



## **Cemetery Rules and Regulations**

Pine Slope Cemetery  
St. Paul's Catholic Cemetery  
Riverside Cemetery

Hours: Monday – Friday, 7:00 am to 4:00 pm  
(Revised May 6th, 2024)

This is your copy of the rules and regulations published by the management of Pine Slope, St. Paul's, and Riverside Cemetery for the guidance of all lot holders, visitors and those providing services therein.

**For Cemetery Operational Procedures:**

Cemetery Office – Cemetery/Parks Superintendent  
Northwest Building of Pine Slope Cemetery  
200 West Highway 34,  
Belle Fourche, SD 57717  
605-892-3735 (office)  
605-210-2025 (work cell)  
[Pineslope@bellefourche.org](mailto:Pineslope@bellefourche.org)

**For Grave Ownership/Burial Locations, Information, and Record-keeping:**

Engineering Department – Engineering Administrative Assistant  
Second Floor of City Hall  
511 6<sup>th</sup> Avenue  
Belle Fourche, SD 57717  
605-892-3006  
[Hailey@bellefourche.org](mailto:Hailey@bellefourche.org)

**Cemetery and Engineering Department Office Hours:**

Monday through Friday, 7:00 am to 4:00 pm

**Public Works Director:**

Ryan Stedillie

**Cemetery/Parks Superintendent:**

Hayley Decker-Roth

**Engineering Administrative Assistant:**

Hailey Hanzlik

## **GENERAL RULES & REGULATIONS**

1. Employees of the City of Belle Fourche are not permitted to do any work for lot owners except upon orders from the Cemetery office.
2. The Cemetery shall have the right to correct any error made by one of its employees in the interment, disinterment, or removal of a body. It shall have the right to cancel burial rights or substitute in another lot of equal value or refund the money advanced for the purchase of lots.
3. The Cemetery will be open for interments every day, with the exception of Sundays and holidays.
4. All persons visiting the Cemetery are prohibited from picking flowers, breaking or injuring any tree or plant, or writing upon, defacing, or injuring any memorial, fence, or other structure within the Cemetery grounds.
5. The management will take all reasonable precautions to protect lot holders and their rights within the Cemetery, but the Cemetery distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, malicious mischief makers, explosions, and unavoidable accidents.
6. All lots must be purchased through City Hall.
7. Arrangements for the payment of gravesites and opening must be made before interment will be made.
8. All lots purchased will have the following care assumed by the Cemetery:
  - a. cutting of grass at reasonable intervals;
  - b. trimming of the trees;
  - c. general care of the grounds and roads;
  - d. all planting of trees and shrubs
9. The Cemetery will exercise the utmost care in making a removal, but it assumes no liability for damage to any casket or burial case in making a removal. When, in the

opinion of the Cemetery, a new outside container is needed at the time of removal; it must be provided by the person arranging for the removal.

10. Any person who purchases any cemetery grave shall, by such purchase, be deemed to have agreed, on behalf of himself and his heirs and designees, to hold the city harmless for any damages resulting from and inadvertent burial in the wrong grave or for any damage to any stone, marker, or other improvement placed on the lot so purchased.
11. Recreational activities are prohibited. Dogs must be on a leash at all times and owners must pick up after their dogs.

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### **GRAVE SITES AND OWNERSHIP**

1. No interment other than that of an immediate relative or heir of the grave owner may be made in any grave without the written consent of the grave owner.
2. No sale, assignment, or transfer of a grave shall be valid without the consent of the Cemetery Office and Public Works Director.
3. No person four (4) years of age and over shall be buried in the cemetery unless the casket is enclosed in either concrete or steel, and the container shall have a minimum of eighteen (18) to twenty-four (24) inches of soil covering. **Concrete surface vaults shall no longer be allowed in any section of the Cemetery now in use.**

## **SCHEDULING OPENINGS & CLOSINGS**

All openings & closings must be scheduled with the Engineering Administrative Assistant, located at City Hall, before any burials are allowed to occur. The Director of Public works, or designee shall cause to be dug any grave in readiness for the appointed time of burial after notice. All graves shall be dug and refilled by city employees. All scheduling of opening & closings must occur after the appropriate time frame as listed below:

1. Summer hours (April 1<sup>st</sup> through November 30<sup>th</sup>) require two (2) business days' notice under normal digging conditions.
2. Winter hours (December 1<sup>st</sup> through March 31<sup>st</sup>) require four (4) business days' notice due to frozen ground or other abnormal conditions.
3. Columbarium opening & closings (all year) require two (2) business days' notice.

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## **ST. PAUL'S CATHOLIC CEMETERY**

Anyone wishing to purchase a grave in St. Paul's Catholic Cemetery shall purchase the grave from St. Paul's Catholic Church personnel. A copy of the document reflecting proof of purchase shall be provided to city staff for city record-keeping purposes.

The purchaser of the St. Paul's Catholic Cemetery grave shall provide payment to the city for the perpetual care. A perpetual care certificate shall be drafted by city staff and recorded at the Butte County Register of Deeds office by city staff for the filing fee of \$30.00. The Butte County Register of Deeds office charges all patrons \$30.00 per document to record all official documents.

The St. Paul's Catholic Church personnel or the purchaser of the grave must record the proof of ownership,

provided by the St. Paul's Catholic Church, at the Butte County Register of Deeds themselves. The City of Belle Fourche cannot record documents for 3rd parties. All burials and burial scheduling for St. Paul's Catholic Cemetery graves shall undergo normal burial procedures.

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### **CEMETERY COLUMBARIUM**

The cemetery columbarium is designated for the placements of cremations only.

1. Two cremations are allowed to be placed in one single niche of the columbarium.
2. Columbarium openings & closings require two business days' notice.
3. Columbarium name plaques shall be ordered by the family directly from the columbarium company, Nelson Granite. Name plaques shall be mailed to the Cemetery Office at 200 West Highway 34, Belle Fourche, SD 57717 and shall be installed by cemetery staff.
  - a. Phone Number: 807-227-2650
  - b. Email: [sarah.madussi@nelsongranite.com](mailto:sarah.madussi@nelsongranite.com) ,
4. No decorations of any kind are allowed to be placed on the columbarium structures, columbarium structure concrete slabs, or benches.

## GENERAL PLANTING/ IMPROVEMENTS

1. No planting of any living tree, bush, shrub, or plant is allowed upon grave units, lots or in alleyways. As existing plantings located on grave units, lots or in alleyways die, they shall not be replaced. All plantings will be made and cared for by the city under the supervision of the Director of Public Works, or designee.
  2. No gravel, stone, brick or any chairs, boxes, shells, trinkets, toys, garden ornaments or similar articles will be allowed to be placed upon graves, monuments or in trees or upon other portions of lots in the cemetery.
  3. When an interment or removal has been completed, the Cemetery employees will sod the graves as soon as circumstances permit. Winter burials may not receive sod until May.
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## MEMORIAL WORK

1. No coping, curbing, fencing, hedging, borders or enclosures of any kind shall be erected around any lot and no walkways shall be allowed on any lot. The city reserves the right to remove the same as so erected, planted or placed. **Care and maintenance of memorials will be the responsibility of the family involved and the monument company.**
2. **No advertisement or the name of any firm shall be permitted upon any monument in the cemetery.**
3. Lot owners may erect proper memorial work on respective lots. All memorials shall be set on foundations built of concrete and must have a 4-inch minimum border around marker, in locations approved by the Cemetery.
4. The family monument will be placed in the center of the cemetery lot with footstones at opposite ends of graves. **Monuments that exceed 42 inches must be approved**

**by the Director of Public Works, or designee.  
Footstones must be set in concrete and flush with the surface with 4-inch minimum borders and is subject to the approval of the Director, or designee.**

- a. Footstones will be flush with surface with 4-inch minimum concrete border.
  - b. Lot corner markers may be used if they are ground level, 6" x 6" with no wash.
  - c. Statuary shall be installed as part of and included in the total memorial. Statuary and vases need to be set on ends of the tablet and have 4-inch minimum borders. Vases set in front are subject to change. Statuary and vases are subject to approval by the Cemetery Office.
  - d. Headstone benches only.
5. Maximum length of base no more than 54 inches and the width of 24 inches including a 4-inch minimum border and all markers set on a foundation that is set on property line on the west end of lots facing to the east.
  6. Memorial Garden and Infant Section – All markers maximum length not to exceed 32 inches, including a 4-inch minimum border, maximum width not to exceed 24 inches including 4-inch minimum border; and markers are to be flush with the ground.
  7. Single headstones that mark 2 grave sites **shall not exceed 72 inches in length and a width of 24 inches including 4-inch minimum borders.**
  8. Shephard hooks must be placed on the headstone foundation. **Placement to be approved by the Cemetery Supervisor.**



## **CEMETERY DECORATIONS**

*(NOT INCLUDING COLUMBARIUM SECTION)*

### From March 1 to November 1:

- Only artificial bouquets and cut flowers will be permitted as grave decorations. These must be placed in the regular, approved type of vase that is a permanent part of the marker or monument.
- EXCEPTIONS to the above: Easter, Mother's Day, Father's Day, and Memorial Day. At these times, other appropriate decorations (boxed plants, potted plants, wreaths, etc.) may be left for ten (10) days only. Such decorations will be picked up ten (10) days after these special days.

### From November 1 to March 1:

- Any appropriate winter decorations may be used, such as wreaths, artificial flowers, etc. All Christmas flowers and decorations will be removed March 1.
- Please use NO GLASS OR POTTERY CONTAINERS at any time. Also, DO NOT USE WIRE, or anything similar to an anchor, basket, or pot. These are very dangerous and may cause injuries when thrown from under a mower or trimmer.
- The digging of holes on graves or lots or the mutilation of sod for any reason is specifically forbidden.
- Artificial floral bouquets and cut flowers may be placed in approved-type vases all during the year, but will be removed when the flowers become withered, faded, or unsightly.

Approximate annual clean-up dates are April and November 1.

- Please remove decorations you wish to save before these dates.

## **WHY DECORATIONS MUST BE REGULATED**

As the number of burials increase in a cemetery year by year, the problems of order, safety, neatness, and beauty increase accordingly. It is much like a city that must have zoning laws to keep its growth orderly and to protect the whole against the few who would disregard the rights of others.

You must remember that since the inception of Pine Slope, St. Paul's, and Riverside Cemeteries, several thousand burials have taken place, and numerous new graves are added each year.

We know that you will agree that the natural, living beauty of nature is the finest tribute we can pay to our loved ones laid to rest in our care. So, to keep the area beautiful and within the bounds of good taste at all times, we respectfully request your compliance with the regulations set forth in this folder.

We do not wish to displease anyone. Quite the contrary, we want to make your cemetery pleasing to everyone, and we feel sure that these rules will provide a much more beautiful and comforting place to which you may come to pay your respects. Without uniform regulations, which are established for the good of all patrons, it would be impossible to maintain a beautiful cemetery.

Thank you for your cooperation.  
Pine Slope, St. Paul's Catholic, and Riverside Cemetery  
Belle Fourche, South Dakota

## HEADSTONE AND FOOTSTONE EXAMPLES



#1 - acceptable everywhere  
**except** in Memorial Gardens  
and Infant Section.



#4 - acceptable everywhere  
**except** in Memorial Gardens  
and Infant Section



#2 - acceptable footstones for  
family memorials, Infant  
Section, and Memorial  
Gardens.



#5 - **not** acceptable in  
cemetery due location of the  
vase



#3 - acceptable everywhere  
**except** in Infant Section  
and Memorial Gardens.