



## ✓ **HELPFUL CHRONOLOGICAL CHECKLIST**

*Crystal Lake Township Personnel will help with all the following as you. . .*  
*(updated Sept 2015)*

- Procure a copy of most recent CLT Cemetery Ordinance, and current list of associated fees:** The Cemetery Ordinance was updated as of 2014 and is available in hard copy at the township hall or online at our website, [www.crystallaketwp.org](http://www.crystallaketwp.org). You will be responsible for consulting these regulations. New fees took effect July 2015 and are also available in hard copy or online. Inform yourself well before entering into any aspect of cemetery business, and don't hesitate to ask township personnel if you have any questions before you act on any aspect of cemetery business.
- Purchase a Burial Right, or find family records of previous purchase:** This document, a Certificate of Burial Right, (in the past, often erroneously labeled a "deed") gives you the right to burial but not ownership of the land. If you are purchasing a new Burial Right, we shall personally assist in making your selection; payment in full must be received before any interment can take place. If you already have a plot, we should have copies in our records in case you can't find them in your family files. These are "open" records, available to the public and we would be glad to give you copies of anything we have. Allowing you to commence a burial or placement of a stone requires proof of your Right, either as an owner or a relative of the owner, or someone who the owner has given permission to be buried on the site.
- Locate your plot in cemetery, and possibly mark its boundaries:** This can often be difficult so we are fully prepared to assist with this task, for both your protection and ours. Depending on where the gravesite is located, plots are of different sizes and shapes. Some sections are set aside just for cremains; others may or may not allow for modern "full burials" (caskets encased in vaults) that require much more space than was traditionally allotted when that section of the cemetery was originally platted. Some plot corners are clearly marked with brown or white numbered ceramic disks, others with only sunken iron rods, if they are marked at all. It is always good to find the boundaries of your Burial Right to avoid errors that can take a heavy emotional, as well as possible financial toll should someone be buried in the wrong place.
- Work with township in the placement of the new grave and its marker:** Placement of graves/stones requires full cooperation with the township. First, if the original Burial Right Owner left record of their wishes for placement, we can approve the plan and pass the expressed wishes on to the surviving family. But if there are no known instructions, we will help to ascertain where the deceased's remains/marker will rest with respect to other burials, stones and plot boundaries. Locations of new gravesites/monuments will then be accurately maintained in our record files.
- Retrieve or create a diagram of the existing/future graves and monuments at your site:** We started to produce these diagrams in 2012, along with accompanying notes and, henceforth, it will be standard practice. This exercise is best accomplished by a joint visit to the site (some combination of township personnel, our sexton and a family member.) The township shall then submit a computer-generated site map to be included in your records and ours. This process will help immensely in determining the space available for burials when, for example, in the years to come no one can recall exactly where a relative's ashes were placed (e.g. are they under, behind or in front of the stone?) Consulting or making a diagram will also help if, in the pre-planning stages, family members indicate how they would like the overall site to be laid out. Such an instruction might read, "Our wishes: husband and wife to be in the middle of the plots with an upright stone with the family name on it, and two sons' families dividing the remaining spaces, to the west and east respectively, with all subsequent stones with individual names to lay flat." Hence, these diagrams shall reflect the location of existing gravesites, as well as planned location of future graves. Collaboration with a location diagram will also be especially helpful when a monument arrives after the burial has taken place and the monument company asks the township for assistance in placing the stone in the correct place.

- **Inform us of date/time of burial and which funeral service provider you are employing:** Let us know, as well in advance as possible, the time/date of your planned service so that we can have ready everything for which the township is responsible, and to make sure your service avoids conflict with other activities such as another burial service or grass mowing. Should the service be planned for a holiday or Sunday, we also will remind you of applicable surcharges. If you are planning a full burial of a casket, state regulations require a licensed funeral director/representative to be in attendance. If cremation has taken place, the state has no claim on the ashes except not to pollute any body of water with them; however, our township has its own legally-binding rules and regulations if you want to bury ashes in one of our cemeteries. You may never scatter ashes, nor bury ashes by yourself; we request to always have a township representative present (out of sight, respecting your privacy) nearby for a burial.
- **If burying cremains, give us the dimensions of the container:** If the deceased person is not cremated, the Sexton will already know the size of the hole to dig for the vault/coffin. But if the deceased is cremated, families choose all sorts of containers for their deceased's ashes and it would be beneficial for us know in advance its size and shape (e.g. a wooden box, china urn, a marble vase or   ?   ). We strongly suggest --but don't require-- a durable, retrievable container. Some also add the further protection of a 2 x 2 cement cremains vault. Likewise, let us know if you plan no container at all but instead want to scatter the ashes directly back into the earth so that we can advise you accordingly.
- **Give us copies of all pertinent paperwork in advance:** We require a death certificate and, as applicable, any transit permit and certificate of cremation. We also welcome any voluntary contributions for our records such as a copy of an obituary, or a short family tree which would explain the relationship of all persons interred at your site. Also, please let us know of the deceased's participation in the US Armed Services. All this information may be transferred to us via the funeral service you are employing, or you may give it to us directly.
- **Pay for the township's cost of burial before interment:** No burial shall take place without payment for township services. Conditions for payment must be arranged prior to the burial. Options are that payment a) can be sent to the township in advance, b) transferred through the funeral provider or c) given to the Sexton at the gravesite. Please let us know which you choose. Interment services will be halted in case of non-payment. Remember to keep track of costs: services provided by funeral/cremation companies are separate from the township's.
- **Order a grave marker:** If not already placed at your site, a permanent monument to mark the gravesite must be placed within one year of burial. Procuring/placing a stone starts with the township and Ordinance consultation. Monuments cannot be placed just anywhere, nor can they be of just any shape or design. Would you like some suggestions on where to order a marker? Is financing a marker a problem? Require an etcher to fill in dates of a pre-existing stone? Do you have ideas for a non-traditional marker that will need special written approval? Need a veteran's marker? Want cornerstones to mark your plot boundaries? We do not supply stones but can be of assistance in helping you to procure one. Since markers are often delivered well after the burial, let us know your plans and what company you are using so that we can provide your monument company representative with contact information, addresses, maps, diagrams and any special instructions, as well as possibly meet the delivery at the site.
- **Order a foundation:** Before a marker can be set, you are required to buy a foundation on which the stone will be leveled and then sit well through the ages. As soon as you know the dimensions of your monument, order a foundation through us. You must directly arrange and pay for the purchase of this foundation and the labor to install it with us, not the funeral home or monument company. The cost will depend on the size of the monument you've chosen. Only our sexton, under direct township supervision, installs foundations according to the agreed-upon site diagram.
- **Follow up post-interment:** After the burial, there are many follow-up questions you may wish to have answered. Was your stone delivered as expected and was it placed properly? Was the reseeding of grass successful? Do you have permission to plant a tree or bush? Feel comfortable conferring with us; we are always here to assist you and help with any of your inquiries.