

**Portage Township**  
**Ottawa County, Ohio**  
**2501 State Road , Port Clinton, Ohio 43452**  
**419-732-3543**

**CEMETERY RULES & REGULATIONS**

The three Portage Township cemeteries are operated under the Management of the Portage Township Board of Trustees. Christy Chapel is the only cemetery in the township available for burials.

**Christy Chapel Cemetery**  
2501 East State Road

**Dwelle Cemetery**  
3950 East State Road

**Shook Cemetery**  
2565 East Harbor Road

**Hours**

- Cemetery hours are from dawn to dusk.
- When the cemetery is closed, any person found on cemetery grounds without permission will be considered a trespasser.

**Cemetery Cleanup**

- Cleanup activities take place the last full week in March and the first full week of October.
- Any decorations remaining during the cleanup will be removed and disposed by the cemetery personnel. Decorations may be placed on the gravesite again one week after cleanup week is completed.

**General Rules**

The general rules and regulations apply to any person or persons entering the cemetery grounds for any purpose including but not limited to persons owning burial rights, person visiting gravesites or attending ceremonies, and contractors performing work within the cemetery. All persons are reminded that the grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law, as provided by statute, will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules and laws of Ohio.

- No loitering, gatherings or parties allowed on cemetery grounds.
- Consumption of intoxicating beverages or mind-altering drugs are not permitted within the limits of the cemetery grounds.
- Profanity or boisterous language, which disturbs the quiet and peaceful atmosphere of the cemetery, is prohibited.
- Do not park on the grass.
- Do not bring glass into the cemetery.
- Pets brought into the cemetery shall be kept on a leash and are permitted only on the roadway. The pet owner or handler must pick up any animal waste and dispose of it off-site.

**Gravesite Ownership**

- Sale of gravesites by owners is not permitted except by consent of the Township Trustees.
- Parties desiring to dispose of their gravesites may do so by transferring them to the Township Trustees at the price they paid for them.
- The owner of a gravesite may, during their lifetime, designate in writing to the Township Trustees the names of those members of their family (or near relatives) whom they wish to have interred upon their gravesite. Such writing will then be filed with the cemetery clerk.

## **Burials and Gravesite Decoration**

- All burials by casket must be covered by a vault and all cremations remains must be in a vessel of permanence (example: ceramic, concrete, or bronze urn/box) so that they may be located if relocation is required.
- The headstone marking the grave is to be placed on the grave no later than one (1) year from the burial date.
- No headstone will be installed without a foundation. Headstone foundations will be made by the Township and billed at a rate of \$0.20 per square inch. Payment for the foundation must be received before the headstone can be placed.
- The foundation must stay within the boundaries of the plot, with the headstone not to exceed 60" x 24" (for a double headstone) 40"x 24" (for a single headstone) and 36" high per headstone. The Township Maintenance Department must be notified as to the size, so an appropriate foundation can be made.
- Headstones may be subject to approval of the Board of Portage Township Trustees.
- All headstones shall be made of a durable material.
- The headstone shall be inscribed with the name of the deceased and the date of death.
- If a headstone or inscription or same is determined to be offensive, the owner may be required to remove it.
- The headstone will be located on the west side of the grave site, with the inscription the east side of the headstone (readable when facing west).
- The township will not be responsible for any headstone that may be broken, defaced, or destroyed.
- The township will not be responsible for headstones, vases, etc., damaged as a result of vandalism or theft, or for decorations and flag holders left out by lot owners.
- Toys, ornaments, metal designs, ceramic figurines, home-made markers, lighting, etc. are prohibited unless they are securely placed upon the headstone and do not interfere with the upkeep of the grave site by cemetery personnel. They shall be confined to the designated space for a single lot at the headstone area.
- Flowers must be removed when they fade and wither and other decorations must be removed when they are worn, broken or shoddy. The Board reserves the right to dispose of such items by any means it deems best and the owner thereby forfeits all rights, title and interest to the items.

## **Cemetery and Gravesite Maintenance**

- Portage Township reserves the right to maintain all gravesites, including but not limited to filling settled areas and reseeding of same.
- Mowing of the cemetery shall be restricted to cemetery personnel only. No person or persons not employed by the cemetery shall excavate any earth, lay or remove any sod, alter the grade of any lot, nor plant remove or trim any tree or shrub within the cemetery either on or about their own gravesite or the gravesites of others.
- No curbing or masonry of any description shall be placed or installed, nor shall any trees or shrubs of any kind be planted on any of the property herein granted, except by written consent of the Trustees, which consent is hereby reserved.

### **Enforcement and violation procedure**

- The Township is responsible for seeing that others comply with the rules and regulations and maintains, protects, and promotes the best interest of the cemeteries.
- As the deed to a gravesite conveys only the right of burial therein, the Township retains control and supervision of all gravesites which have been sold.
- It shall be the duty of the maintenance department of the Township to enter upon any gravesite and prohibit, modify or remove any structure, object, improvement or adornment on such gravesite which may have been placed thereon in violation of the rules, or which may be considered objectionable or injurious to the gravesite, adjoining gravesites, or the general appearance of the cemetery.

**Existing violations of these rules will be tagged. Lot owners will be contacted and will have five (5) days to correct violation. Cemetery staff will correct any violations after 5 days.**

These rules are subject to change without notice.

Adopted September 21, 2015, amended 7/2/2018, 8/21/2023