as follows:**

- Section 1: USE OF CEMETERIES
- Section 2: DEFINITIONS (Roles Defined)
- Section 3: CONDUCT & ACCESS
- Section 4: BURIALS
- Section 5: CREMAINS (Human Ashes)
- Section 6: PURCHASE OF BURIAL SPACES
- Section 7: CONVEYANCE, DESCENT & INHERITANCE
- Section 8: OPENING AND CLOSING
- Section 9: DISINTERMENT/EXHUMATIONS
- Section 10: GRAVES/MARKERS & MONUMENT FOUNDATIONS
- Section 11: MAINTENANCE & CARE
- Section 12: PRIVATE ADDITIONS (Plants, Vases, Adornments, Etc.).
- Section 13: INTENT
- Section 14: INVALIDITY
- Section 15: CONFLICT OF LAW
- Section 16: PENALTIES
- Section 29: EFFECTIVE DATE

#### **SECTION 1: USE OF CEMETERIES**

The Leeds Cemetery, Silver Reef Catholic & Silver Reef Protestant Pioneer Cemeteries are municipal cemeteries available for use by the general public.

All business matters relating to the cemetery shall be transacted at City Hall:

218 N. Main Street  
P.O. Box 460879  
Leeds, UT 84746  
P: 435-879-2447  
F: 435-879-6905  
URL: <https://leedstown.org/>

Hours of operation at City Hall are Monday through Friday, 9:00 AM to 5:00 PM, except on designated holidays.

#### **SECTION 2: DEFINITIONS (Roles Defined)**

In this chapter, the following words or phrases shall have the following meanings unless the context otherwise clearly indicates:

**BLOCK:** Any designated area of the Cemetery Maps, which separate areas within cemeteries having more than one plot.

**BURIAL:** The interment of human remains.

**BURIAL VAULT:** A structure used to hold a casket or container of cremated remains.

**CEMETERY:** The term "Cemetery" shall mean any cemetery owned and/or maintained by the Town of Leeds for the purpose of receiving the remains of deceased humans.

**CEMETERY PLOT OR PLOT:** means a grave, niche or crypt within the cemetery used for burials and for no other purpose, other than placing appropriate decorations or markers.

**COLLATERAL LINE:** Is a family connection between people who are not directly related to each other as parents or children, but who share a common ancestor.

**CONVEYANCE:** Transfer of title. The document effecting such transfer.

**COUNCIL OR TOWN COUNCIL:** Shall mean the elected officials who have legislative and administrative control over the affairs of The Town of Leeds, Washington County, Utah.

**CREMAINS OR CREMATED REMAINS:** Cremains are the ashes of a human body that have been incinerated and pulverized into a fine powder through cremation.

**DESCENT:** Ancestral lineage.

**DEVISE:** Transmit property by will.

**DISINTERMENT/EXHUMATION:** The removal of a burial vault and/or casket from a plot.

**PERSON:** The term "Person" shall mean individual, group, partnership, firm, corporation or association.

**PLAT:** Is defined as the overall view or containment survey of an entire Town Cemetery.

**PLOT OR GRAVE OPENING AND CLOSING:** A grave opening and closing refers to the process of physically preparing a burial site for interment and then closing it once the casket or urn has been placed inside. It involves a series of coordinated activities conducted by cemetery personnel only to ensure a dignified and respectful burial.

**PLOT OR GRAVE OWNER OR PURCHASER:** The term "PLOT OWNER" or "PURCHASER" and "GRAVE OWNER" or "PURCHASER" are intended to mean and shall be construed to mean the owner or purchaser of a burial privilege, or the collateral line right of use of any burial plot, evidenced by a Deed or certificate for a plot or by proved and recognized descent or devise from the original owner.

**PUBLIC WORKS MANAGER:** Under the direction on of the Mayor, performs general grounds maintenance and general maintenance activities; mowing, raking and trimming of cemetery; marking off graves; prepares burial sites by digging and securing graves as directed by Town Clerk/Recorder and Cemetery Sexton (as it relates to Cemetery Activities).

**RESIDENT** - The term "Resident" shall be defined as follows:

- a) Any person who was domiciled within the tax district of Leeds, Utah, at the time of death, regardless of the actual place of death.
- b) Any person owning real property within the tax district of Leeds, Utah, at the time of death, regardless of the residence or domicile of such person.
- c) Any person who was a legal resident within the tax district of Leeds, Utah, at the time of death, regardless of domicile.
- d) Any person who was formerly domiciled within the within the tax district of Leeds, Utah, immediately prior to moving from the City for the purpose of becoming domiciled in any facility for the purpose of receiving medical or residential care.

- e) Any married person who owns the right to bury in two adjacent spaces and buries his or her spouse in one of those spaces while both are Residents, regardless of his or her domicile at the time of his or her death.

**TOWN SEXTON:** Under the appointment of the Mayor, with the advice and consent of the Town Council, the Sexton is appointed the keeper of the Town Cemeteries affairs, including (but are not limited to): Keeping diligent records of those buried in the cemeteries and those moved to other cemeteries, as well as details of the number of lots and plots, who is owner of each, and details about the interred person.

The Town Sexton, under the supervision and approval of the Council Member assigned to the cemetery can make and enforce such other reasonable rules and regulations for the proper care and protection of the cemetery not in conflict with the provisions of this ordinance.

**TOWN:** The term "Town" as hereinafter used in this ordinance shall mean the Town of Leeds, Utah, whether or not so designated.

**TOWN CLERK/RECORDER:** A town clerk's office is responsible for the coordination of cemetery activities and the recording, maintaining, and preserving town records.

### **SECTION 3: CONDUCT & ACCESS**

Cemetery grounds are sacredly devoted to the interment and repose of the dead. Strict observance of decorum due such a place shall be required of all persons.

1. Persons visiting the Cemeteries, and their grounds, shall use only the avenues, walks, and roads. Regardless of the Section, no one shall ride a motorcycle, all-terrain vehicle, motorbike, bicycle, skateboard or roller skates except on designated roadways or walkways.
2. The Cemeteries are intended to be sacred; it is not a park intended for recreation.
3. The Town's leash law for animals shall be adhered to at all times and all animal waste, shall be immediately removed and properly disposed of by the pet owner.
4. No use of alcoholic beverages, in accordance with the Town Ordinance.
5. No unauthorized person(s) shall be permitted to bring or carry firearms within the Cemetery.
6. No hunting is allowed within the Cemetery boundaries.
7. All persons are strictly forbidden to break or injure any tree or shrub; mar any landmark, marker, or memorial; or in any way deface the grounds of the Cemetery. Plot owners may place or remove plants and flowers from their individually owned plots.
8. No excavations, construction, planting of trees or shrubs are permitted without Town approval.
9. Motor vehicle parking shall be limited to the designated parking areas.

### **SECTION 4: BURIALS**

All burials, including cremains, must be under the direct supervision of licensed funeral personnel.

1. It shall be unlawful to bury the body of any person within the limits of Leeds Town, except in public or private cemeteries located therein.
2. There shall be no interment of anything other than the remains of human bodies in Town Cemeteries and no interment of any deceased human shall be made in any other place than within cemeteries devoted to that purpose. Exception to this will recognize the rights of private "Family Cemeteries" which existed and were maintained for that purpose prior to this ordinance.
3. It shall be unlawful for any person to be buried in the Leeds Town Cemeteries unless the casket shall be placed in a concrete, steel or brick lined vault substantially constructed and covered with a substantial concrete or steel top or lid. No wood shall be used in the construction of any part of any vault. Cremated remains must be placed in a cremation vault made of fiberglass, concrete or metal with strength deemed adequate by the Sexton.
4. In the event that an error is made in the interment or disinterment of any remains in the Cemetery, the Town reserves the right to remove and transfer the remains to another space of the same value. Reasonable efforts will be made to contact and advise the next of kin prior to taking any action to remove or transfer any remains.
5. Neither interments nor disinterment will be allowed in any space where the ownership, in the opinion of the Town, remains undetermined. In such cases, an order from a Court of competent jurisdiction will be required.
6. The disinterment from a burial space within a Cemetery shall be permitted only after approval of the Town, and in compliance with the laws of the State of Utah, and then will be done at the earliest convenience of the Town. All requests for disinterment will be presented to the Town in writing with reason for disinterment stated on the request.
7. If for some reason the gravesite is not ready, such as rock, acts of nature, or any other valid reason, the burial will be postponed until the grave site is ready, or alternative arrangements will be provided.

#### **SECTION 5: CREMAINS (Human Ashes)**

1. Gravesites for cremated remains shall be placed in a cremation vault.  
Individual cremains may be placed in the same plot at different time intervals with Town approval.

#### **SECTION 6: PURCHASE OF BURIAL SPACES**

Every plot or single grave sold is subject to rules and regulations that may hereafter be adopted and subject to such changes of the present rules as are found necessary for the protection of plot owners and the remains of the dead.

1. Individual plots up to four (4) may be purchased from the Town at City Hall. The Town, at its discretion, can authorize the purchase of additional gravesites.
2. Purchase arrangements can be made either at City Hall at the time of need or in advance.
3. All money so collected shall be remitted promptly to the Town.
4. The Town Council is hereby empowered to regulate by resolution the selling price and size of the plots.

5. Selection of the burial space at the time of purchase will be made by the purchaser with assistance from the funeral home or the Town, as appropriate.
6. One interment only shall be allowed in a casket except for a parent with their infant child, for two (2) children who are buried at the same time, or for the addition of one cremated remains placed in the casket at the time of burial. Not more than one casket shall be allowed in a grave plot, except that two (2) cremation vaults may be allowed in a half plot.
7. All parts of a burial or cremation vault shall be no less than two feet (2') below the surface of the ground. No cremation vault shall be placed in the same plot as a regular burial vault.
8. The purchaser will be required to sign that they understand and will adhere to the rules of the Cemetery (separate document), and they shall receive a copy of the "Leeds Cemetery Rules and Regulations Governing Burials".
9. The Sexton or Town Clerk/Recorder shall deliver to each purchaser a Certificate for each plot or plots, showing the description thereof by plot and block, and stating the price. Said Certificates shall be issued and signed by the Mayor and shall be attested by the Town Clerk/Recorder. All plots shall be exempt from taxation.
10. Indigent burials will be at the discretion of the Town.
11. The Town Clerk/Recorder is hereby authorized and required to collect in advance, prices and/or fees for the opening and closing of graves which shall include property restoring and trimming such graves; for disinterring bodies and properly restoring the earth and grounds, for recording each burial, disinterment or removal, and for other services rendered as determined by the Town Council by resolution as it from time to time seems reasonable and proper for that body to do so.

## **SECTION 7: CONVEYANCE, DESCENT & INHERITANCE**

No person who shall subsequently purchase any grave or plot within a Town Cemetery, shall sell such grave or plot to any buyer, except to the Town of Leeds. The Town of Leeds hereby agrees to buy back any grave plot, which it may hereafter sell. The repurchase price of such graves or plots shall be the original price paid by the purchaser, or the current selling price of said plot, whichever is lower, but in no event shall the repurchase price be greater than the price originally paid by the purchaser.

### **DEED:**

- a. Plots within a cemetery, as designated on a plat to be kept in the Leeds Town Hall under the supervision of the Clerk/Recorder, shall be conveyed by deeds of right granting a license to use for burial purposes.
- b. Such deeds will be registered with the Town in a book kept for that purpose and issued to the purchaser.
- c. Upon the death of the registered owner, the Town shall act upon its best judgment in determining heirship and succession, unless an affidavit of heirship, together with the power appointing one of the heirs to represent all, or a certified copy of a decree of distribution of the estate of the deceased purchaser is first filed with the Town Clerk/Recorder.
- d. The city shall have no liability for a failure to properly determine the legal succession of the rights in any cemetery space. The number of lots to be sold to any person or family shall be in the sole discretion of the Town, but no more than six (6) lots shall be sold to one individual or

his agent unless it can be shown that they are intended for the immediate members of a single family or unless otherwise approved by the city council.

**2. ABANDONMENT THROUGH NONUSE:**

- a. Any lot or burial space which has remained empty without burial use for a period in excess of sixty (60) years will be presumed to have been abandoned by the lot purchaser.
- b. In the interest of best utilization of cemetery space, such lots and burial spaces may be reclaimed and sold by the Town in the manner provided in this section; provided, that the previous owner or someone holding the right of the previous owner, upon presentation of satisfactory evidence of an intent to use the space for a burial, shall be allowed to retain burial rights in the said plot or space.

**3. RECLAIM OF ABANDONED PLOTS BY THE TOWN:**

- a. The Sexton shall advise the Leeds Town Clerk/Recorder of an apparent abandonment through nonuse of a lot or burial space, and the Clerk/Recorder shall determine from the cemetery records when the original deed was issued and whether a sixty (60) year abandonment exists. If so, the city council may pass a resolution requiring that anyone claiming ownership meet the requirements of subsection A of this section, or that the original deed be voided and the property abandoned. The resolution shall be served upon anyone claiming ownership by publication for three (3) successive weeks in a newspaper of general circulation within Washington County. A copy of the resolution shall be mailed within fourteen (14) days after such publication to the last known address of the owner of record or any heirs known to the Town. Upon the expiration of thirty (30) days after the last publication of the resolution, unless an owner has come forward and satisfied the requirements of this section, all rights in the lot or space shall be terminated and thereafter be vested in the city.

**SECTION 8: OPENING AND CLOSING**

The Town performs all openings and closings. When necessary, the Town may need to place equipment on gravesites and has the right to move headstones or other items on adjacent cemetery plots to avoid damaging them.

1. The Town reserves the right to enter upon any grave and to perform all work necessary for the care and upkeep of all plots and graves in said cemeteries.
2. All Plot or Grave openings and closings activities will be coordinated and conducted by cemetery personnel only.
2. The cost of the opening and closing is not included in the purchase price of the plot. Additionally, any extra cost for interment or disinterment that may be incurred by the Town will be charged to the purchaser of the plot, and be payable within ten (10) days of receiving the Town's invoice. This may include: rockbreaker or excavator equipment; blasting materials, other materials, or special equipment.
3. Overtime Assessment Charge: the Town will be assessing an overtime charge for any time worked after the regular scheduled time for the closing of graves.
4. Any damage that is done to the cemetery by any private contractor is the liability of the purchaser of the plot for whom the contractor was working.
5. A forty-eight (48) hour notice must be given to City Hall prior to interment. The notice will be provided to a representative of the funeral home and the Public Works Manager.

6. No grave shall be opened in any of the Town's cemeteries until the payment of a fee for the labor and expense in so opening said grave shall be paid. The presentation of a receipt from the Town Clerk/Recorder, when presented to the Public Works Manager, shall be his authority to open a grave for the burial of a deceased person. Under no circumstances, however, will this service be provided except under the supervision of the Town Sexton.

## **SECTION 9: DISINTERMENT/EXHUMATIONS**

Disinterment, also known as exhumation, is the act of digging up a buried corpse or other remains.

1. Disinterment must be approved by the Town Manager and by the State Health Department in cases where death was caused by a contagious disease. The cost of disinterment will be determined by actual audit cost; such cost will be at the expense of the party requesting the disinterment.
2. Before disinterment of any body, the Leeds Town Sexton shall require a permit from the Washington County Health Officer and a written order from the owner of the plot, authorizing such removal and the place of destination if disinterred and transferred beyond the limits of Leeds Town. This order shall be filed and preserved and all such removals shall be recorded in a book kept for that purpose.
3. Any disinterment requested by a non-family member shall require a Court order.
4. The scheduling of a disinterment shall be at the discretion of the Sexton. Disinterments may be postponed without notice if the Sexton deems it necessary in order to maintain the regular operations of a cemetery.
5. It shall be unlawful for any person to remove the body of a person who has died from a contagious disease within two years from the date of burial, except such a body has been buried in a hermetically sealed coffin and is found to be so incased. It shall also be at the discretion of the Sexton to refuse to disinter any person that would endanger the health and safety of cemetery employees.

## **SECTION 10: GRAVES/MARKERS & MONUMENT FOUNDATIONS**

The Town Clerk/Recorder of Leeds Town, Utah, shall be the registrar of burials for Leeds Town. Before burying any dead in any Town-owned Cemetery, the owner of the plot or his or her heirs shall be required to furnish in writing to the Clerk/Recorder, a statement of death, which shall be recorded in a record kept for that purpose by the clerk. Such statements as well as the record shall include the name of the person deceased, when and where born, if known, the date and cause of death together with the name of the attending physician, if any, coroner or mid-wife, also the date of burial as well as the name of the cemetery with the plot identification number where the deceased is buried.

### **1. MARKERS/HEADSTONES**

- a. A permit must be obtained at City Hall for each base/headstone.
- b. All markers/headstones shall be made of granite, marble or bronze.
- c. All single plot headstones shall be no taller than 42", no wider than 18" and no longer than 36".



- d. All double plot headstones shall be no taller than 42", no wider than 18" and no longer than 48".
- e. Prohibited items on graves or lots in the New Section are: gravel; decorative rocks; plants; trellises metal fixtures; frames or boxes; and chairs and settees.
- f. No enclosure of any kind, such as a fence, coping, hedge or ditch shall be permitted around any grave or lot. The Town will have the authority to enter upon any lot and remove any objectionable or prohibited items, such as noted above that may have been placed there contrary to the regulations.

## **2. MONUMENT FOUNDATIONS**

- a. A permit must be obtained at City Hall prior to construction of monument foundations, or copings.
- b. Monument base for a single plot shall be no more than four (4) feet long by twenty-four (24) inches wide by six (6) inches thick, made of concrete with at least four (4) inches above the finished grade or ground.
- c. Monument base for a double plot (side by side graves) shall be placed at the head of the grave and shall be no more than eight (8) feet long by twenty-four (24) inches wide by six (6) inches thick; made of concrete with at least four (4) inches above the finished grade or ground.
- d. The placement of the monument foundations and copings must be determined by the Town at the time permission is granted.
- e. Prohibited items on graves or lots are: anything that would encroach on any surrounding plot or property, i.e. shrubs, trees, bushes, fence, chair, etc.

## **SECTION 11: MAINTENANCE & CARE**

- 1. The essential care that the Town agrees to give shall consist of care of the cemetery generally, and shall include, filling in sunken graves, removing dead flowers and trimming trees and shrubbery when necessary, cleaning plots and straightening of tilting stones or markers, but shall not include repair or replacement of markers or memorial structures of any nature, except when the need for repair or replacement is directly caused by Leeds Town or its employees. The Cemetery plot is maintained by the owner.
- 2. Installation and/or care of individual coping areas and other enclosures (vaults) are the responsibility of the family.
- 3. The Town reserves the right to trim or remove any growth that is not permitted or undesirable within such enclosures and to remove damaged copings or enclosures as necessary.

## **SECTION 12: PRIVATE ADDITIONS (Plants, Vases, Adornments, Etc.).**

- 1. The planting of vines, borders of plants, roses, shrubs, trees or any type of permanent plant is strictly prohibited.
- 2. Small removable vases and containers of flowers may be placed on graves for suitable occasions. The Town may remove them if necessary, and no responsibility will be assured for their safekeeping.

3. Persons desiring to retain floral arrangements or other material used at burials, including flags should remove them within 48 hours after burial.
4. All flags placed at gravesites for National holidays should be removed within 48 hours after observance of the holiday.
5. The Town reserves the right to remove all material not considered suitable or desirable in the Cemetery.
6. Temporary memorials will be removed without notice by cemetery employees when they become withered, discolored, torn, broken or vandalized.
7. Funeral flowers will be allowed to remain for three (3) business days, after which cemetery employees may remove them based on the above criteria. Other temporary memorial items such as glass containers, wires, sticks, iron rods, pegs, ceramic pots or other containers that may pose safety hazards will be removed by cemetery employees.

### **SECTION 13: INTENT**

The intent of this ordinance is that the titles shown at the beginning of any section or subsection of this ordinance shall not be deemed to construe the meaning or content of such a section or subsection or any other section or subsection, but are provided solely for the facility and convenience of locating information within the ordinance.

### **SECTION 14: INVALIDITY**

If any part of this ordinance shall be held invalid, such decision shall not affect the validity of the remainder of the ordinance.

### **SECTION 15: CONFLICT OF LAW**

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

### **SECTION 16: PENALTIES**

Any person violating any provision of this ordinance shall be guilty of a Class C Misdemeanor.

### **SECTION 17: EFFECTIVE DATE**

This ordinance shall take effect immediately upon the posting of this ordinance in three public places within the Town of Leeds, Utah as provided by law.

# TOWN OF LEEDS UTAH

218 N. MAIN STREET, P.O. BOX 460879, LEEDS, UT 84746

PHONE: 435-879-2447 | FAX: 435-879-6905

E-MAIL: [clerk@leedstown.org](mailto:clerk@leedstown.org) | WEBSITE: [www.leedstown.org](http://www.leedstown.org)

## PURCHASE OF A CEMETERY PLOT

Here in Leeds we pride ourselves on preserving our past for our future. The Town has three cemeteries, which are the repositories of much of our pioneer history. The Town of Leeds prides itself on having these historic cemeteries for citizens to lay their loved ones to rest. Town staff, and citizens, work diligently to conserve and maintain our history.



### PURCHASER'S INFORMATION

Purchaser's Name:

Mailing Address:

City:

State:

ZIP Code:

E-Mail Address:

Phone:

### CEMETERY & PLOT INFORMATION

Leeds Cemetery	Leeds Silver Reef Catholic Cemetery	Leeds Silver Reef Protestant Cemetery
<input type="checkbox"/> Leeds, Washington County, Utah, USA	<input type="checkbox"/> Leeds, Washington County, Utah, USA	<input type="checkbox"/> Leeds, Washington County, Utah, USA
Plot:	Plot:	Plot:
Plot:	Plot:	Plot:

### RESERVED FOR INFORMATION

Name:

### PAYMENT DETAILS

Amount Paid:

Check:  Number:

Cash:

Date Paid:

Received By: \_\_\_\_\_

Leeds Town Clerk/Recorder

# TOWN OF LEEDS UTAH

218 N. MAIN STREET, P.O. BOX 460879, LEEDS, UT 84746

PHONE: 435-879-2447 | FAX: 435-879-6905

E-MAIL: [clerk@leedstown.org](mailto:clerk@leedstown.org) | WEBSITE: [www.leedstown.org](http://www.leedstown.org)

## CEMETERY INTERMENT REQUEST

Here in Leeds we pride ourselves on preserving our past for our future. The Town has three cemeteries, which are the repositories of much of our pioneer history. The Town of Leeds prides itself on having these historic cemeteries for citizens to lay their loved ones to rest. Town staff, and citizens, work diligently to conserve and maintain our history.



### REQUESTEE INFORMATION

Purchaser's Name:		
Physical Address:		
City:	State:	ZIP Code:
Mailing Address:		
City:	State:	ZIP Code:
E-Mail Address:		
Phone:		

### CEMETERY & PLOT INSTRUCTIONS

<b>Leeds Cemetery</b> <input type="checkbox"/>	<b>Leeds Silver Reef Catholic Cemetery</b> <input type="checkbox"/>	<b>Leeds Silver Reef Protestant Cemetery</b> <input type="checkbox"/>
Plot #:	Plot #:	Plot #:

### MORTUARY INFORMATION

Name:	Location:
Contact:	Phone:

### SERVICES DETAILS

Date:	Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Location:	

### :: FOR OFFICIAL USE ONLY::

Request Date:	Received By:
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# TOWN OF LEEDS UTAH

218 N. MAIN STREET, P.O. BOX 460879, LEEDS, UT 84746  
 PHONE: 435-879-2447 | FAX: 435-879-6905  
 E-MAIL: [clerk@leedstown.org](mailto:clerk@leedstown.org) | WEBSITE: [www.leedstown.org](http://www.leedstown.org)

## CEMETERY PLOT VOLUNTARY RELINQUISHMENT

Here in Leeds we pride ourselves on preserving our past for our future. The Town has three cemeteries, which are the repositories of much of our pioneer history. The Town of Leeds prides itself on having these historic cemeteries for citizens to lay their loved ones to rest. Town staff, and citizens, work diligently to conserve and maintain our history.



### AGREEMENT

The undersigned, is/are plot holder(s) of the below noted cemetery plot(s) in The Town of Leeds Cemetery, and hereby voluntarily relinquish their right and title to the plot and all burial rights to for the sum of \$ \_\_\_\_\_ original purchase price or other agreed amount less administrative fee.

My (Our) signature(s) below certify that I (we) am/are the plot holder(s) of said plot(s) listed below, and that I (we) understand that by voluntarily relinquishing these rights, I (we) no longer have a License or right to be buried in the Lot and Cemetery Management has the right to resell said Lot. I (we) also agree to indemnify said authorities of The Town of Leeds, UT against any and all claims arising from this action (if any).

#### RELINQUISHER INFORMATION

Name: James (Jim) Bray		
Mailing Address:		
City:	State:	ZIP Code:
E-Mail Address:		Phone: (000)-XXX-XXXX

#### CEMETERY & PLOT INFORMATION

<input type="checkbox"/>	<b>Leeds Cemetery</b> Leeds, Washington County, Utah, USA	Plot(s):
<input type="checkbox"/>	<b>Leeds Silver Reef Catholic Cemetery</b> Leeds, Washington County, Utah, USA	Plot(s):
<input type="checkbox"/>	<b>Leeds Silver Reef Protestant Cemetery</b> Leeds, Washington County, Utah, USA	Plot(s):

#### SIGNATURES/ACCEPTANCE

Signature Insert Relinquisher's Name	Signature Insert Town Clerk's Name
Date	Date

# TOWN OF LEEDS UTAH

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## CEMETERY MARKERS/HEADSTONE PERMIT

A permit must be completed before any gravestone installation or foundation work is performed. To obtain Town of Leeds authorization, the installer may return the completed form to the Town Office via fax, post, in person, or email. Signed permits will be kept on file at the Town of Leeds Office.



### PERMIT REQUESTEE

Requestee's Name:

Mailing Address:

City:

State:

ZIP Code:

E-Mail Address:

Phone:

### CEMETERY & PLOT INSTRUCTIONS

Leeds  
Cemetery

Leeds Silver Reef  
Catholic Cemetery

Leeds Silver Reef  
Protestant Cemetery

Plot #:

Plot #:

Plot #:

Deceased Name:

### MONUMENT COMPANY

Name:

Location:

Contact:

Phone:

**NOTE TO INSTALLERS:** The sexton must be contacted before the monument will be placed to insure the stone meets specification and to determine the width of the stone for marking.

All cemetery markers/headstones must be placed in compliance with the specifications of the Town of Leeds, Utah Cemetery Ordinance and under the direction of the City Sexton. Before a monument is placed, the Town of Leeds City Office must be notified, and the fee paid. A permit is required with the Sexton's approval before any marker is set. Any marker placed without a permit or that violates city ordinance will be removed at the cost of the installer. All headstones or flat markers shall be of metal, stone, or cement. Only one headstone or marker and no other monument or marker will be permitted on the grave and shall be set at the head of the grave. The headstone or marker may be a single stone designating a single grave, a double designating two burial sites, or a combined marker designating no more than four burial sites. A forty-eight hour notice is required prior to setting a monument. Monuments may not be set on Sundays, legal holidays or 2 days before and after Memorial Day.

Following are the requirements for placing a grave marker or monument in any Town-owned cemetery.

**1. MARKERS/HEADSTONES**

- a. A permit must be obtained at City Hall for each base/headstone.
- b. All markers/headstones shall be made of granite, marble or bronze.
- c. All single plot headstones shall be no taller than 42", no wider than 18" and no longer than 36".
- d. All double plot headstones shall be no taller than 42", no wider than 18" and no longer than 48".
- e. Prohibited items on graves or lots in the New Section are: gravel; decorative rocks; plants; trellises metal fixtures; frames or boxes; and chairs and settees.
- f. No enclosure of any kind, such as a fence, coping, hedge or ditch shall be permitted around any grave or lot. The Town will have the authority to enter upon any lot and remove any objectionable or prohibited items, such as noted above that may have been placed there contrary to the regulations.

**2. MONUMENT FOUNDATIONS**

- a. A permit must be obtained at City Hall prior to construction of monument foundations, or copings.
- b. Monument base for a single plot shall be no more than four (4) feet long by twenty-four (24) inches wide by six (6) inches thick, made of concrete with at least four (4) inches above the finished grade or ground.
- c. Monument base for a double plot (side by side graves) shall be placed at the head of the grave and shall be no more than eight (8) feet long by twenty-four (24) inches wide by six (6) inches thick; made of concrete with at least four (4) inches above the finished grade or ground.
- d. The placement of the monument foundations and copings must be determined by the Town at the time permission is granted.
- e. Prohibited items on graves or lots are: anything that would encroach on any surrounding plot or property, i.e. shrubs, trees, bushes, fence, chair, etc.

<b>MARKER/HEADSTONE/FOUNDATION DETAILS</b>		
Headstone Need: <input type="checkbox"/> At-Need (memorial for after a loss) <input type="checkbox"/> Pre-Need (memorial for future)		
Headstone Type: <input type="checkbox"/> Single <input type="checkbox"/> Companion/Double (At-Need & Pre-Need Markings) <input type="checkbox"/> Cremation <i>*If image of Headstone type is available please attach.</i>		
Headstone Length:	Headstone Width:	Headstone Height (if upright):
Inscription Details:		
Monument Foundation: <input type="checkbox"/> Included <input type="checkbox"/> Not Included		

**Installation Agreement \***

I certify that the headstone being installed meets the size restriction and grave marker policies for the Town of Leeds Cemetery in which it is being installed.

Requestee's Signature:	Date:
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**:: FOR OFFICIAL USE ONLY::**

Sexton Signature::	Date::
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[ENTER CEMETERY NAME]

PLOT: XXX-XX

**TOWN OF LEEDS UTAH**

218 N. MAIN STREET, P.O. BOX 460879, LEEDS, UT 84746

PHONE: 435-879-2447 | FAX: 435-879-6905

E-MAIL: [clerk@leedstown.org](mailto:clerk@leedstown.org) | WEBSITE: [www.leedstown.org](http://www.leedstown.org)**CEMETERY PLOT ASSESSMENT****CEMETERY & PLOT INFORMATION**

<b>CEMETERY &amp; PLOT INFORMATION</b>		
<b>Leeds Cemetery</b> <input type="checkbox"/> Leeds, Washington County, Utah, USA	<b>Leeds Silver Reef Catholic Cemetery</b> <input type="checkbox"/> Leeds, Washington County, Utah, USA	<b>Leeds Silver Reef Protestant Cemetery</b> <input type="checkbox"/> Leeds, Washington County, Utah, USA
Plot: Click or tap here to enter text.	Plot:	Plot:

**ASSESSMENT**

Filed By: Doris McNally

Dated: [enter date]

**FINDINGS:**

In reviewing the Leeds Cemetery records of past Sextons, and the Town of Leeds, .  
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**ASSESSMENT:**

Based on this research it is the opinion of this Sexton that Plots XXX-XX are:

- **AVAILABLE** for sale. These plots may be sold.
- **OCCUPIED**
- **NOT AVAILABLE**
- **RESERVED**



# CEMETERY FEE COMPARISON

Leeds, UT	St. George, UT	Toquerville, UT	LaVerkin, UT	Hurricane, UT	Washington, UT	New Harmony, UT
Leeds Cemetery Silver Reef Catholic Pioneer Silver Reef Protestant Pioneer	Tonaquint Cemetery St. George City Cemetery	Toquerville Cemetery	LaVerkin Cemetery	Hurricane Cemetery	Washington City Cemetery	New Harmony Cemetery

**GRAVE PLOT FEE**

Resident Plot	\$400.00	\$550.00	\$570.00	\$550.00	\$350.00	\$600.00	\$300.00
Non-Resident Plott	\$800.00	\$700.00	\$1,150.00	\$850.00	\$550.00	\$2,000.00	\$2,000.00
Resident Infant Plot Area/Cremation	\$400.00	\$550.00	-	-	\$175.00	-	-
Non-Resident Plot Area/Cremation	\$800.00	\$700.00	-	-	\$275.00	-	-
Resident Columbarium (two-urn Capacity)			\$1,140.00			\$1,000.00	
Non-Resident Columbarium (two-urn Capacity)			\$2,300.00			\$1,250.00	

**PERPTUAL CARE FEE**

Resident	-	\$450.00	-	-	\$200.00	\$200.00	-
Non-Resident	-	\$500.00	-	-	\$200.00	\$200.00	-

**CASKET INTERNMENT FEES**

Weekdays (M-F) Resident	\$550.00	\$600.00	\$550.00	\$500.00	\$275.00	\$400.00	\$450.00
Weekdays (M-F) Non-Resident	\$550.00	\$700.00	\$550.00	\$700.00	\$275.00	\$650.00	\$450.00
Weekend (S-S) Resident	\$550.00	\$1,100.00	\$800.00	\$500.00	\$400.00	\$550.00	\$450.00
Weekend (S-S) Non-Resident	\$550.00	\$1,200.00	\$800.00	\$700.00	\$400.00	\$950.00	\$450.00
Holidays	\$550.00			*Not Available			

**CREMATION INTERNMENT FEES**

Weekdays (M-F) Resident	\$550.00	\$300.00	\$550.00	\$250.00	\$150.00	\$200.00	-
Weekdays (M-F) Non-Resident	\$550.00	\$400.00	\$550.00	\$350.00	\$150.00	\$200.00	-
Weekend (S-S) Resident	\$550.00	\$350.00	\$800.00	\$250.00	\$225.00	\$200.00	-
Weekend (S-S) Non-Resident	\$550.00	\$450.00	\$800.00	\$350.00	\$225.00	\$200.00	-
Holidays	\$550.00		\$800.00	*Not Available	\$225.00	\$200.00	-

**DISINTERMENT**

Casket	\$500.00	\$1,190.00	\$1,000.00	\$1,000.00	???	\$1,250.00	???
Vault & Casket	???	???	???	???	???	???	???
Urn	\$500.00	\$595.00	\$1,000.00	\$500.00	???	???	???

**ADDITIONAL FEES**

Late Notices & Arrival Fees	???	\$200.00	\$200.00	\$200.00	???	\$100.00	???
Transfer/Relinquish Fee	\$100.00	\$25.00	\$30.00	\$40.00	\$40.00	\$40.00	???