

Today's Date: _____

**CITY OF CORDOVA
CEMETERY BURIAL REQUEST**

The City of Cordova's Cemetery Burial Information is attached. It will provide you with what you may need to know in order to have a loved one buried in the City Cemetery. Please ask as many questions as are necessary and let us help you through this difficult time.

Please fill out the following information and return to City Hall (City Clerk) as soon as possible. The Public Works Department needs at least 48 hours' notice to prepare a gravesite.

If you have questions, please call the City Clerk at 424-6248 or 253-6248 or the Director of Public Works at 424-6231. Thank you and we are so sorry for your loss.

Full Name of Deceased (including maiden name): _____

Birth Date: _____ Date of Death: _____ Location: _____

Cause of Death: _____ Doctor's Name: _____

Death Certificate Issued (date/location): _____

Date & Time for Burial at Cemetery: _____

Contact Person: _____ Contact Phone: _____

Contact Email address: _____

Person/Organization responsible for billing: _____

Address: _____

City: _____ State: _____ Zip: _____

Billing Information

Cemetery Plots: \$200 each
Time & Labor: \$500 per plot
Rough Box: \$350
Payable to: City of Cordova
PO Box 1210
Cordova, AK 99574

Copy to: City Clerk
Public Works Director

BURIAL INFORMATION

The following can be useful information to help in making the arrangements for the burial of a friend or family member.

Local Churches:	There are many – please contact the City Clerk for assistance or look online or in a Cordova phone book
Funeral Home Director / Mortician:	Currently not available in Cordova – many in Anchorage
Magistrate’s Office / Clerk of Court:	907-424-7578 kadams@courts.state.ak.us
City Hall Offices:	907-424-6248, 6286, 6200 Email City Clerk – cityclerk@cityofcordova.net
Cordova Community Medical Center:	907-424-8000 Vivian Knop - vknop@cdvcmc.com

SOME THINGS YOU NEED TO KNOW

1. A “Burial Transit Permit” is needed before the burial or the transport of the deceased can occur. The local office of the Alaska Court System (Magistrate’s Office) can assist you with a “Burial Transit Permit”. **Please ensure that the City Clerk receives a copy of the “Burial Transit Permit.”** Attached is a memo from the Court System.
2. A “City of Cordova Cemetery Permit” is also required before the issuance of a burial plot. This can be purchased at City Hall (from the City Clerk). This permit fee is \$200. There is a separate fee for the grave preparation of \$500.
 - A. The magistrate must issue the burial transit permit before a cemetery permit can be issued by the City.
 - B. Plans need to be made in advance with the City Clerk to locate a burial plot.
 - C. Cordova Community Medical Center (City hospital) must be contacted to arrange for a rough box to surround the casket. The fee for a rough box is \$350.
 - D. Notify City Hall (City Clerk) at least 2 days in advance of the burial date and time so that a City crew can assist in plot preparation.
 - E. All other arrangements such as memorials, flowers, transportation, headstones, caskets, pallbearers, etc. should be planned by you with assistance from family members and friends.

Refer to the attached Cordova Municipal Code chapter 14 for more information.

3. Cordova Community Medical Center has the only morgue facility in Cordova.
 - A. There is a \$30 per day storage charge.
 - B. Per State Statute, CCMC can only hold a body for 24 hours. Remains are to be processed within 24 hours.
 - C. There is a special transport box at the medical center. This “Rough Box” is required per Cordova Municipal Code when a body is buried in the Cordova cemetery. The cost is \$350 and it will be included in the bill for the city of Cordova.
 - D. Contact local transport to move the deceased from place of death to medical center, airport, church and cemetery.
 - E. The deceased is often sent to Anchorage for preparation for burial.

4. Death Certificate – this process may be started at the hospital. Please see attached information from the Alaska Court System (Bureau of Vital Statistics in Juneau 907-465-3391 <http://www.hss.state.ak.us/dph/bvs/death/default.htm>)

Please ensure that the City Clerk receives a copy of the death certificate.

Chapter 14.24 - CITY CEMETERIES

Sections:

- 14.24.010 - Purpose.
- 14.24.020 - Definitions.
- 14.24.030 - Designation of city cemeteries.
- 14.24.040 - Ownership and regulation of city cemeteries.
- 14.24.050 - Operation and maintenance of city cemeteries.
- 14.24.060 - Permitted burials.
- 14.24.070 - Burial site.
- 14.24.080 - Burial permit required.
- 14.24.090 - Funeral arrangements and burial preparation.
- 14.24.100 - Burial site requirements.
- 14.24.110 - Vault or rough box required.
- 14.24.120 - Grave markers and decorations.
- 14.24.130 - Prohibited acts.
- 14.24.140 - Liability of the city.
- 14.24.150 - Violation and penalty.

14.24.010 - Purpose.

It is the intent of this code to establish community cemeteries with adequate administrative and maintenance provisions to provide for proper burial, ensure the continuity of its operation, provide for accountable recordkeeping, provide for protection of public property, and provide for the safety, health and welfare of the public.

(Ord. 871 (part), 2000).

14.24.020 - Definitions.

As used in this chapter:

- A. "Burial (interment)" means the permanent disposition of the remains of deceased person by interment in an earth grave.
- B. "Burial permit" means a valid permit from the city of Cordova allowing the burial of a deceased person in any city cemetery.
- C. "Burial preparation" means the excavation, backfill and removal of excess material from a burial site.
- D. "Burial site" means a parcel of land, six feet wide by twelve feet long for the purpose of interring human remains.
- E. "City cemetery" means any of the cemeteries described in Section 14.24.030 of this chapter.
- F. "Disinterment" means the legal removal of a deceased person's remains from a grave.
- G. "Grave" means an excavation within the boundaries of a burial site for interring a deceased person's remains, not exceeding three feet wide by seven feet long.
- H. "Vault" or "rough box" is an outside container used to protect the casket from possible damage when an adjacent burial site is prepared. It may be a commercial vault purchased from a funeral home or a plywood box purchased from the community hospital.

(Ord. 975 §1, 2005; Ord. 871 (part), 2000).

14.24.030 - Designation of city cemeteries.

There are four city cemeteries, described as follows:

- A. The Cordova Cemetery is located along the Copper River Highway, within U.S. Survey 1765, and Copper River and Northwestern Railway Terminal Ground B.
- B. The Lakeview Cemetery is located along Power Creek Road within U.S. Survey 1668.
- C. The Odiak Cemetery is located within U.S. Survey 2981, Block 10, Lot 7.
- D. The Old Eyak Cemetery is located within U.S. Survey 3345, Block 2.
(Ord. 991, 2006: Ord. 871 (part), 2000).

14.24.040 - Ownership and regulation of city cemeteries.

- A. The cemeteries designated in Section 14.24.030 are owned by the city of Cordova and all burial sites within shall remain in the ownership and authority of the city of Cordova.
- B. All land within each city cemetery shall be subject to the provisions of this chapter, and regulations adopted under this chapter.
- C. The city council may, by resolution, establish fees, deposits and charges for the use of the city cemeteries.
(Ord. 871 (part), 2000).

14.24.050 - Operation and maintenance of city cemeteries.

- A. The city manager or designee shall administer the operation and maintenance of the city cemeteries.
- B. The city manager shall cause each city cemetery to be surveyed, and a map of each cemetery, showing the burial sites in the cemetery, to be prepared. The city clerk shall maintain the map of each city cemetery.
- C. The city clerk shall maintain records of burial site reservations, burial permits, and the identity of all persons buried in the city cemeteries and the location of their burial.
- D. The city at any time may enlarge, reduce, replat or change the boundaries of the city cemeteries; establish or modify roads, walks, drainage and other facilities in the city cemeteries; and enter upon any burial site for the purpose of operating, maintaining, landscaping, repairing or improving the city cemeteries.
- E. The city will maintain the city cemeteries, including maintenance of their common facilities such as roads, walks, fences, drainage and landscaping; lawn mowing; and trash removal. The city shall not be responsible for maintaining grave markers or decorations, or landscaping placed on a burial site by the users of that site. The city reserves the right to remove any tree, shrub, plant, fencing or other structure or memorial located on any individual burial site which becomes dangerous or detrimental to the operations of the cemetery or interferes with or encroaches upon adjacent burial sites.
(Ord. 871 (part), 2000).

14.24.060 - Permitted burials.

- Only human remains may be buried in a city cemetery.
(Ord. 871 (part), 2000).

14.24.070 - Burial site.

- A. City personnel shall select the burial site. Although family wishes will be considered, due to space constraints and accessibility of equipment, the city will select the site.
- B. Burial sites cannot be reserved.
(Ord. 871 (part), 2000).

14.24.080 - Burial permit required.

- A. No remains may be buried in the city cemetery until the city clerk has approved an application for the burial. The application shall be in a form approved by the city manager, and shall, at a minimum, identify the person

whose remains are to be buried and establish that the burial of the remains in that burial site is authorized under this subsection.

B. The application shall be accompanied by the fee established by resolution and a copy of the state permit for the burial.

(Ord. 871 (part), 2000).

14.24.090 - Funeral arrangements and burial preparation.

A. The permittee under a burial permit shall be responsible for all funeral arrangements and burial work at the burial site, including without limitation preparing the burial site for the burial, opening and closing of the grave, burial, disinterment, site cleanup, and any related work. The city manager shall require a deposit, in an amount to be established by resolution, to assure satisfactory completion of the permittee's work. The deposit shall be refunded upon satisfactory completion of the permittee's work.

B. Under a written agreement in a form approved by the city manager, the permittee under a burial permit may contract with the city to perform burial preparation at the burial site, subject to the availability of city equipment and personnel for this purpose. The permittee shall pay the city its actual costs for labor, equipment and materials required to perform the burial preparation. Before the city performs the work, the burial permittee may be required to post a deposit with the city, in an amount determined by resolution, which shall be applied to the cost of the burial preparation.

(Ord. 871 (part), 2000).

14.24.100 - Burial site requirements.

All burials will be subject to the following requirements:

1. Burial site shall not exceed the limits of six feet by twelve feet;
2. Site depth shall be sufficient to allow a minimum of forty-two inches between the ground surface of the burial site and the top of vault or rough box;
3. Excavated materials shall not be placed upon another burial site;
4. Casket placement will be in the center (side to side) of the burial site; and
5. Backfill will consist of D-1 gravel.

(Ord. 871 (part), 2000).

14.24.110 - Vault or rough box required.

All caskets must be placed in a vault or rough box.

(Ord. 871 (part), 2000).

14.24.120 - Grave markers and decorations.

A. The city shall install a permanent grave identification on each grave in the Copper River Highway Cemetery and the Lakeview Cemetery. The grave identification marker shall consist of a half-inch rebar driven into the ground of the burial site, with an aluminum or plastic surveyor's cap stamped with a number as a grave identifier.

B. A concrete slab with dimensions not exceeding three feet by seven feet, reinforced with wire and rebar, may be placed over a burial site. No topsoil will be allowed under the slab. Subsoil beneath the slab shall consist of well-compacted and well-drained materials (i.e., sand or one-inch-minus gravel).

C. Fences, rock outlines or other grave site containment structures may not extend beyond the length or width allowed for a concrete slab under subsection B of this section.

D. Grave site markers or memorials may not extend beyond the length or width of the grave nor exceed seven feet in height.

E. The city manager may give written permission for a variation from the requirements of this section upon finding that the strict enforcement of the requirements of this section would cause undue hardship, and the requested variation will not harm the interest of any other burial site user or the public.
(Ord. 975 § 2, 2005; Ord. 871 (part), 2000).

14.24.130 - Prohibited acts.

- A. Except as authorized by the city manager or designee for the operation and maintenance of the cemetery or the preparation of a burial site for a burial, no person may operate a motor vehicle in a cemetery except on roads designated for such operation, and for the purpose of visiting a grave or attending a burial.
 - B. No person may willfully remove, damage or destroy any markers, monuments or property in a city cemetery.
 - C. No grave identifier installed by the city may be removed.
 - D. No remains other than human remains may be buried in the cemeteries.
 - E. No remains may be disinterred in a city cemetery without an order for exhumation.
- (Ord. 871 (part), 2000).

14.24.140 - Liability of the city.

The city will take reasonable precautions to protect all grave markers within the city cemetery from loss or damage during maintenance of the cemeteries but expressly disclaims any responsibility for loss or damage from causes beyond such reasonable precautions. The city will not be responsible for damages or loss incurred directly or collaterally and caused by or resulting from criminal acts, accidents or acts of nature.
(Ord. 871 (part), 2000).

14.24.150 - Violation and penalty.

Failure to obey or comply with any provision of this chapter or any rule, order or regulation issued thereunder is a violation. The penalty for violation of this chapter is set forth in Section 1.28.080 of this code.
(Ord. 871 (part), 2000).

Memorandum

Alaska Court System

(907) 424-3378 Fax (907) 424-7581

To: Family of Deceased

Date: 2008

From: Cordova Court
Box 898
Cordova, Alaska 99574

RE: Burial Transit Permits

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We would like to extend our sincerest sympathy to you and your family and also share some information that might be useful at this difficult time.

Alaska law allows that the deceased may be buried at the location of death without embalming when a doctor is willing to sign the death certificate certifying cause of death if no autopsy is required or when death was not caused by certain contagious diseases. A death certificate is required before this office can issue a burial transit permit.

The law also requires that a burial transit permit be obtained before burial anywhere in the State of Alaska and is required before a body can be moved to another location. This permit is issued by the court.

If you would like to have your loved one buried in Cordova, you should contact the City to make arrangements for a plot and pay the required fees. The City will give you instructions regarding coffins and/or other burial box requirements.

If you wish to have your loved one cremated or buried in a location other than Cordova, you will need to make arrangements with the mortuary of your choice. Again, you will need a burial transit permit from this office to remove the body from Cordova. You will also need to be sure the hospital has completed the death certificate before we can issue the permit.

The hospital usually fills out the death certificate; however they may need your assistance in obtaining the necessary information. The certificate is then recorded with the Bureau of Vital Statistics and will be available to you as soon as it is processed if you make a formal request for a certified copy. For more information call (907) 465-3391 or apply online at:
<http://www.hss.state.ak.us/dph/bvs/death/default.htm>

This process will vary if an autopsy is required. In that case the State Crime Lab is responsible for issuing the necessary permits for transportation.