# Fairview Cemetery

## 120 Smalley Street, New Britain, CT

*Established 1756*

# Policies & Procedures Manual

**Adopted by the Fairview Cemetery Commission, January 13, 2026**

***Phone: (860) 826-3495***

***Web: NewBritainCT.gov/services/parks-and-recreation***

# Fairview Cemetery

**120 Smalley Street, New Britain, CT**

# Policies & Procedures Manual

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## The Mission of Fairview Cemetery

*Fairview Cemetery, a leading municipally operated, non-sectarian cemetery, has been serving the greater New Britain community for over two hundred and sixty-five years. Our mission today, just as it was in 1756, remains unchanged: to offer a safe, peaceful, and well-maintained final resting place for all. In pursuit of this mission, the City of New Britain, through the Fairview Cemetery Commission, has established the following policies and procedures.*

## The Management of Fairview Cemetery

*Fairview Cemetery is owned and operated by the City of New Britain, Connecticut, and is a non-denominational burial ground accessible to both residents and non-residents of the city. The cemetery's revenue, derived from grave sales, interment fees, maintenance fees, miscellaneous service charges, and investment income, is used to off-set operational costs.*

*Fairview Cemetery is a division of the Recreation and Community Services Department of the City of New Britain. The care of cemetery land and oversight of activities thereon, is the purview of the Cemetery Foreperson. The administration of cemetery operations is the purview of the Cemetery Administrator. Both the Cemetery Foreperson and Cemetery Administrator are under the direct supervision of the Director of Parks, Recreation, and Community Services.*

*The Fairview Cemetery Commission is the governing board that oversees cemetery policy. This is a five (5) person commission of New Britain residents who are appointed by the mayor. Among other duties, the Fairview Cemetery Commission is responsible for the adoption of fees, rules, and policies that guide the day-to-day cemetery operations. The Fairview Cemetery Commission meets quarterly on the second Tuesday of every third month. Those who wish to express any support or grievance of Fairview Cemetery may address the commission in person or in writing. Please contact the cemetery office at (860) 826-3495 for more information.*



## The History of Fairview Cemetery

*Two decades prior to the American Revolution and more than a century before New Britain's incorporation as a town, this land began serving as a final resting place. The first interment at Fairview Cemetery took place in 1756 when Mrs. Sarah Lankton was laid to rest on a small plot adjacent to her family's farm. Subsequently, more burials occurred, gradually establishing this land as a communal burial ground. Over time, the original plot expanded, eventually leading to the creation of Fairview Cemetery, which developed in tandem with New Britain's growth.*

*Here rest some of our city's most influential founding residents, alongside individuals from all walks of life. Fairview Cemetery holds not only the history of its interred but also the progress witnessed in New Britain over the years. This expansive one-hundred-acre city within a city now houses over thirty-nine thousand interments, with ample space for tens of thousands more.*

*Fairview Cemetery remains an active burial ground, conducting approximately one hundred and seventy-five full and cremation burials annually. To meet the evolving needs and expectations of our clientele, we continually upgrade and maintain our facilities and equipment.*

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## Personal Conduct

*To maintain a safe and serene atmosphere, we ask that the following rules of conduct be observed at all times.*

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| *A.* | *Fairview Cemetery is open to visitors daily from sunrise to dusk. Cemetery grounds are closed to visitors outside of these times. Additionally, the cemetery is closed to visitors during times of extreme inclement weather, e.g., snowstorms, windstorms, hurricanes. Please do not enter or exit the cemetery except through established and designated points of access.* |
| *B.* | *All persons in the cemetery shall conduct themselves in a manner befitting a sacred place and demonstrate respect for other visitors. Disruptive behaviors, including but not limited to; loud music, yelling, fighting, and foul language are prohibited.* |
| *C.* | *The use or consumption of alcoholic beverages and/or illegal drugs on cemetery property is strictly prohibited. Furthermore, no person shall enter the cemetery while under the influence of drugs or alcohol. The use of tobacco products, in all forms, is prohibited.* |
| *D.* | *Please obey all posted speed limits and traffic related signage. Vehicles, except for those being used in authorized cemetery maintenance or gravesite preparation, are to always remain on paved roads.* |
| *E.* | *Leisure activities, including but not limited to; picnics, cookouts, and cycling are prohibited. This does not prohibit those from walking about the cemetery in a respectful manner.* |
| *F.* | *Domesticated animals, except for personal service animals, are not permitted on cemetery grounds.* |
| *G.* | *Please respect the property of others; No items or plantings are to be removed from gravesites except by the gravesite owner(s), their heirs, persons so authorized to act on their behalf, or cemetery staff.* |
| *H.* | *The willful damage, destruction, removal, or otherwise vandalism of any buildings, memorials, equipment, infrastructure, or any other items installed within the cemetery is prohibited.* |
| *I.* | *Please do not litter or allow materials to be scattered or blown about the cemetery. All refuse should be deposited into the provided trash cans. If cans are full, or your item(s) is too large to it, it is your responsibility to remove said item(s) from the cemetery.* |
| *J.* | *Digging, for any reason other than the planting of flowers where allowed, is prohibited.* |
| *K.* | *Loitering near or intruding upon any funeral services or open grave is prohibited.* |
| *L.* | *Visitors are prohibited from bearing or brandishing firearms or other weapons with in the cemetery. This excludes law enforcement and those who have received prior authorization, e.g., military funerals.* |
| *M.* | *Children under the age of twelve (12) must be attended by a supervising adult.* |
| *N.* | *The unauthorized entering of areas or buildings not intended for, or closed to, public use is prohibited.* |
| *O.* | *Announcements, advertisements, offers, or solicitations of any kind are prohibited in the cemetery. Additionally, no signage or advertisement may be posted in, or distributed in, the cemetery or on public lands adjacent to the cemetery.* |
| *P.* | *Please do not willfully impede cemetery staff from the execution of their duties in any manner.* |

*The application and enforcement of these rules shall be at the discretion of cemetery staff. Persons in violation of any stated rule or the spirit of any such rule may be asked to remove themselves from cemetery property. Additional punitive measures, such as the involvement of law enforcement, may also be necessary.*

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## Traffic and Parking

*For the safety of all pedestrians, drivers, and wildlife, the following regulations shall be observed at all times.*

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|---|---|
| *A.* | *All persons operating a motor vehicle shall be in full compliance with any applicable provisions of the state motor vehicle traffic laws in regard to vehicle equipment and operation.* |
| *B.* | *All persons operating a motor vehicle shall obey all police officers and cemetery personnel when such persons are duly authorized to direct traffic in the cemetery and/or on roadways adjacent thereto.* |
| *C.* | *All signage related to; traffic, speed, direction, caution, stopping, or parking shall be obeyed at all times.* |
| *D.* | *No vehicle within the cemetery shall be operated at a speed exceeding fifteen (15) miles per hour.* |
| *E.* | *No vehicle shall be operated in any area that is not an established roadway or parking area. This excludes those vehicles being used in authorized cemetery maintenance or gravesite preparation.* |
| *F.* | *Vehicles shall only be parked in designated parking areas. Such use shall be in accordance with the posted directions and instructions of any authorized attendant who may be present.* |
| *G.* | *No vehicle shall be left standing or parked anywhere in the cemetery after the official closing time.* |
| *H.* | *No vehicle shall be double-parked on any roadway or driveway, unless so directed by an authorized attendant. Nor shall any vehicle be left standing or parked so as to block any roadway or driveway.* |
| *I.* | *Vehicles causing excessive noise, due to defect(s) or modification(s), are prohibited.* |
| *J.* | *Snowmobiles, Mini-bikes, trail bikes, or other all-terrain recreational vehicles are prohibited.* |
| *K.* | *No person operating a motor vehicle shall willfully drive said vehicle or the wheels thereof on any lawn, garden or border thereof. Any damage caused by the operation of vehicles shall be repaired at the expense of the vehicle operator.* |
| *L.* | *All visitors and funeral processions shall be under the control of cemetery personnel upon entering the cemetery.* |
| *M.* | *Operating a vehicle so as to impede a funeral procession is prohibited. The driver of any vehicle, upon meeting a funeral procession, shall clear the vehicle from the path of said procession and come to a standstill until said procession passes.* |
| *N.* | *Operating a vehicle so as to impede cemetery personnel from the execution of their duties in any manner is prohibited.* |

*The application and enforcement of these rules will be at the discretion of cemetery staff. Persons in violation of any stated rule or the spirit of any such rule may be asked to remove themselves from cemetery property. Additional punitive measures, such as the involvement of law enforcement, may also be necessary. Vehicles parked in violation of these rules are subject to removal from the cemetery at the expense of the vehicle owner.*

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## Markers & Monuments

*With reference to the below listed regulations; "marker(s)" shall refer to any memorial that rests at or below grade when properly installed; "monument(s)" shall refer to any memorial that rests above grade when properly installed; "memorial(s)" shall encompass both markers and monuments as described above. "Temporary Marker(s)" shall refer to any grave marking that is not permanently installed upon a foundation. All memorials are subject to the applicable fees and restrictions as set forth by the Fairview Cemetery Price List effective on the date said memorial is submitted for approval.*

| | |
|---|---|
| ***Rules to know when ordering a memorial:*** | |
| *A.* | *Memorial type and size restrictions vary depending on gravesite size, location, and classification. No memorial may be installed until a sketch showing the design, material, finish, size and inscription thereon has been submitted to, and approved by, the cemetery administrator. Memorials should not be ordered without prior approval. Unapproved memorials are subject to removal without notification.* |
| *B.* | *All memorials installed within the cemetery require a concrete foundation. The cemetery is solely responsible for all foundation work. Memorials replacing those installed upon an existing foundation will not be subject to fees unless additional foundation work is required.* |
| *C.* | *The cemetery shall impose a fee for all foundation work ordered. Said fee(s) shall be in accordance with the rates so prescribed by the Fairview Cemetery Price List effective on the date said order is received.* |
| *D.* | *The cemetery pours foundations twice per year, in the spring and in the fall. Foundation orders shall be submitted using only the current "Fairview Cemetery Foundation Order Form". Orders received after an applicable order deadline will be held until the next pouring. All requisite fees are to be paid at the time of ordering unless otherwise arranged. No memorial may be installed until all fees have been paid in full.* |
| *E.* | *All Foundations shall be furnished to the specifications so requested. All Foundations shall extend to a depth equal to or exceeding the established frost line. Marker foundations shall come to end at a default depth of five (5) inches below grade unless explicitly requested otherwise. Monument foundations shall come to end at a default depth of one (1) inch below grade unless explicitly requested otherwise.* |
| *F.* | *Memorials shall only be installed on graves that have been paid in full. If a memorial is to be centered across multiple graves, all graves within the effected plot must be paid in full.* |
| *G.* | *Fairview Cemetery does not sell, take delivery of, or install privately obtained memorials. The provision and installation of all memorials and foundations shall be at the expense of the gravesite owner(s). This regulation excludes memorials directly issued by the U.S. Department of Veterans Affairs.* |
| *H.* | *Memorials and foundations may only be ordered by the gravesite owner(s), their heirs, or person(s) so authorized to act on their behalf.* |
| *I.* | *Markers must be a minimum of 3" thick. Thinner markers, sometimes known as "Memorial Garden Stones" may be used as temporary markers; however these are not suitable for permanent instillation.* |
| *J.* | *Memorials are considered the personal property of the gravesite owner(s). Any expense related to the upkeep, preservation, refurbishment or replacement of a memorial is the responsibility of the owner(s).* |
| *K.* | *No memorial shall be removed from the cemetery without prior authorization of the Cemetery Foreperson.* |
| ***Rules to know when installing a memorial:*** | |
| *L.* | *Notice of intent to set a memorial shall be provided to the cemetery in advance. Work persons engaged in the installation of memorials shall be subject to the control of the Cemetery Foreperson, any work person failing to conform to the direction of the Cemetery Foreperson shall not be allowed to continue.* |
| *M.* | *The lower base of all memorials must be dressed to a true level on the bottom so as to bare evenly at all points upon the foundation without the use of chips, sprawls, or underpinnings. A bed of cement must be spread evenly over the top of a foundation and the base lowered into it.* |
| *N.* | *If a foundation is found to be inadequate it is the responsibility of the monument setter to request the necessary alterations. The cemetery will correct foundation issues when warranted. The cemetery is not responsible for damage to memorials due to improper installation, e.g., markers that rest above grade.* |
| *O.* | *No chains or ropes may be attached to trees or other objects for the installation of memorials.* |
| *P.* | *The installation of memorials shall not take place on Saturdays, Sundays, or holidays, unless special permission has been obtained by the cemetery administrator or cemetery foreperson in advance.* |
| *Q.* | *A labor fee may be assessed for requested foundation alterations not necessitated by cemetery error.* |

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## Gravesite Purchasing & Ownership

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| *A.* | *All gravesite sales are final, refunds will not be issued. The cemetery does not buy back gravesites. Unwanted gravesites may be sold, donated, or gifted privately by the original purchaser(s) or their heirs. The cemetery does not facilitate private grave sales. Additionally, unwanted gravesites may be released back to the cemetery for resale; in this event all fees previously paid will be forfeited.* |
| *B.* | *Gravesite costs shall be determined by the Fairview Cemetery Price List in effect on the date of sale.* |
| *C.* | *Gravesites may be paid for in full on the date of sale or paid for over time. If time payment arrangements are preferred, a minimum deposit, covering all requisite deed and perpetual care fees, must be paid at the time of purchase. Gravesites sales are not considered final until such deposit has been paid. Gravesites will be reserved for a maximum of ten (10) days (total) without deposit.* |
| *D.* | *The cost of gravesites being paid for over time shall not increase from the sale price so prescribed by the Fairview Cemetery Price List effective on the original date of sale. Fairview Cemetery reserves the right to impose interest and/or service fees on payment account balances not yet paid in full one year from the original date of sale.* |
| *E.* | *Payment accounts shall require regular payments to remain in good standing. Accounts for which no payment has been made for a period of six (6) months or more will be considered delinquent. Such gravesites shall be at risk of forfeiture without refund. It is the responsibility of the gravesite purchaser(s) to notify the cemetery administrator of any extenuating circumstances.* |
| *F.* | *No burial(s) shall be scheduled therein, or memorial(s) installed thereon any gravesite that has not been paid in full, or for which sufficient payment arrangements have been made.* |
| *G.* | *A Cemetery Deed is required for all gravesite purchases. The cost of cemetery deeds shall be prescribed by the Fairview Cemetery Price List in effect on the date of purchase. Deeds are issued per transaction; multiple graves may be reflected on a single deed if said graves are purchased at the same time. If additional graves are purchased at a later time, a second deed may be required. The deed(s) shall be furnished to the gravesite owner(s) upon its completion. Possession of said deed is not a requirement for gravesite use. The cemetery shall retain deeds for payment account purchases until such time as full payment has been received.* |
| *H.* | *Deeds issued for gravesites shall convey only the right of burial therein in accordance with cemetery regulations. Deed shall grant to the purchaser(s) only the right to use the gravesite for burial purposes for themselves, family, heirs and friends without profit, gain, or advantage to the owner(s).* |
| *I.* | *A single cemetery deed may be issued in a maximum of three names, additional deed fees shall be assessed if more than three names are requested. Upon death of the original purchaser(s), the burial rights for said gravesite shall automatically transfer to the original purchaser's spouse or their heirs.* |
| *J.* | *Fairview Cemetery reserves the right to modify or amend any grave location(s), so referenced on a cemetery deed, in the correction of any errors discovered during or after processing.* |
| *K.* | *Fairview Cemetery reserves the right to modify or amend any grave location(s), so referenced on a cemetery deed, if the original gravesite is discovered to be unviable for use due to the presence of rock or any other unforeseen feature.* |
| *L.* | *All gravesites sold shall be furnished perpetual care, which includes mowing/trimming of grass, and grading of sunken graves. Gravesite prices reflect the assumption of perpetual care expenses. Perpetual care shall not include maintenance, repair, and replacement of memorials.* |
| *M.* | *Cemetery personnel is solely responsible for the care, maintenance, and grading of all grass areas within the boundaries of Fairview Cemetery. It shall be the duty of the cemetery foreperson to prohibit, remove, or modify any unauthorized adornment or work done to gravesites in violation of these rules and regulations. The City of New Britain reserves the right to develop and improve the cemetery land at any time.* |
| *N.* | *Vacant gravesites within established plots that have not had a burial therein for a period of one-hundred years or more, and where the rightful owner(s) has expressed no intent to use said gravesite(s), will be considered abandoned, and the burial rights therein forfeited. Such gravesites shall be subject to resale by Fairview Cemetery.* |

***It is the responsibility of gravesite owner(s) to notify the cemetery of any changes of address or ownership.***

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## Interment

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| *A.* | *No body or cremated remains, except those of a human being, shall be interred within Fairview Cemetery.* |
| *B.* | *All Interment/disinterment fees shall be charged at the rate so prescribed by the Fairview Cemetery Price List effective on the date of service. These fees may not be paid in advance of scheduling such service.* |
| *C.* | *Interment/Disinterment fees shall be assessed once a gravesite has been opened. These fees are for the preparation of said gravesite and shall remain due regardless of cancellation.* |
| *D.* | *All outstanding fees related to the purchase of a gravesite, as well as all interment/disinterment fees, must be paid prior to, or on the day of service, unless alternate payment arrangements have been authorized by the Cemetery Administrator in advance.* |
| *E.* | *The proper permits and documentation as required by state law, shall be secured in advance, and provided to the Cemetery Foreperson or Cemetery Administrator upon interment.* |
| *F.* | *All gravesites shall be opened and closed at the direction of the Cemetery Foreperson or Cemetery Administrator. The Cemetery Foreperson shall supervise the opening and closing of all gravesites.* |
| *G.* | *A minimum of twenty-four (24) hours advance notice is required for any gravesite opening. Gravesite openings shall only be requested by the gravesite owner(s), legal representative, or funeral director.* |
| *H.* | *All interment locations shall be designated by the gravesite owner(s), legal representative, or funeral director. Locations given over the telephone should be confirmed prior to interment; otherwise location will be made at lot owner's risk. The city assumes no responsibility for errors in location. When instructions regarding location of an interment space within a lot cannot be obtained, or are indefinite, or when for any reason the interment space cannot be opened where specified, the Cemetery Foreperson may, at their discretion, open it in such location in the lot as they deems best and proper, so as not to delay the funeral, and the city shall not be liable in damages for any change so made.* |
| *I.* | *The pre-assignment of interment space by gravesite owner will only be valid when recorded in cemetery records.* |
| *J.* | *The burial restrictions and occupancy limitations of a given gravesite shall be determined by the formal policies and restrictions so adopted by the Fairview Cemetery Commission and effective on the day such gravesite is to be used. These policies and restrictions are subject to change at any time.* |
| *K.* | *All funeral Parties must exit the Cemetery by 2:00 P.M. on weekdays (non-holiday) and no later the one and one-half hours beyond their scheduled time of arrival on weekends and holidays. Funeral parties in the cemetery beyond these times will be charged the applicable overtime surcharge so prescribed by the Fairview Cemetery Price List effective on the date of service.* |
| *L.* | *A concrete vault is required for full burial. Said vault shall be approved by and installed at the direction of, the Cemetery Foreperson. The provision and installation of all vaults shall be done at the expense of gravesite owner.* |
| *M.* | *An urn vault is not required for cremation burial; however, cremains must be contained within a burial vessel of some type. Cremains may only be interred and may not be scattered atop a gravesite.* |
| *N.* | *The city reserves the right to correct any errors that may be made by it in making interments, disinterment, or removals. In the event such error involves the interment of the remains, the city reserves the right to remove, or transfer remains so interred to such other property of equal value and similar location. In the event of an error in the description, transfer or conveyance of any interment property, the city reserves the right to cancel such conveyance or substitute interment property of equal value and similar location so far as practicable or selected by the city.* |
| *O.* | *Agreement to make a disinterment must be signed by the next of kin of the decedent. When such agreement is filed with the city, and the cost of removal is paid, a permit must then be presented to the cemetery foreperson, at which time arrangements may be completed for the removal. Disinterment fees include opening of the grave only. An agreement to disinterment and re-interment will follow the procedure described above. The payment for disinterment and re-interment include opening and closing of graves. A representative of the family must be present at such time of removal.* |
| *P.* | *The city will exercise care in disinterments, however assumes no liability for damage to any casket or vault in the removal unless the disinterment was necessitated by cemetery error.* |

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## Veteran Sections

*Fairview Cemetery has a long history of Veteran burials. Aside from the countless veterans interred within family plots throughout these grounds, Fairview also features many sections that have been set aside specifically for veteran burial. Many who served in the American Revolution can be found in the oldest parts of the cemetery along Smalley Street. A portion of section 25 is home to those who fought in the Spanish American War, while a portion of section 15 was reserved for those who served in the Civil War. Section 32 is Fairview's first veteran only section, for those who served in World War One, and section 6 was established for veterans of World War Two and the Korean War.*

*Today that tradition continues in sections 18, 18 Cremation, and 18-A. Section 18 is reserved for the full (casket) burial of single veterans, while Section 18 Cremation is for the cremation burial of single veterans or veteran and spouse/partner. Additionally, Section 18-A has been established for the full burial of veteran and spouse/partner.*

### *Rules of Designated Veteran Sections of Fairview Cemetery:*

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| *A.* | *The Cemetery shall provide a gravesite, free of charge, to all honorably discharged veterans who have served as a member of the; Army, Navy, Marine Corps, Air Force, Space Force, National Guard, or Coast Guard of the United States. Said veteran shall be a late resident of New Britain whose last legal address was in the City of New Britain. For purposes of this policy, decedents who resided in New Britain prior to relocating to an out-of-town care facility will be regarded as late residents of New Britain.* |
| *B.* | *Bona fide documentation supporting the claims of honorable discharge and residency of the decedent shall be submitted to the Cemetery Administrator upon request. In cases where such documentation cannot be produced, sufficient information and guarantee of eligibility must be offered by a responsible person and followed by material evidence in due time. In any case, the next of kin, or authorized person, shall complete and sign such form as furnished by the Funeral Director.* |
| *C.* | *Gravesites shall only be provided at no cost within designated sections. Graves outside of said sections shall be sold at the rate so prescribed by the Fairview Cemetery Price List effective on the date of sale.* |
| *D.* | *The grave location of all single veterans within these sections shall be assigned by the cemetery.* |
| *E.* | *As veteran graves are gifted by the City of New Britain, no cemetery deed shall be issued.* |
| *F.* | *Only qualifying veterans, as so described in this section, shall be interred into sections 18, 18-A and 18 Cremation. Only the spouse/partner of said veteran shall be interred into sections 18-A and 18 Cremation, no other person(s) shall be interred into these areas. The gravesite of any spouse/partner within veteran sections shall be adjoining that of said veteran; however, gravesites must be of separate designations. Multiple interments within a single gravesite shall not be permitted in veteran sections.* |
| *G.* | *All spouse/partner graves must be purchased at the rate so prescribed by the Fairview Cemetery Price List effective on the date of sale. A cemetery deed shall be required for all spouse/partner graves purchased.* |
| *H.* | *All Interments and Disinterments within veteran sections shall be subject to the charge(s) so prescribed by the Fairview Cemetery Price List effective on the date of service. There shall be no reduction or suspension of these fees, or other applicable fees, on the basis of veteran status.* |
| *I.* | *Gravesites within section 18 shall only be (permanently) marked by an upright marble headstone furnished by the U.S. Department of Veterans, or by privately obtained headstone of the same style.* |
| *J.* | *Gravesites within sections 18-A and 18 Cremation shall only be (permanently) marked by flush markers or bronze plaques furnished by the U.S. Department of Veterans, or privately obtained marker or plaque of the same style.* |
| *K.* | *The cemetery is not responsible for the initiation or completion of Veteran Marker Applications, the Cemetery Administrator or Cemetery Foreperson shell, however, endorse all applications as required.* |
| *M.* | *The cemetery shall install all memorials furnished through the U.S. Department of Veterans Affairs as well as all privately obtained bronze plaques. Said installation shall occur at a time convenient to cemetery staff; in or around the next scheduled foundation pouring occurring after the delivery of said memorial.* |
| *N.* | *No plantings, decorations, or adornments other than cut flowers, potted plants and/or flags of a reasonable size may be placed on graves within veteran sections. For more details please refer to the Fairview Cemetery Rules for Plantings and Decorations.* |

## Free Ground Areas

*Fairview Cemetery provides graves in designated Free Ground areas to late qualifying residents of New Britain at no cost. While these gravesites are provided in perpetuity, no permanent marker may be installed thereon until said grave has been purchased from the city. Below are the regulations governing the use of Free Ground areas.*

***Rules of Designated Free Ground Areas of Fairview Cemetery:***

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| *A.* | *Fairview Cemetery shall provide a gravesite, free of charge, to all late residents of New Britain who meet both of the following criteria; 1.) Said decedent's address at the time of their death shall have been within the New Britain city limits. 2.) Said decedent shall have been a recipient of a State of Connecticut Administrated Aid Program with an active Department of Social Services Identification Number at the time of their death.* |
| *B.* | *The decedent's late address and Department of Social Services Identification Number shall be submitted to the Cemetery Administrator upon scheduling of interment.* |
| *C.* | *Gravesites shall only be provided at no cost within designated free ground areas. Graves outside of said areas shall be sold at the rate so prescribed by the Fairview Cemetery Price List effective on the date of purchase.* |
| *D.* | *The exact grave location of all Free Ground burials shall be assigned by the cemetery at time of need.* |
| *E.* | *As Free Ground graves are gifted by the City of New Britain, no cemetery deed shall be issued until such time as said grave is purchased from the city.* |
| *F.* | *Interments of qualifying residents, as defined in this section, shall be eligible for reduced interment rates only when said burial takes place in a designated free ground area of the cemetery. Burials occurring outside these areas will be assessed at full price. All fees will be charged at the rate(s) so prescribed by the Fairview Cemetery Price List in effect on the date of service.* |
| *G.* | *Free Ground gravesites are provided in perpetuity, for the purpose of interment, at no charge. If survivors of the decedent therein wish to install a permanent grave marker, said grave must first be purchased from Fairview Cemetery at the rate so prescribed by the Fairview Cemetery Price List effective on the date of purchase. Unpurchased gravesites in these areas shall only be marked by a temporary marker.* |
| *H.* | *Gravesites within Free Ground areas shall only be (permanently) marked by a flush marker.* |
| *I.* | *The interment of cremains into a Free Ground gravesite, already containing a full burial, shall only be permitted when said remains are those of a person who meets the qualifications for a Free Ground gravesite as described in this section or said grave has been purchased from the cemetery. Such arrangements may only be authorized by the same person who is on record as having authorized the initial interment if said grave is unowned. In the event that said grave has been purchased, such arrangements may only be authorized by the gravesite owner.* |
| *J.* | *Those who don't meet the qualifications for a Free Ground gravesite, but wish to be interred into a Free Ground area, may purchase a grave therein at the rate of a Full Adult Flush Marker Grave as prescribed by the Fairview Cemetery Price List effective on the date of purchase. Said grave may only be selected from a lot that has been opened for use within a Free Ground area. All interment, and other service fees associated with this gravesite, shall be assessed at the full rate as prescribed by said price list on the date of service.* |
| *K.* | *Fairview Cemetery reserves the right to extend the benefit of a Free Ground gravesite, to any decedent known to be unhoused within the city of New Britain at the time of their death. Such occurrences shall be evaluated on a case-by-case basis.* |




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# Fairview Cemetery

**120 Smalley Street, New Britain, CT**

# Policies & Procedures Manual

## Memorial Size & Type Restrictions

*Below is a broad overview of the memorial restrictions within Fairview Cemetery. In general, each full-sized gravesite, where upright monuments are allowed, can accommodate the installation of an upright monument at the head of the grave, as well as an additional marker at the foot of the grave. Again, this is only a general overview, additional restrictions and limitations may apply to any given gravesite.*

| Gravesite Type/Section | Restrictions & Size Limitation |
|---|---|
| *Single Urn Cremation Plots:* | *Flush Markers Only.* |
| *Free Ground Gravesites:* | *Flush Markers Only.* |
| *Infant Gravesites:* | *Infant Flush Markers (16" x 8") Only.* |
| *Section 6:* | *Upright Veteran Headstones Only.* |
| *Section 18:* | *Upright Veteran Headstones Only.* |
| *Section 18-Cremation:* | *Flush Markers or Bronze Plaques Only.* |
| *Section 18-A:* | *Flush Markers or Bronze Plaques Only.* |
| *Section 18-B:* | *Flush or Slant Markers Only.* |
| *Section 32:* | *Upright Veteran Headstones Only* |
| *Flush Marker Gravesites:* | *Flush Markers Only.* |
| *Upright Monument Gravesites:* | *Upright Monuments conforming to the following size restrictions:*<br>*If one (1) grave is owned; 30" in overall length x 36" in overall height.*<br>*If two (2) adjacent graves are owned; 42" in overall length x 48" in overall height.*<br>*If three (3) adjacent graves are owned; 48" in overall length x 48" in overall height.*<br>*If four (4) or more adjacent graves are owned; 60" in overall length x 48" in overall height.* |

## Gravesite Occupancy Restrictions

*Below is a general overview of gravesite capacity & size restrictions within Fairview Cemetery. Additional limitations may also apply.*

| Gravesite Type/Section | Occupancy/Size Restrictions |
|---|---|
| *Single Urn Cremation Plots:* | *Only one (1) single urn or cremation vessel may be interred per gravesite.* |
| *Infant Gravesite:* | *Only one (1) decedent whose casket/vault does not exceed 32" in length may be interred per gravesite.* |
| *Child Gravesites:* | *Only one (1) decedent whose casket/vault does not exceed 61" in length may be interred per gravesite.* |
| *Full Casket Burial Gravesite (Veteran Sections):* | *Only one (1) decedent whose casket/vault is of a standard size (under 40" in width) may be interred per gravesite.* |
| *Full Casket Burial Gravesite (Non-Veteran Sections):* | *Only one (1) decedent whose casket/vault is of a standard size (under 40" in width) may be interred per gravesite. A maximum of two (2) additional sets of cremains may be placed on top of a full burial. If no full burial is to occupy said gravesite, a maximum of three (3) sets of cremains may be interred therein. Fairview Cemetery reserves the right to impose a fee for additional rights of interment into a single gravesite.* |
| *Over-sized Gravesites:* | *Over-sized gravesites are reserved for decedents whose casket/vault measure 40" or more in overall width. Additionally, a maximum of two (2) sets of cremains may be placed on top of an over-sized burial.* |
| *Double Depth Gravesites:* | *Fairview Cemetery no longer offers double depth gravesites for purchase. However, previous sales of double depth gravesites shall be honored when either of the following criteria is met: 1.) Intent to use said gravesite for the purposes of double depth burial has previously been recorded into cemetery record. 2.) Gravesite owner(s), their heirs, or a funeral Director can produce sufficient documentation to corroborate said claim of double depth allowance. Such occurrences shall be evaluated on a case-by-case basis. Fairview Cemetery reserves the right to refuse double depth burial in areas where the Cemetery Foreman deems digging to such a depth unsafe.* |

**The policies and procedures outlined in this manual are subject to change at any time.**
**Any conflict shall be resolved in favor of the current guidelines.**

# Fairview Cemetery

**120 Smalley Street, New Britain, CT**

# Policies & Procedures Manual

## Rules for Plantings & Decorations

*The Fairview Cemetery Commission has adopted the following set of rules concerning plantings and decorations. The need for the strict observance and enforcement is more than aesthetic, it is essential to the proper and safe maintenance of cemetery grounds. Plantings and decorations not in compliance with these rules are subject to immediate removal without notification. Thank you for your cooperation.*

### PROHIBITED ITEMS

*To preserve the aesthetic beauty of the cemetery and ensure the safety of maintenance staff, the following items are prohibited from all graves at all times. They are subject to immediate removal and disposal without notification. The list of prohibited items includes, but is not limited to, the following:*

- **Balloons**
- **Bric-a-brac**
- **Chimes**
- **Fencing**
- **Fertilizer**
- **Figurines**
- **Garden Decorations**
- **Glass Products**
- **Lights**
- **Mulch**
- **Pinwheels**
- **Votive Candles**

### CEMETERY CLEANUPS

*Cemetery cleanups will occur on or after the following dates. Please be aware that items left on graves will be subject to removal and disposal without notification.*

- **April 1st**
  *In preparation for the growing season all artificial decorations will be removed. In the event that Easter Sunday occurs before April 1st this cleanup will be delayed, beginning on or after the second Monday in April.*
- **May 10th** *(shall only occur if deemed necessary by the Cemetery Foreperson)*
  *In preparation for Memorial Day, excessive decorations may be subject to removal.*
- **October 1st**
  *In preparation for leaf removal, all decorations, potted plants and flower boxes will be removed. Additionally, any items placed on graves between October 1st and December 1st will be removed.*

### WHAT IS ALLOWED ON FLUSH MARKER GRAVES?

| What is allowed? | When is it allowed? | When will it be removed? |
|---|---|---|
| **Artificial Decorations:**<br>• Artificial Flowers,<br>• Wreaths<br>• Evergreens placed in flower boxes<br>• Holiday/Special Occasion Decorations | **December 1st through April 1st**<br>*Artificial Decorations are not permitted during the growing season, April 1st through October 1st. No decorations of any kind are allowed during leaf collection, October 1st to November 30th.* | **On or after April 1st**<br>*In the event that Easter Sunday occurs on or before April 1st cemetery cleanup will be postponed, starting on or after the second Monday in April.* |
| **Plantings:**<br>*Prohibited on flush marker graves* | ***Not allowed on flush marker graves*** | ***Subject to immediate removal*** |
| **Cut Flowers:**<br>*Permitted if placed in a plastic cemetery vase.* | ***April 1st through October 1st*** | ***On or after October 1st*** |
| **Potted Plants & Flower Flowers:** | ***April 1st - October 1st / December 1st - April 1st*** | ***Subject to removal during cleanups / dried out*** |

### WHAT IS ALLOWED ON UPRIGHT MONUMENT GRAVES?

| What is allowed? | When is it allowed? | When will it be removed? |
|---|---|---|
| **Artificial Decorations:**<br>• Artificial Flowers<br>• Wreaths<br>• Evergreens placed in flower boxes<br>• Holiday/Special Occasion Decorations | **December 1st through April 1st**<br>*Artificial Decorations are not permitted during the growing season, April 1st through October 1st. No decorations of any kind are allowed during leaf collection, October 1st to November 30th.* | **On or after April 1st**<br>*In the event that Easter Sunday occurs on or before April 1st cemetery cleanup will be postponed, starting on or after the second Monday in April.* |
| **Plantings:**<br>*Flowers (annuals and perennials) are allowed during the growing season. Scrubs, and trees are prohibited.* | ***April 1st through October 1st*** | ***On or after October 1st*** |
| **Cut Flowers:**<br>*Permitted if placed in a plastic cemetery vase.* | ***April 1st through October 1st*** | ***Subject to removal during cleanups / dried out*** |
| **Potted Plants & Flower Flowers:** | ***April 1st - October 1st / December 1st - April 1st*** | ***Subject to removal during cleanups / dried out*** |

### FLAGS

*One flag per grave is permitted. Flags will be removed and disposed of when they become tattered or faded. The cemetery will place an American Flag on the grave of veterans buried in designated veterans sections for the two week period surrounding Memorial Day.*

### TEMPORARY GRAVE MARKERS

*Temporary markers are supplied by the funeral home upon request of the family. They are not designed for long term use and may not withstand the elements. It is sometimes necessary to remove them in order to care for the grounds. We are not responsible for lost or damaged markers.*

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