



Byron-Brentwood-Knightsen- Union Cemetery District

Public Policy Handbook

Approved by the Byron-Brentwood-Knightsen Union Cemetery District Board
December 2023

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DISTRICT CONTACT INFORMATION

Physical location of Byron-Brentwood-Knightsen Union Cemetery:

11545 Brentwood Blvd., Brentwood, CA

Mailing Address: PO Box 551, Brentwood, CA 94513

(925) 634-4748 Email: dm@bbkucd.org

Website: bbkucd.org

WELCOME TO BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY

Byron-Brentwood-Knightsen Union Cemetery District is located at 11545 Brentwood Blvd., Brentwood, CA 94513. The cemetery has grave sites dating back to the first settlers of the area with the first recorded burial in 1878. The older sections of the cemetery have many large and beautiful monuments adorning the graves. There are also very simple concrete slabs markers.

The Union Cemetery Association was established on November 1, 1878, when Colburn Preston, a pioneer of the Point of Timber area, sold four acres of land specifying that they be used solely for a cemetery. Prior to that, burials were performed on family property or at the Point of Timber graveyard on the Williams Ranch, located at the present-day Marsh Creek Road and State Highway Route 4 (Byron Highway).

If we don't have a record of burial for your ancestor, they may in fact be buried here and we don't know about it. People can confirm interment by doing one of two things: (1) find corroborating evidence of burial in our cemetery through another primary source (e.g., death certificate, newspaper obituary, family Bible, etc.), or (2) eliminate the possibility of the person being buried anywhere else.

Information is always being collected about people buried in our cemetery from descendants, relatives, genealogists, and researchers. If you can help improve our records in any way, please contact us. Even the smallest, most seemingly insignificant details can be invaluable "pieces of the puzzle".

Byron-Brentwood-Knightsen Union Cemetery District

PO Box 551, Brentwood, CA 94513

925-634-4748

Bbkucd.org

MISSION STATEMENT

To provide efficient and dignified interment services, year-round maintenance, and preservation of interment plots. The cemetery is administered under the guidance of the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees and according to the laws and ordinances of the State of California and Contra Costa County. Our goal is to maintain the cemetery and its neat appearance and keep it a source of community pride.

- The cemetery will be safe, accessible, and well maintained within the constraints of the historical setting.
- The cemetery will provide a peaceful and visually pleasing atmosphere conducive to meditation and reflection.
- The cemetery will be operated under the guidance of the Byron-Brentwood-Knightsen Union Cemetery District Trustees according to all ordinances and state statutes.
- The Cemetery Trustees will be responsible for public education regarding cemetery policies and procedures.

GOVERNING BODY

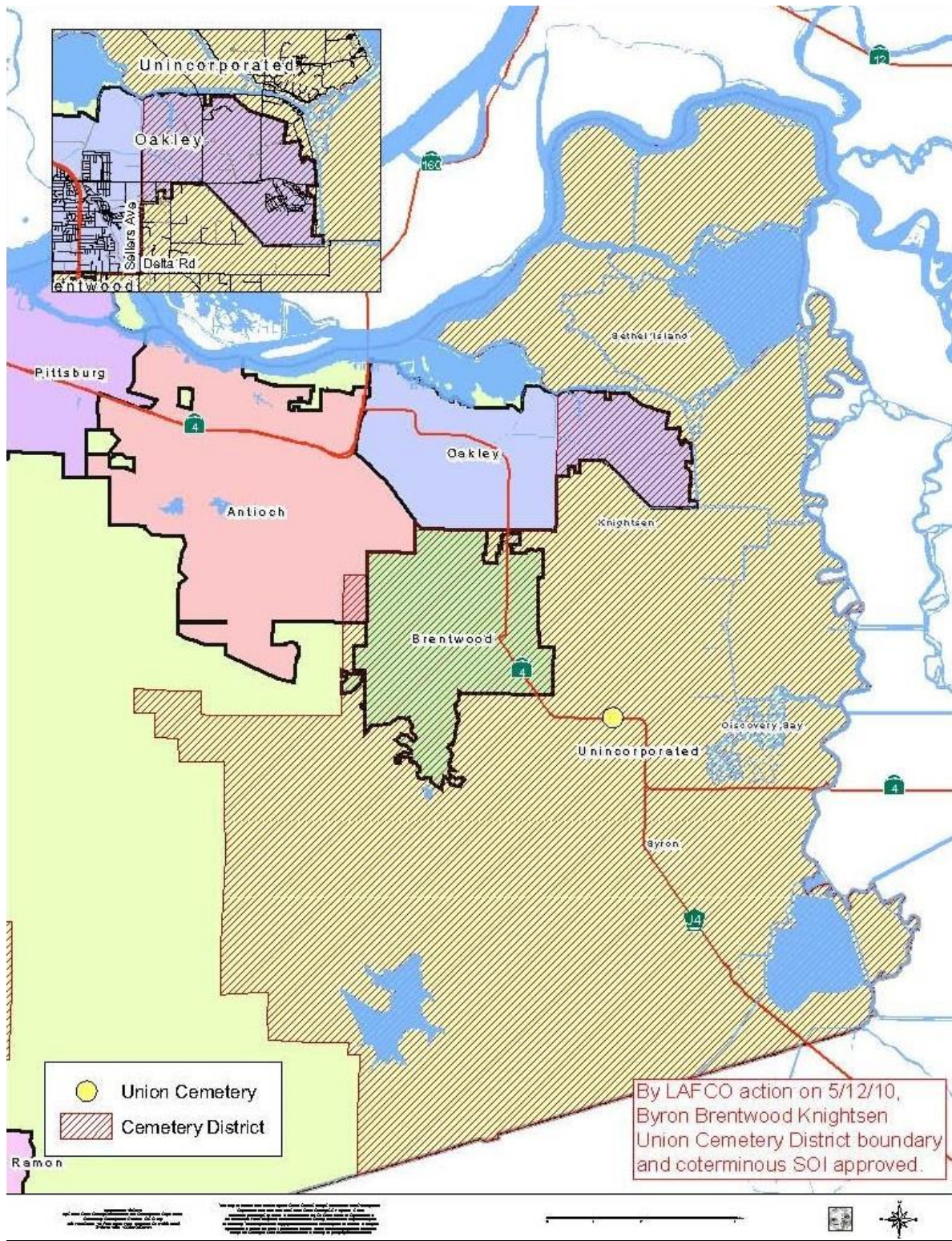
The Byron-Brentwood-Knightsen Union Cemetery District was formed in 1928 by the residents and taxpayers of the area, who voted to create a government agency (Special District) to run the cemetery under the Public Cemetery Act of 1909. The Cemetery District is an Independent Special District of Contra Costa County and is governed by a legislative body of three members known as the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees who are appointed by the Contra Costa County Board of Supervisors. The responsibility of the Board of Trustees is to establish policies for the operation of the district.

The Board of Trustees shall provide for the faithful implementation of those policies which are the responsibility of any employees of the district. All policies, rules and regulations of the Byron-Brentwood-Knightsen Union Cemetery District are subject to state law.

The Cemetery District Trustees shall have the custody and keeping of the original and official cemetery records of plots, conveyances, interment right owners, interments in the district cemetery, and shall keep an official map of the cemetery. The trustees, or their designee, shall collect and account for cemetery funds from the sale of interment rights.

The boundaries of Byron-Brentwood-Knightsen Union Cemetery District include the unincorporated communities of Byron, Knightsen, Discovery Bay, Bethel Island, the eastern portion of Morgan Territory, the City of Brentwood, the eastern portion of the City of Oakley (east of Sellers Avenue), and various Delta islands.

BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT BOUNDARIES



POLICIES OF THE BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT

The Policies contained in this section are made for the mutual protection and benefit of the Interment Right owners and the Cemetery. These Policies may limit actions which would interfere with the rights of others, as well as require or encourage actions to preserve and enhance the general scheme and beauty of the property. No policy has been adopted except as is necessary to preserve the rights of all for whom the Board of Trustees considers itself responsible. All plots are subject to the Policies governing the Byron-Brentwood-Knightsen Union Cemetery District.

The Cemetery District Trustees shall have the right to make exceptions from the rules when deemed advisable for the best interest of the District. Such exceptions shall not be considered as rescinding or waiving any of these rules. Any exception that may be made by the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees shall not be or considered to be a continuing waiver and shall not bar the Cemetery District from enforcing the usual at any later time it may desire so to do.

Exceptions to some of the policies are also made for historical plots where borders, monuments and other work done to the plot does not meet the current standards. The determination of what plots are considered historical and what may remain on the plots determined to be considered historical, even if not meeting the current requirements, is determined solely by the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees.

For your safety, and for the safety of all, we ask you to follow this summary of Policies and any Amendments, Rules or Ordinances which shall be adopted and/or revised from time to time. Please share this information with family members to offset any future confusion. These rules will be strictly enforced. Your cooperation will be greatly appreciated.

All Information requests must be made in writing and submitted by email and/or correspondence through the USPS.

These Policies may be changed or amended without notice at any time by the Board of Trustees and will be so changed and amended when any rule is found to be detrimental to the best interests of the owners of interment rights as a whole or as determined necessary to comply with current law.

ELIGIBILITY TO PURCHASE INTERMENT RIGHTS

Public cemetery districts are funded by property tax money and offer burial services to persons who are residents of the district and to **eligible** non-residents of the district as provided in this chapter, or persons who are immediate family members of any person described in this subdivision. Exceptions may be granted by Cemetery District Trustees.

Residents of Byron-Brentwood-Knightsen Union Cemetery District

At the time of death of a resident of the Byron-Brentwood-Knightsen Union Cemetery District can purchase up to four (4) 4'x8' burials plots or two (2) cremation plots or two (2) cremation niches for burial of the deceased and for the future interment of family members of the deceased.

Eligible Non-residents

- Deceased persons who lived or paid property taxes in the Byron-Brentwood-Knightsen Union Cemetery District continuously for at least five years, part of which was in the last ten years before death.
- Deceased persons who are immediate family members of a person already interred in the District, or who are immediate family members of a person who resides in the tax district.

A non-resident fee applies to anyone who is eligible but is not a resident of the district at the time of death. Please be prepared to provide evidence of eligibility when you arrange to purchase interment rights. Verification of residency is determined by **one item from each category** below and is *required*:

- Category 1, Legal Identification:
 - Driver's license card,
 - California issued ID card,
 - Military ID.
- Category 2, Property Ownership Documentation or Lease Agreement:
 - Residential lease [rental agreement] which includes the property address, the names of authorized occupants when occupants are specified on the rental/lease agreement.
 - Property tax bill, current.
- Category 3, **Mailed** statements, or bills (not wireless or mobile):
 - Pay stubs – 6 months,
 - Current year vehicle registration,
 - PG&E bill – 6 months,
 - Water bill – 6 months,
 - Bank statement – 6 months,
 - Current year's tax return.
- Category 4 (in the case of a burial):
 - Death Certificate.

**Please be prepared to provide up to six months of confirmed paid checks paying the mortgage, lease and/or rent.*

Pre-Need Plot Purchase

Subject to certain requirements on residency in the Byron-Brentwood-Knightsen Union Cemetery District interment rights can be purchased “Pre-Need” by property owners who are also full-time residents of the district.

- Full-time residents of the Byron-Brentwood-Knightsen Union Cemetery District who are also property owners in the Byron-Brentwood-Knightsen Union Cemetery District at the time of purchase, may purchase Pre-Need interment rights of up to four (4) full size 4' X 8' plots or up to two (2) cremation plots or two (2) cremation niches.
- Non-full time residents of the Byron-Brentwood-Knightsen Union Cemetery District, even if currently paying property tax in the District, are **not eligible** to purchase Pre-Need interment rights.

Ownership of Interment Rights

- All Interment Rights are conveyed to the purchaser after payment. The rights of the purchaser therein are subject to such policies as are made from time to time by the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees, and any legal ordinances.
- It is the responsibility of the owner of interment rights to keep the Byron-Brentwood-Knightsen Union Cemetery District updated on their current contact information.
- Interest in Interment Rights to cemetery plots shall be governed by state law as now and hereafter amended as well as any other rules or regulations in place at the time. The Trustees shall endeavour to determine the legal next of kin, but the Trustees shall not be held responsible for failure to do so. The Byron-Brentwood-Knightsen Union Cemetery District shall not be responsible for activities authorized by persons falsely representing themselves as next of kin.
- If Interment Rights in a plot are held jointly, authorization for interment will be granted to either of the owners or to the heirs. An agreement may be made between common owners regarding the right of burial, but the Trustees will not undertake to enforce such an agreement.

The ownership of Interment Rights is not transferable to others and may only be sold back to the District at the original purchase price. Endowment fees paid are not refundable.

To obtain more information on who may be eligible for burial in the Byron-Brentwood-Knightsen Union Cemetery District cemetery, contact the Byron-Brentwood-Knightsen Union Cemetery District at (925) 634-4748 or email them at: dm@bbkucd.org

INTERMENTS

Number of Interments Allowed in Each Plot

A. Full Size Plots

- One full burial/interment is allowed in a full size 4' X 8' plot, or
- Two full burial/interments are allowed in a double depth 4' X 8' plot or
- A full size 4' X 8' plot may have a single and/or a double depth full burial and no more than four later cremation burials. Please see headstone rules for specific section.
- All full burial sites must have a casket placed before any cremains can be added.

B. Cremation Plots

- A person owning Interment Rights to two or more adjacent cremains plots may not use those plots for a full burial. Cremains are the only burial allowed in cremation plots.
- Cremation plots may have two to four cremation burials, depending on the size and location of the plot.
- Cremation plots shall have no more than one marker.

Interment Regulations

In compliance with laws of California no burial, including burial of cremains, will be permitted in the cemetery until a properly signed burial permit is delivered to the district office of the cemetery. The Byron-Brentwood-Knightsen Union Cemetery District shall not be responsible in any manner for securing any permit.

- Absolutely no burial of any type of pet is allowed in the cemetery by state law.
- No interment shall be allowed in a plot for which payment has not been received.
- Cremated remains must be properly labelled and in a container accompanied by acceptable documentation to certify identity of the cremated remains.
- No casket will be opened in the cemetery, no exceptions made for any reason.
- Burial plots shall not be used for any other purpose than its original intent, which is interment of eligible deceased persons.
- There shall be no less than 18 inches of dirt or turf on top of all vaults or caskets as measured at the time of burial.

Disinterment

- No remains of any deceased person shall be removed from Byron-Brentwood-Knightsen Union Cemetery District except upon written order of the health department having jurisdiction, or of the Superior Court of the county in which such cemetery is situated. (CA Health & Safety Code Sec. 7500).
- No remains of a deceased person may be removed from a plot in the cemetery without the consent of the cemetery authority and the written consent of one of the following in the order named (CA Health & Safety Code Sec. 7525):
 - a. The surviving spouse,
 - b. The surviving children, (With a majority approving the disinterment)
 - c. The surviving parents.
 - d. The surviving brothers or sisters.

- If the required consent cannot be obtained, permission by the Superior Court of the county where the cemetery is situated is sufficient (CA Health & Safety Code Sec 7525-26)
- In case of disinterment, a disinterment permit for the remains must be given to the Byron-Brentwood-Knightsen Union Cemetery District office.

PLOT IMPROVEMENTS

The regulations outlined in this section apply to all plot improvements placed after October 20, 2020.

An Owner of interment rights to a plot may only install the following items on that plot:

- Permanent grave markers that conform to any requirements of the Byron-Brentwood-Knightsen Union Cemetery District.
- Vases that are attached to the grave marker.
- **Occupied grave plots must be marked by a permanent marker within one year of the burial with the name of the deceased engraved on it at a minimum.**
- The Cemetery District does not bind itself to maintain, repair, or replace any markers/monuments or borders erected upon the plot which are lost or damaged due to weather, age, vandalism, or lack of normal maintenance.
- The Cemetery District Trustees reserves the right to remove any memorial installed which does not conform to the standards set forth in these rules and regulations.
- Vase holes in grave marker bases are allowed. Vase holes or attached vases must have drainage holes to prevent water accumulation

Any other items installed on plots may, at the discretion of the Byron-Brentwood-Knightsen Union Cemetery District Board, be removed and disposed of.

Memorial Grave Markers

Grave Marker Regulations

- Except for historical plots, grave markers must conform to size restrictions as set out in the policy handbook as newly revised and as may be revised from time to time and as posted on the Byron-Brentwood-Knightsen Union Cemetery District website: bbkucd.org
- Nonconforming grave markers in place prior to October 20, 2021, may remain. If such nonconforming grave markers deteriorate, they may not be repaired and can only be replaced with markers that follow the guidelines for markers that are in place at the time of replacement.
- Only a monument company and the District cans set markers.
- Grave markers must be of stone, durable metal or other durable material that is approved by the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees.
- No wood or wood products are permitted for grave markers.
- Grave markers are allowed to be set during normal cemetery hours, by appointment only.

- No grave marker shall be removed by any person or company without first having the written consent of the next of kin or other authorized persons and the approval of the District.

Flat Markers

- Flat bronze plaque grave markers are required to be set in concrete or stone.

Headstone Policy

Any person ordering a headstone must possess the burial rights or named on the “Successor Affidavit” to the grave on which a marker is to be placed. This is to conform to the State Health & Safety Code 7100.

All monuments must be pre-approved by the District office before purchase. All settings must be prescheduled in advance with the District office. All markers must set by a monument company. **All PRE-APPROVED Veteran’s and online markers must be delivered to and set by a monument company.**

- All VA veteran marker applications must be signed by the district. If the VA marker application was not signed off by the district, they will not be permitted.

Headstones shall be ordered to conform to one of the following sizes:

1. **Flat standard markers only, are permitted in Sections A, D and E – for single depth and double depth graves up to 24” x 36” x 3”.**
2. **Flat markers only on Sections A, D, E – Side by Side full casket graves, up to 24” x 40 x 3”.**
3. **Flat or Upright Markers- Sections Old Part, B, and C -Single grave up to 24” x 36” x 3”.** (Vase Holes and vases must be provided by the monument company.)
4. Upright Section- **Sections Old Part, B, and C - Double Graves-Headstone base may be up to 36” wide for a single grave and for a side by side grave up to 42” across the top of both graves. Height for single or double graves cannot exceed 18”.**
5. Second Headstone Placement on Grave-Headstone must be flat only no flower vase and must be a 12” x 24” **this rule applies to Sections OP 1, 2,3 ,4, A, B, C, D, E. A second headstone is not permitted in Section F.**
6. These Headstone Rules and Regulations apply to all areas of the District except Section F.
7. Cremation burial: flat markers of 12” x 24” x 3” up to 24” x 36” x 3” are permitted depending on the size and location of the cremation plot, with the exception of Section F and providing there is enough space to accommodate the marker.

All flat headstones must be 3 inches thick. **Any headstone found to be out of compliance, may be returned to the monument company or removed at the owner’s expense.**

Headstone for infant graves, Section A:

1. Must lie flat:

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2. It can be no larger than 12" x 24" x 3". An 18" x 28" x 3" marker will be permitted only if it has predrilled core holes for flower placement.

A cemetery district, a member of the board of trustees, a district officer, or district employees shall not engage in the business of selling monuments and markers (State Health & Safety Code 9052(d)).

Due to the increase in cremation interments, BBKUCD has installed several different types of niches for cremated remains. The following shall apply to all niches:

1. In Section A, it is the responsibility of the family to arrange and pay for the granite niche shutter to be engraved.
2. In Section F, it is the responsibility of the family to arrange and pay for the bronze plaque(s)
 - a. The sizes shall be 3" x 8" to mark granite doors that are 11" x 11"
 - b. And 4" x 5" for granite doors that are 7" x 7".
3. In accordance with the State Health & Safety Code 9052, only monument companies shall be allowed to engrave the granite niche shutter, on older niches, and supply bronze plaque for newer niches.

All engraving or bronze plaques must be purchased through a Cemetery approved vendor.

Section F

These rules and regulations are strictly for **Section F** full casket site and cremation burials.

1. All markers placed in Section F shall be limited to placement upon the designated concrete pads. All markers placed on the concrete pads shall be no larger than **42" length x 18" width x 42" tall***. *This height includes any concrete, granite, or marble bases, supplied by the monument company.*
2. For a marker of this size the monument company must install vases or core holes in the base or marker, as no other items are permitted on the concrete pads. This applies to both single and double-depth graves.
3. Each marker shall be flat on the bottom so that it can be installed on the concrete pad.
4. Only one marker will be permitted, per gravesite.
5. All markers must be set by a monument company.
6. Please do not permanently attach anything to the concrete pad or you will be billed for its removal.
7. ***If the marker has a "rock pitch", you must decrease each side and the top by no less than 1 inch.***
8. All markers must be pre-approved and prescheduled for setting with the District.
9. The District charges a per marker prescheduled appointment fee as follows:
 - a. Flat standard 12" x 24" – \$100
 - b. Non flat 12" x 24" up to a 14" x 36" with a total height of 18" – \$200
 - c. Anything larger than the sizes above - \$300
10. Please note for all sites with pre-existing headstones, there is a fee to remove before and replace after the burial services have been completed. These fees range from \$200-\$500 depending on the size of the headstone. If the headstone is deemed too

large for staff to move, it is the responsibility of the lot designee to contract with a monument company to remove and reset the headstone.

When opening a new grave, it may become necessary to move one or more marker(s) *that are already installed on the concrete pad*. Therefore, markers *will* be installed in such a way that their movement will be possible.

*****All fees must be paid in advance***
*****Fees are subject to change without notice*******

SHRUBS AND TREES

- Shrubs and Trees are not allowed to be planted in the cemetery anywhere by members of the public. Only cemetery personnel may plant shrubs or trees in Byron-Brentwood-Knightsen Union Cemetery District.
- Only personnel authorized by the Cemetery District shall plant, trim, prune, or remove any part of the trees or shrubs in the cemetery.
- All trees and plantings in the cemetery are owned by the Byron-Brentwood-Knightsen Union Cemetery District and may not be defaced, cut down, trimmed, or otherwise damaged in any way.
- If any existing tree or shrub situated on any plot that, by means of its roots, branches or otherwise, encroaches or becomes dangerous to the adjacent plots, walks or avenues, the Cemetery District shall have the right and it shall be its duty to enter upon the plot and remove the trees or shrubs, or any parts thereof as it may see fit.

FLORAL TRIBUTES, POTTED PLANTS

The Byron-Brentwood-Knightsen Union Cemetery District understand the need for families to show respect and love for those interred in Byron-Brentwood-Knightsen Union Cemetery District through the placement of floral offerings at the gravesite. In order to maintain the beauty of the cemetery and to prevent the abuse of this privilege, the Trustees must enforce a few regulations as to what may be left on the grave spaces. In addition, these policies will help to ensure the safety of all who visit and maintain them.

Thank you for your cooperation and compliance to these policies. Should you have any questions or concerns please contact the cemetery office for assistance.

The following policies have been enacted in order to preserve the safety and aesthetic beauty of our Cemetery:

Floral Tributes

- **For safety reasons, absolutely no glass containers allowed in the cemetery at any time.** These items include any glass or breakable containers and their contents, shall be disposed of immediately. The Cemetery may have metal flower vases available for public use, and for a fee.

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- Floral arrangements placed on a grave at the time of an interment, may be removed by Cemetery personnel no later than seven days after the service. This is done in order to prevent the flowers and containers from becoming unsightly. The Cemetery shall not be liable for floral pieces, baskets, or frames to which such floral pieces are attached.
- Floral arrangements both fresh-cut and artificial may be placed at the interment location and on the headstone at any time throughout the year. Such items will be removed from interment sites when they become wilted, discoloured, unsightly, or seasonably inappropriate and will be discarded.

Potted Plants

Potted plants in containers are allowed on graves as long as the container remains atop the confines of the headstone and the plant remains alive and not overgrown. At the discretion of cemetery personnel, potted plants may be removed if they appear to have died or become overgrown.

- Only two potted plants may be placed on a headstone
- Each potted plant can be no larger than 4” wide by 6” tall.

There is no guarantee that water will be available in the cemetery to water potted plants.

Lawn Sections:

All flowers will be removed every other Thursday for mowing – please contact the office for mowing schedule.

Artificial and fresh flowers may be placed on in-ground graves, in a pre-purchased flower vase, approved by or purchased through the District office.

Sections with above ground stones:

Flowers can only be placed on above ground markers with built in flower vase and/or an approved, pre-purchased flower vase, as to not interfere with mowing. Cemetery staff will dispose of any flowers that are dead or unsightly or any other **items** placed without written permission from the district.

All Sections:

All other forms of grave decorations will be immediately removed. These include, but are not limited to, glass jars, artificial grass, spikes, food cans, decorative rocks, solar lighting, breakable items (i.e., glass, porcelain). No fire burning objects, specifically **CANDLES** and other objects not approved or that would interfere with mowing, maintenance and SAFETY will be removed, **immediately**. **ONLY PLASTIC or SPECIFICALLY GALVINIZED METAL FLOWER VASES FOR CEMETERIES WILL BE PERMITTED, UNLESS THERE IS ALREADY A FLOWER VASE BUILT INTO YOUR MARKER.**

Niches:

Only niche vases are allowed in the columbarium.

Holiday Flowers:

Flowers may be placed on the Sunday prior to the following holidays – Valentine’s Day, St. Patrick’s Day, Easter, Mother’s Day, Memorial Day, Father’s Day, Fourth of July, Halloween/Day of the Dead, and Thanksgiving. All Christmas decoration will be permitted the day after Thanksgiving) through January 15th (all Thanksgiving decorations must be removed before any Christmas decorations can be placed.

DÉCOR ON PLOTS

- No décor of any type may be placed on vacant burial plots with the exception of a permanent monument that is engraved with the names of the Interment Right owners or the deceased.
- No décor or other items may be placed on plots where the person placing the item is not the owner of Interment Rights in that plot unless they have the permission of the owner of Interment Rights in that plot.
- No items may be placed on non-owner plots, or any other areas owned by the Byron-Brentwood-Knightsen Union Cemetery District.
- The Byron-Brentwood-Knightsen Union Cemetery District accepts no responsibility or liability for any item placed at sites that is damaged, removed, missing, or stolen.
- The Byron-Brentwood-Knightsen Union Cemetery District is not responsible for the storage or return of any removed object, decoration, plant, or container.
- Anything placed on a grave which is deemed improper by the Cemetery District may be removed by the Cemetery District, at their discretion and disposed of immediately.
- Any non-floral items placed by the interment right owner or their designee at an interment site including but not limited to: toys, boxes, globes, shells, cans, jugs, bottles, glass, balloons, banners, food and beverages, knick-knacks, solar lights and lanterns, stuffed animals, wind chimes, windmills, windsocks, ceramics, lanterns, candles, rocks or landscaping materials, will be removed by cemetery personnel. The Byron-Brentwood-Knightsen Union Cemetery District Manager holds ultimate responsibility for deciding what articles are prohibited and which are acceptable.
- Stakes of any material or wire are not allowed and will be removed from the grave once they are discovered.
- Flag holders are welcome if not larger than 12” tall from ground to top of flag. Tattered and worn flags will be removed. American Flags will be placed by the Byron-Brentwood-Knightsen Union Cemetery District on known veteran’s graves on the following days - Memorial Day, Fourth of July, Veteran’s Day, and Christmas of each year.

CEMETERY CLEAN-UP

- Clean-ups shall occur as determined necessary by the Cemetery Trustees. At these clean-ups all flowers, plants or any other item will be disposed of.

MISCELLANEOUS REGULATIONS

Please show respect and consideration when visiting Byron-Brentwood-Knightsen Union Cemetery District. Remember, the gravestones are often not only very old and fragile, but all of

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them are of great sentimental value to the families of the deceased and are owned by those families.

- Byron-Brentwood-Knightsen Union Cemetery is open from 8 AM until 6 PM or sundown whichever comes first or when the gates are closed. No person shall be permitted on cemetery grounds except during those hours or when the gates are open.
- Cemetery roads are narrow with a speed limit of five (5) miles per hour.
- Vehicles are allowed on only designated roadways and no one may remove chains installed across any of the cemetery roads except authorized cemetery personnel.
- All vehicles are to remain on the roadways and must not drive or park on areas of graves
- Water may be turned off in times of extreme drought.
- Litter receptacles are provided at various convenient locations and visitors are requested to use them to dispose of any litter from burial plots. Those receptacles are not for the disposal of household garbage and are only to be used for litter from clean-up of burial plots.
- Parties, music, tents, chairs, etc., are strictly prohibited, unless approved by the District for funerals.
- No firearms or shooting of firearms of any kind is permitted on cemetery grounds except in the case of a military funeral. This shall not apply to officers of the law or to members of the armed forces of the United States in the discharge of their duties.
- The grounds of the Byron-Brentwood-Knightsen Union Cemetery District are a drug and smoke free area. Therefore no drugs, alcohol or the smoking of any type of substance including vaping, are permitted on cemetery grounds.
- No person shall burn any material within the cemetery grounds.
- Children under the age of fourteen (14) years are hereby prohibited from the District cemeteries except when accompanied by an adult responsible for their conduct
- Loitering and/or solicitation on cemetery property is prohibited at all times.
- Domestic animals not on a leash are prohibited on Cemetery grounds except for certified service animals to assist the disabled. All pet owners are responsible for cleaning up after their animal.
- Breaking or damaging trees or structures, or in any way damaging a grave marker is prohibited and subject to severe penalty according to State law.
- The cemetery district shall not be financially responsible for any damage to plots and structures or objects thereon, or for flowers or articles removed from any plot or grave.
- Absolutely no camping or sleeping is allowed on cemetery property.

REGULATIONS for INTERMENT PLOT FEES

The Fees and regulations relating to Byron-Brentwood-Knightsen Union Cemetery District shall be established by the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees and shall remain in effect until a new schedule or regulation is approved by the Trustees.

Endowment care fund

Byron-Brentwood-Knightsen Union Cemetery District

Byron-Brentwood-Knightsen Union Cemetery is an Endowment Care Cemetery as required by California Health & Safety Code-Section 9068. The principal of such accounts may not be used and only interest earned is allowed to be used for cemetery care.

- The Endowment Care Fund Fee will be no less than the minimum set by California Health & Safety Code-Division 8; Section 8738
- All Endowment Care fees are non-refundable.
- Endowment Care Fund fees are charged at the time the burial plot is purchased. An endowment fee will be collected for **each person placed in the district cemetery**.
- The Endowment Care Fee is for the perpetual care of the cemetery grounds and its interest may be used for the normal repair and maintenance of the Cemetery as well as beautification projects.
- Endowment fees are placed in an Endowment Fund trust account to ensure that sufficient funds are available to maintain the cemetery grounds in perpetuity.

Re-selling of Interment Right Plots

Interment Rights may only be resold to the Byron-Brentwood-Knightsen Union Cemetery District for the price paid when purchased and may not be transferred or sold to others. Any Endowment Care Fund fees paid are not refundable. There is a 5% service charge and deed charge for all repurchases.

It is important to provide your family, relatives and/or legal representative with certain essential information about your interment plot. This included its exact size and location, who is to be interred into it, in which grave burials are to be made and the location in that grave, and the placement of the memorial/monument. Do not leave these important decisions to others and do not put them off. Failure to settle these questions now may result in costly mistakes and misunderstandings later. The Byron-Brentwood-Knightsen Union Cemetery District will not be responsible for any burial decisions made by the person ordering the interment and will not be responsible for determining if that person has the right to make such burial decisions. (CA SB 1179)

Plot Purchases Policy

- The Byron-Brentwood-Knightsen Union Cemetery District accepts credit or debit cards, and check can be used to pay for Interment Right purchases.
- Interment Rights and all required fees must be paid before a burial may be made in a plot.
- The District requires three business days notice to schedule a burial.
- Eligible Non-Residents will be charged the non-resident fee for Interment Right purchases as per California Health & Safety Code-Cemeteries; Section 9068
- Checks that are returned for insufficient funds will be turned over to the Contra Costa County Sheriff's Department for collection. The district charges a \$100 returned check fee.

Other fees maybe imposed by the Contra Costa County Treasurer's office

CONFIRMATION OF RECEIPT

Acknowledgement Form

I hereby acknowledge that I have received a copy of the updated BBKUCD PUBLIC POLICY HANDBOOK dated December 20, 2023. I understand that I am to read and familiarize myself with its contents. I understand that if I have any questions about the Handbook or its contents, I can contact the Byron-Brentwood-Knightsen Union Cemetery Board of Trustees. I acknowledge that I am expected to adhere to BBKUCD's policies documented in this Handbook.

I recognize that this Handbook supersedes and replaces any previous public policy, and to the extent that provisions of this Handbook conflict with previously issued policies or practices, whether or not such policies and practices were contained in a handbook, this Handbook shall prevail.

I acknowledge that all decisions by the Byron-Brentwood-Knightsen Union Cemetery District as to interpretation or application of these policies shall be binding upon me. Byron-Brentwood-Knightsen Union Cemetery District applies all its policies in accordance with appropriate state and federal laws.

Lastly, if the District has to take legal action for a cancel check, credit card fees or non-payment of fees, you will be liable for 4 times the amount owed and responsible for any and all cost incurred including, but not limited to staff time, mileage, court costs, filing fees, process service charges and attorney fees, etc.

Name (print): _____

Signature: _____

Mailing Address: _____

Phone: _____

Email: _____

Date: _____

Name of deceased: _____

Section: _____

Block: _____

Lot: _____

