



CITY OF SHAWNEE POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	1 of 9

BACKGROUND AND PURPOSE

On August 18, 2004, the City of Shawnee, Kansas became the owner and operator of the Pleasant View Cemetery, located at 6025 Quivira Road. On June 25, 2007 the City of Shawnee, Kansas became the owner and operator of the Shawnee Cemetery, located at 11810 61st Terrace. As the owner, the Governing Body of the City of Shawnee has the authority and responsibility for establishing policies and procedures for the operation and government of the City cemetery.

PROCEDURE

A. CEMETERY MANAGEMENT

1. The City cemetery shall be operated by the Parks and Recreation Department and shall be under the supervision of the Parks and Recreation Director who shall ensure the cemetery is managed in accordance with this policy statement and good cemetery management practices.
2. The Parks and Recreation Director shall use City staff or contractual arrangements to provide immediate care of all aspects of cemetery operations including the cemetery records, grounds and lots. For purposes of this Policy Statement, City employees or independent contractors charged with work at the cemetery shall be referred to as "cemetery staff."

B. SALE OF GRAVE SPACES

1. Definitions
 - a) **Block:** An area of the cemetery with defined boundaries, generally property lines or roads. Blocks are numbered for identification purposes.
 - b) **Lot:** A specified area approximately 20' x 10' that includes six grave spaces. Lots are numbered for identification purposes.
 - c) **Grave Spaces:** A specified area, within a lot, approximately 40" x 10' intended for burial of one adult, up to two cremations, or two infant occupancies.
2. Statement of Purchase. An individual purchasing a grave space or spaces will be given a statement documenting the purchase and location of the grave space(s).
3. Price Grave Spaces. All grave spaces shall be sold according to pricing approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56).
4. Repurchase by City. Any grave space or lots repurchased by the City at the amount originally paid (proof of purchase price required) minus the administrative fee approved by the Governing Body and listed in the latest City of Shawnee Policy Statement No. 56 (PS-56).
5. Sell or Transfer of Grave Spaces or Lots to Others. Should the owner(s) of any grave space(s) or lot(s) in the cemetery desire to sell or transfer ownership to another individual other than the City of Shawnee, Kansas, the owner(s) shall first execute a letter to the City of Shawnee Parks and Recreation Director, who will in turn execute to the individual



CITY OF SHAWNEE

POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	2 of 9

purchasing or obtaining through transfer such space(s) or lot(s), a statement showing such change. A fee shall be paid to the City of Shawnee for the issuance of a new certificate. This fee shall be approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56).

C. SALE OF COLUMBARIUM NICHES

1. Definitions

a) Columbarium: A structure with niches for urns containing ashes of the dead.

b) Level: Levels are labeled for identification purposes, A - F, with A starting on the bottom and progressing up.

c) Niche: A specified area approximately 12" x 12" that can hold up to two urns.

2. Statement of Purchase. An individual purchasing a columbarium niche will be given a statement documenting the purchase and location of the niche(s).
3. Price Niche. All niches shall be sold according to pricing approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56).
4. Repurchase by City. Any niche repurchased by the City shall be at the amount originally paid (proof of purchase price required) minus the administrative fee approved by the Governing Body and listed in the latest City of Shawnee Policy Statement No. 56 (PS-56).
5. Sell or Transfer of Niche to others. Should the owner(s) of any niche in the columbarium desire to sell or transfer ownership to another individual other than the City of Shawnee, Kansas, the owner(s) shall first execute a letter to the City of Shawnee Parks and Recreation Director, who will in turn execute to the individual purchasing or obtaining through transfer such niche, a statement showing such change. A fee approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56).) shall be paid to the City of Shawnee for the issuance of the new certificate.



CITY OF SHAWNEE

POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	3 of 9

D. INTERMENT PERMITS, RECORDS AND FEES

1. Burial Permit. A permit is required to schedule a burial.
2. Burial Permit Fees. Prior to the issuance of the burial permit, the City Parks and Recreation Director shall charge and collect the fee approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56).
3. Burial Permit Record. The City Parks and Recreation Department shall keep a record of the permits issued under the provisions of this article, showing the date of issue, to whom issued, the name, other available information as provided, the number of the lot, block and addition or the number of the grave.
4. Disinterment Fees. Cost for disinterment includes the operation of removing a burial structure from its current resting place. The cost for this service is double the prices approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56), for interments.

E. INTERMENTS, DISINTERMENTS AND REMOVALS

1. Laws, Rules and Orders. All interments, disinterment and removals shall be subject to the laws, rules and orders of the properly constituted authorities of the City, County and State.
2. Number of Burials for Grave Space of Lot. Only one (1) burial shall be permitted on each grave space or lot except that two (2) Size A (infant) interments may be made on one (1) grave space, up to two (2) cremations shall be allowed on one (1) space, or one (1) Size B (adult) and one (1) cremation per space, or two (2) Size B (adult) if stacked (must be designated at the time of first burial).
3. Cremation Urn in Base of Monuments. Cremation urns may be interred in the base of a monument in a manner complying with directions of the cemetery staff.
4. Cremation Urn in Columbarium. Only two (2) cremation urns will be allowed per 12" x 12" x 12" niche.
5. Location of Interment Space. When instructions from the lot owner, or his agent, regarding the location of an interment space in a lot cannot be obtained, or are indefinite, or for any reason the interment space cannot be opened where specified, the cemetery staff may, at their discretion, open it in such location in the lot as they deem best and proper, so as not to delay the funeral; and the cemetery staff shall not be liable for damages on any error so made.
6. Types of Vaults or Boxes. In every earth interment, the casket or urn shall be enclosed in a vault or box constructed of concrete, steel or fiberglass. The use of wooden boxes is prohibited.
7. Holiday. No interment, disinterment, cremation or services shall be permitted on designated holidays of the City.



CITY OF SHAWNEE POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	4 of 9

8. Times. Interment, disinterment, cremation or services shall be scheduled between the hours of 9am and 4pm Monday - Friday. Services scheduled outside these areas will incur additional fess as listed in the latest City of Shawnee Policy Statement Code (PS-56).
9. Weekend Services. An extra charge as approved by the Governing Body and listed in the latest City of Shawnee Policy Statement Code (PS-56) shall be applied to any funeral service scheduled to be held on a Saturday or Sunday. Notification of any Saturday or Sunday service shall be made not later than the preceding Thursday at four (4:00) p.m.
10. Disinterment. All disinterment's shall follow the same scheduling guidelines as interment services but shall not occur on weekends and a licensed funeral director must be on site during the entire process.
11. Scheduling. All services (interments/disinterment) shall be scheduled through the City Parks and Recreation Director or his/her designee.
12. Emergencies. In the event of an emergency service, staff will make every effort to accommodate the service with the addition of all applicable extra fees.

F. IMPROVEMENTS TO LOTS AND GRAVES

The following rules shall be observed with regard to the decoration of cemetery lots in monument sections:

1. Copings, fences, curbs, structures of wood, or other equally perishable material are prohibited. These structures or enclosures established on any lot previous to the adoption of this Policy Statement, which have, in the judgment of the Parks and Recreation Director become unsightly by reason of neglect or age shall be removed.
2. No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the City.
3. Approved receptacles for cut or artificial flowers will be permitted if installed within six (6) inches of the memorial.
4. Toys, unsightly objects, glass jars, glass vases, and unapproved containers will not be permitted as grave decorations; and when used, they will be removed without notice.
5. No plantings shall be made in the monument sections without the permission from the Parks and Recreation Director.



CITY OF SHAWNEE

POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Policy Code Name	PS-49	8/8/2005	10/27/2025	5 of 9

6. The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining lot or path.
7. The City will remove all flowers, trees, and shrubs, which have become diseased, unsightly, or dangerous.
8. Artificial and fresh cut flowers will be permitted during the grass-mowing season (April 1 until October 15) and shall be placed in an approved permanent receptacle or on the base of the stone.
9. Plants are permitted for Memorial Day, with four (4) days allowed before Memorial Day for decorating and four (4) days after, for picking up plants or decorations before the plants will be removed by cemetery staff.
10. From November 1 through March 15, wreaths and artificial decorations are permitted and shall be placed within six (6) inches of the memorial and will be removed when faded or during spring clean up after March 15.
11. Flags and veteran's emblems will be permitted on Memorial Day and Veteran's Day with removal occurring within two weeks of holiday.
12. No ground cover other than grass will be permitted.
13. The City and its staff shall not be held liable for any disposal or return of any temporary decorations or permanent decorations or trees. Plantings may be removed without notice by cemetery staff when they become unsightly, undesirable, or interfere with cemetery maintenance. Such items will not be replaced. Any plantings, shrubs or trees wrongfully placed will be removed without notice.
14. All retaining walls, fences and curbing of lots or grave spaces are prohibited. A retaining wall, fence or curbing which is presently in place may be removed by the City when the Parks and Recreation Director determines that the improvement is in such poor condition that it is detrimental to appearance and maintenance of the cemetery. The owner of the lot will be given notice, if possible, to repair such improvements; and if he/she does not proceed with the repair within a reasonable time, the cemetery staff may proceed with the removal.
15. Chemicals. No one other than cemetery staff shall be allowed to spray any chemical agent including fertilizer, weed killers, herbicides, and ground sterilants.



**CITY OF SHAWNEE
POLICY STATEMENT**

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	6 of 9

G. MONUMENT GUIDELINES

1. Definitions.

- a) **Projecting Monument:** A two-piece stone projecting above ground level for purpose of identifying occupancy of one or more grave spaces.
- b) **Projecting Marker:** A one-piece stone projecting above ground level, for the purpose of identifying the occupancy of one or more grave spaces.
- c) **Flush Marker:** A stone installed flush with ground level for the purpose of identifying occupancy of one or more grave spaces.
- d) **Measurement Terms:** Measurements for monuments and markers shall be referred to by the following terms and their definitions.
 - 1. "Height" or "depth" shall be a vertical measure.
 - 2. "Length" shall be the long measurement of a monument or marker, or as would be measured in a crosswise direction of a grave space.

- 2. **Permission Required.** Before any memorial work is commenced in Pleasant View or Shawnee Cemeteries by any employee or employees of a private business or contractor, a written request to commence such work must be submitted to the Parks and Recreation Director. The request shall include the name of the company or contractor proposing to do the work, the location of the work, the type of memorial work and other such information necessary to determine that the proposed work will conform to the provisions of this Policy Statement. Approval to commence such work must be granted in writing by the Parks and Recreation Director.

Only companies authorized by the City shall be allowed to erect monuments. General liability insurance in the amount of \$500,000 naming the City of Shawnee as an insured entity and evidence of adequate worker's compensation insurance shall be required by any monument company erecting monuments.

- 3. **Supervision of Memorial Work.** All memorial work shall be done under the general supervision of cemetery staff.
- 4. **Memorial Work during Business Hours.** Memorial work shall be conducted only during those hours when cemetery staff is available. No memorial work will be permitted while a funeral service is in progress.
- 5. **Specifications for Monuments and Markers.** All monuments and markers shall be of standard construction material, such as marble, granite or bronze.
- 6. **Location and Placement of Monument or Markers.**
 - a) All monuments or markers, whether projecting or flush style, shall be placed at the head of the grave space or spaces (except foot markers).



CITY OF SHAWNEE POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	7 of 9

b) Foot markers must be set at the foot of the grave space and flush with ground level. On lots where existing foot markers have been installed above ground level, any additional foot markers installed on that particular lot may be installed above ground level.

c) Infant Area.

1. Markers installed in these areas are exempt from the location measurement provisions of subsections c. and d. above.
2. The marker shall be located in a manner that the outside edge of the concrete base shall abut on the property line at the head of the grave space.

7. Size Limitations.

- a) The length of a monument or marker, including the concrete base extensions, for a single grave space shall be no longer than 36".
- b) The length of a monument or marker, including the concrete base extensions, for adjoining grave spaces shall be no longer than 72".
- c) In the Infant Area, a marker stone for a single grave space shall not exceed eight (8) inches in width and sixteen (16) inches in length.

8. Specifications for Setting of Monuments and Markers.

- a) All monuments and markers shall be set on a below ground foundation. Foundations are performed by Cemetery staff and the fee shall be paid to the City of Shawnee according to the City of Shawnee Policy Statement Code (PS-56). Once approved and payment received, foundations will be installed within a four week period.

9. Full Grave Space Covers. Installation of a full grave space cover constructed of concrete, marble or other material of any style shall not be permitted.

10. Individual Mausoleums. Installation of individual or family size mausoleums of any type construction or materials shall not be permitted.

11. Additional Specifications. In order to ensure the setting of monuments and markers in a workmanlike manner and in keeping with good appearance of the cemetery as a whole, the Parks and Recreation Director, may adopt additional specifications and regulations deemed necessary and proper for the location and setting of monuments and markers.

12. Clean Up of Worksites. All worksites shall be properly policed upon completion of setting of monument. No loose concrete will be left on the ground, scrap lumber and dirt piles will be removed, tracks filled in etc.



CITY OF SHAWNEE

POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	8 of 9

H. OTHER REGULATIONS

1. Orders Received by Telephone. The cemetery staff shall not be held responsible for any order received by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size and location in a lot where interment is desired.
2. Correction of Error. The cemetery staff reserves, and shall have, the right to correct any error that may be made by the staff either on making interments, disinterment or removals, or in the description, transferring conveyance of any interment property either by canceling such conveyance or transferring property of equal value and similar location as far as possible as may be selected by the cemetery staff, or at the sole discretion of the City Governing Body; or by refunding the amount of money paid on account of said purchase.
3. The City of Shawnee expressly disclaims all responsibility for loss or damage from causes beyond its reasonable control including but not limited to thieves, vandals, acts of God, explosions, unavoidable accidents of war, whether direct or indirect. In particular, the cemetery assumes no responsibility for memorials, flowers, decorations, vases, urns, or other property on any interment space. Owners should make arrangements with their personal insurance carriers regarding any personal property such as memorials, vases and urns that are at the cemetery.

IMPLEMENTATION

This policy shall remain in force until officially changed by the majority of the Council Members present and voting; where the number of the favorable votes is one (1) less than required, the Mayor shall have the power to cast the deciding vote in favor of the action.

CITY COUNCIL APPROVAL AND REVISION DATES

August 8, 2005; August 27, 2007; February 9, 2009; November 25, 2013; September 12, 2016; December 23, 2019; November 28, 2022; November 27, 2023, and November 12, 2024.

OTHER REFERENCE (COMMITTEE MEETINGS)

August 2, 2005: Finance and Administration Committee
 January 20, 2009: Public Works and Safety Committee
 December 3, 2019 Council Committee, Agenda Item 3
 November 14, 2022 Council Committee, Agenda Item 4
 November 13, 2023 Council Committee, Agenda Item 1
 October 28, 2023 Council Committee, Agenda Item 1



CITY OF SHAWNEE
POLICY STATEMENT

SUBJECT	POLICY NO.	EFFECTIVE DATE	REVISION DATE	PAGE
Cemetery Administration	PS-49	8/8/2005	10/27/2025	9 of 9

October 27, 2025 City Council

Michael Sandifer, Mayor

Stephanie Zaldivar, City Clerk