

Cordova Cemetery  
Information  
and  
Cemetery Burial  
Request Form



**City Code Chapter 14.24 – City Cemeteries, was amended in July 2023, the use of a “rough box” for a burial at the Cordova Cemetery is no longer required.**

**A rough box is a plywood box that CCMC used to make that would fit inside the grave.**

**Families burying loved ones may still choose to use a rough box, however, they will be solely responsible for the construction of the rough box and the delivery to the cemetery. City Public Works staff will provide the exact dimensions and a template for the appropriately sized rough box.**

**When submitting the Cemetery Burial Request Form, please advise the City staff if a rough box will be used in the burial.**



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 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 or email the City Clerk 907-424-6248, 907-253-6248, or 907-424-6200 [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net) or [cgilmour@cityofcordova.net](mailto:cgilmour@cityofcordova.net)  
Director of Public Works at 907-424-6231 [publicworks@cityofcordova.net](mailto:publicworks@cityofcordova.net)  
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: \$225 each  
Time & Labor: \$525 per plot (straight time), \$772.50 (overtime), \$1,030 (holiday)  
Payable to: City of Cordova  
PO Box 1210  
Cordova, AK 99574

Copy to: City Clerk, Public Works Director, Finance Staff for billing



## 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
City Hall Offices:	907-424-6248, 6286, 6200 Email City Clerk – <a href="mailto:cityclerk@cityofcordova.net">cityclerk@cityofcordova.net</a>
Cordova Community Medical Center:	907-424-8000 Vivian Knop - <a href="mailto:vkноп@cdvcmc.com">vkноп@cdvcmc.com</a>

## SOME THINGS YOU NEED TO KNOW

1. Cordova does not have a funeral home. A “Burial Transit Permit” is needed before the burial, or the transport of the deceased can occur. Staff at CCMC can assist with the Burial Transit Permits. If the deceased has been sent to a funeral home in Anchorage the funeral home will acquire the necessary burial transit permit.
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 \$225. There is a separate fee for the grave preparation dependent on straight time, overtime or holiday – listed on page 1.
  - A. Plans need to be made in advance with the City Clerk to locate a burial plot. The City will decide the next available plot based on limited space.
  - B. 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. Contact local transport to move the deceased from place of death to medical center, airport, church and cemetery, or transport yourself.
  - D. The deceased is often sent to Anchorage for preparation for burial or for cremation.
4. Death Certificate – often initiated at the funeral home. State of Alaska Division of Health Analytics and Vital Records can assist. <http://dhss.alaska.gov/dph/VitalStats/Pages/default.aspx>

**You may not receive the death certificate for a few months. Please ensure that the City Clerk receives a copy of the death certificate, we do not need an original, a scanned or photocopied death certificate will suffice.**

## Chapter 14.24 CITY CEMETERIES

### 14.24.010 Purpose.

The purpose of this chapter is to establish and maintain community cemeteries with adequate administrative provisions for proper burial, continuity of operation, accountable recordkeeping, protection of public property, and the safety, health and welfare of the public.

(Ord. No. 1108, § 3, 3-20-2013)

### 14.24.020 Definitions.

In this chapter:

"Burial" means the permanent disposition of the remains of deceased person by interment in an earth grave.

"Burial permit" means a permit from the city allowing a burial in a burial site.

"Burial preparation" means the excavation, backfill and removal of excess material from a burial site.

"Burial site" means a plot of land in a city cemetery that is six feet wide by twelve feet long, designated for burial purposes.

"City cemetery" means any of the cemeteries described in Section 14.24.030.

"Disinterment" means the legal removal of a deceased person's remains from a grave.

"Grave" means an excavation not exceeding three feet wide by seven feet long within the boundaries of a burial site for a burial.

(Ord. No. 1108, § 3, 3-20-2013; Ord. No. 1205, § 1, 6-7-2023)

### 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 1268.
- 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. No. 1108, § 3, 3-20-2013)

### 14.24.040 Ownership and regulation of city cemeteries.

- A. The cemeteries designated in Section 14.24.030 are owned by the city and all burial sites within them shall remain in the ownership and authority of the city.



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- 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. No. 1108, § 3, 3-20-2013)

**14.24.050 Operation and maintenance of city cemeteries.**

- A. The city manager 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 permits, and the identity and location of burial of all persons buried in the city cemeteries.
- D. The city at any time may enlarge, reduce, replat or change the boundaries of a city cemetery; establish or modify roads, walks, drainage and other facilities in a city cemetery; and enter upon any burial site for the purpose of operating, maintaining, landscaping, repairing or improving a city cemetery.
- 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 burial site which becomes dangerous or detrimental to the operations of the cemetery or interferes with or encroaches upon adjacent burial sites.

(Ord. No. 1108, § 3, 3-20-2013)

**14.24.060 Permitted burials.**

- A. Only human remains may be buried in a city cemetery.
- B. No remains may be buried in a city cemetery until the city clerk has issued a burial permit for the burial. An application for a burial permit shall be in a form approved by the city manager, shall identify the person to whom the permit is issued, identify the person whose remains are to be buried, and designate the burial site for the burial. The application shall be accompanied by the required burial fee and a copy of the state permit for the burial.

(Ord. No. 1108, § 3, 3-20-2013)

**14.24.070 Burial sites.**

Burial sites cannot be reserved. The city shall designate the burial site for a burial when the burial permit is issued. In selecting a burial site, the city will consider the preference of the permittee under the burial permit, but retains discretion to select the burial site.

(Ord. No. 1108, § 3, 3-20-2013)

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#### **14.24.080 Burial work.**

- A. The permittee under a burial permit shall be responsible for all burial work at the burial site, including without limitation burial preparation, 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 equal to the city's estimate of the cost of the burial preparation work. The city will determine the actual cost of burial preparation after the construction is completed. If the amount of the deposit exceeds the actual cost, the city shall refund the excess to the permittee. If the actual cost exceeds the amount of the deposit, the permittee shall pay the excess to the city.
- C. Burials shall conform to the following requirements:
  - 1. All burial work shall be confined within the burial site.
  - 2. The burial excavation shall be to a depth that provides a minimum of forty-two inches between the ground surface of the burial site and the top of the casket.
  - 3. Excavated material shall not be placed upon another burial site.
  - 4. Backfill for the excavation shall consist of D-1 gravel.

(Ord. No. 1108, § 3, 3-20-2013; Ord. No. 1205, § 1, 6-7-2023)

#### **14.24.090 Grave markers and decorations.**

- A. The city shall identify each grave in the Copper River Highway Cemetery and the Lakeview Cemetery by placing a half-inch rebar with an aluminum or plastic surveyor's cap stamped with a number in the ground of the burial site.
- B. All other grave markers or decorations shall be provided by the burial permittee and shall conform to the following requirements, provided that 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.
  - 1. 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).
  - 2. Fences, rock outlines or other grave site containment structures may not extend beyond the length or width allowed for a concrete slab under this subsection.
  - 3. Grave site markers or memorials may not extend beyond the length or width of the grave nor exceed seven feet in height.

(Ord. No. 1108, § 3, 3-20-2013)

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#### **14.24.100 Prohibited acts.**

- A. Except as authorized by the city manager 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 person may remove a grave identifier installed by the city.
- D. No person may bury remains in a city cemetery, or perform other work on a burial site, except in accordance with the requirements of this chapter and any rule, order or regulation issued thereunder, and any permit required therefor under this chapter.
- E. No person may disinter remains in a city cemetery without an order for exhumation.

(Ord. No. 1108, § 3, 3-20-2013)

#### **14.24.110 Liability of the city.**

In performing maintenance in city cemeteries, the city will take reasonable precautions to protect grave markers and burial sites from loss or damage, but beyond taking such reasonable precautions the city shall not be responsible for loss or damage to grave markers or burial sites regardless of cause.

(Ord. No. 1108, § 3, 3-20-2013)