

# Byron-Brentwood-Knightsen Union Cemetery District Public Policy Handbook

Approved by the Byron-Brentwood-Knightsen Union Cemetery District Board  
August 2025

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BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT  
PUBLIC POLICY

**DISTRICT CONTACT INFORMATION**

Physical location: Byron-Brentwood-Knightsen Union Cemetery  
11545 Brentwood Blvd.  
Brentwood, CA 94513

Mailing Address: PO Box 551  
Brentwood, CA 94513

Telephone: (925) 634-4748

Website: [bbkucd.org](http://bbkucd.org)

## **WELCOME TO BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY**

Byron-Brentwood-Knightsen Union Cemetery District (BBKUCD, Union Cemetery or District) is located at 11545 Brentwood Blvd., Brentwood, CA 94513. The cemetery has gravesites 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 slab 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(s), 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 District Board of Trustees will be responsible for public education regarding cemetery policies and procedures.

## **GOVERNING BODY**

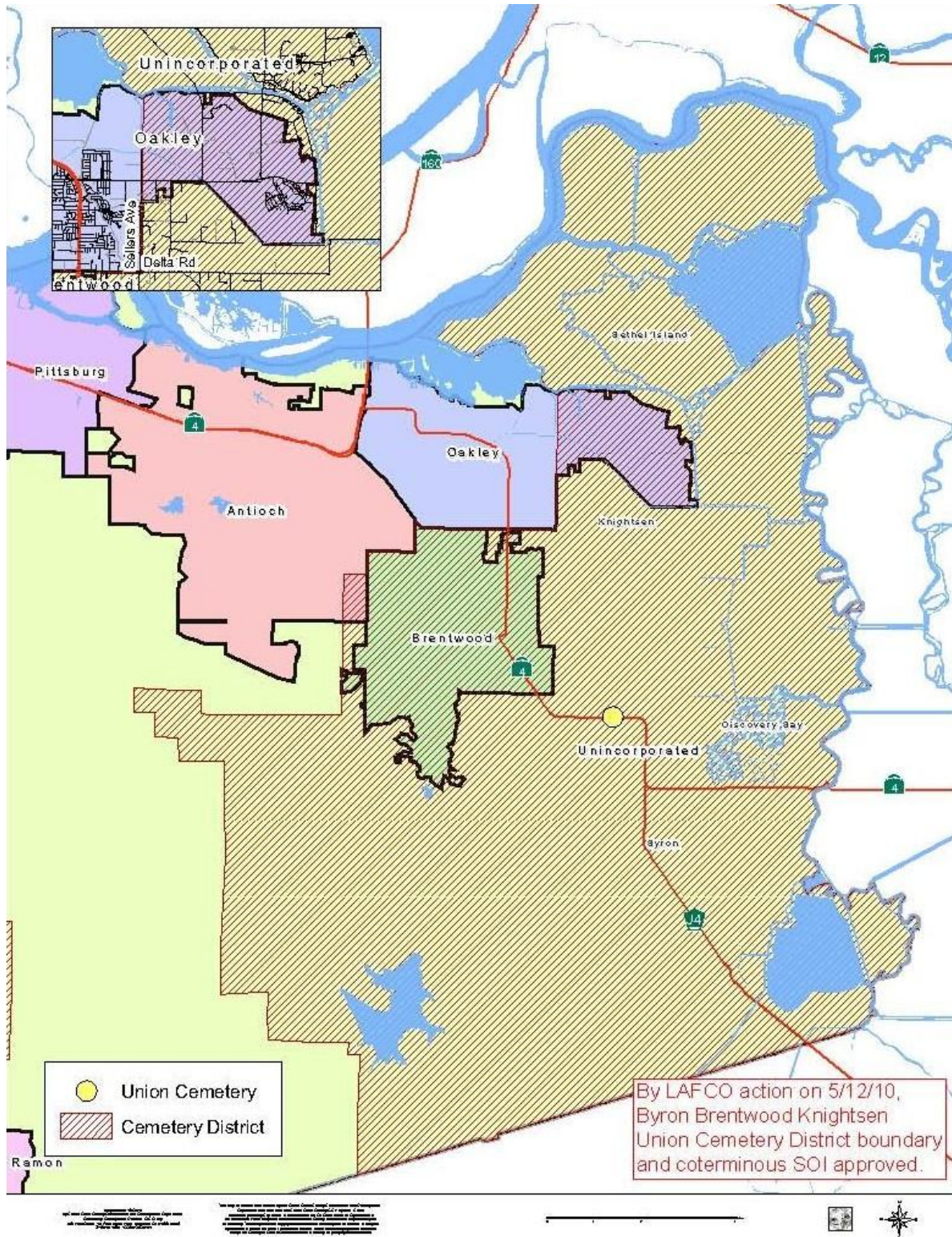
The Byron-Brentwood-Knightsen Union Cemetery District was formed in 1928 by the residents and taxpayers of the area, who voted to create a government agency (Special District) to run the cemetery under the Public Cemetery Act of 1909. The Cemetery District is an Independent Special District of the State of California and is governed by a legislative body of three (3) 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 Board of Trustees shall have 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 District. 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 Board of 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 to do so.

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 requests for information 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 tax district and to eligible non-residents of the tax 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 the District Board of Trustees.

### RESIDENTS OF BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT

Upon the death of a resident of the Cemetery District, the family or authorized designee may purchase up to four (4) 4'x8' burial plots or two (2) cremation plots or two (2) cremation niches, for interment 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 tax 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
  - PG&E bill – 6 months
  - Water bill – 6 months
  - Bank statement – 6 months
  - Current year's tax return
  - In case of previous death a Death Certificate may be required.
- Category 4:
  - Six months of confirmed paid checks paying the mortgage, lease and/or rent.

BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT  
PUBLIC POLICY

PRE-NEED PLOT PURCHASE

Subject to certain requirements for 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 tax 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 California state law as now and hereafter amended as well as any other Rules or Regulations in place at the time. The Board of Trustees shall endeavor to determine the legal next of kin, but the Board of 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 the owners or to their heirs. An agreement may be made between common owners regarding the right of burial, but the Board of 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 interment in the Byron-Brentwood-Knightsen Union Cemetery District cemetery, contact the Byron-Brentwood-Knightsen Union Cemetery District at (925) 634-4748.**

OSSUARY

The District has an Ossuary for which cremains may be interred if the standard residency requirements are met. This is an affordable alternative to a standard burial or interment. Interment in the Ossuary is permanent (disinterment is not possible) and is not an individual interment site. There are no burial services or public witnessing of any interment in the Ossuary.

## 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 California Laws, no burial, including burial of cremains, will be permitted in the cemetery until a properly signed Application and Permit for Disposition of Human Remains (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 per 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 an urn, 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 their 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 the 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):

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- 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.

The cemetery will be closed during the disinterment process, and the family or other members of the public will not be permitted to be on site during this time. Only the cemetery staff and mortician/mortuary staff are permitted on the cemetery grounds during the disinterment.

The District will open the grave and remove the liner from the ground. The mortuary is responsible for the removal of the casket from the liner and the required disposal of both, including any remnants.

There are no disinterment of cremains from the Ossuary.

## PLOT IMPROVEMENTS

**The regulations outlined in this section apply to all plot improvements made *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.\*
- Core (vase) holes in grave marker bases are allowed. Core holes or attached vases must have drainage holes to prevent water accumulation.\*
- 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.
- **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 Board of Trustees reserves the right to remove any memorial installed which does not conform to the standards set forth in these rules and regulations.

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

## MEMORIAL GRAVE MARKERS

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GRAVE MARKER REGULATIONS

- Except for historical plots, grave markers must conform to size restrictions as set out in the Public 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](http://bbkucd.org).
- Nonconforming grave markers in place prior to October 20, 2020, 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 can 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 / MARKER POLICY\***

In compliance with California State Health & Safety Code 7100, any person ordering a headstone must possess the burial rights or be named on the "Successor Affidavit" to the grave on which a marker is to be placed.

- **All monuments must be pre-approved by the District office *prior* to purchase. Approvals are valid for 6 months unless the Board changes this policy. The Board's decisions take precedence.**
- All markers must be set by a monument company.
- All settings must be prescheduled in advance with the District office.
- All VA Veteran marker applications must be signed by the District. If the VA marker application was not signed off by the District, it may not be permitted.
- **All PRE-APPROVED Veteran and online markers must be delivered to, and set by a monument company.**

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

1. **Sections A, D and E**
  - a. Single and double depth grave: Only flat standard markers (24" x 12" x 3"). Any larger may be approved on a case-by-case basis, up to 36" x 24" x 3" including any core (vase) holes.
  - b. Side by side full casket (single depth) graves: Only flat standard markers (24" x 12" x 3") per lot. Any larger may be approved on a case-by-case basis, up to up to 40" x 24" x 3" which would cover both lots.
2. **Sections Old Parts, B, and C**
  - a. Single depth grave: Flat standard markers (24" x 12" x 3"). Any larger may be approved on a case-by-case basis.
3. **Second Headstone Placement on Grave**

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- a. Headstone must be flat, 12" x 24" with no core (vase) holes. This rule applies to Sections OP 1, 2, 3, 4, A, B, C, D, E. **A second headstone is not permitted in Section F.**
4. **Cremation burial**
- a. Flat markers of 24" x 12" x 3" will be permitted. Any larger may be approved on a case-by-case basis, *with the exception of Section F*, and providing there is enough space to accommodate a larger marker.

These Headstone Rules and Regulations apply to all areas of the District *except Section F*. See Section F for applicable Rules and Regulations.

*\*It is advised against using bronze for flower vases due to its high risk for theft. The District assumes no liability for theft or destruction.*

**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.**

Headstones for infant graves, Section A:

1. Must lie flat.
2. Be no larger than 24" x 12" x 3". A 28" x 18" x 3" marker will be permitted only if it has predrilled core holes for flower placement.

## **Section F**

These rules and regulations are strictly for **Section F** full casket and cremation lane 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" wide 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 regardless of how many sides have a "rock pitch".*** An exception will apply to markers that are much smaller than the maximum permitted.
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 24" x 12" – \$100.
  - b. Non flat 24" x 12" markers, including flat markers larger than a flat standard, up to a 36" x 14" with a total height of 12" – \$200.
  - c. Anything larger than the sizes above up to a 40" x 24" with a total height of 18" – \$300. All other markers will be decided on a case-by-case basis.

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.

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If the headstone is deemed too large for staff to move, it is the responsibility of the lot designee to contract with a District approved 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.

*\*It is advised against using bronze for flower vases due to its high risk for theft. The District assumes no liability for theft or destruction.*

**All fees must be paid in advance**

**Fees are subject to change without notice**

**Per California Health & Safety Code 9052(d) 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.**

## Niches

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. **Section A:** It is the responsibility of the family to arrange and pay for the granite niche shutter to be engraved.
2. **Section F:** It is the responsibility of the family to arrange and pay for the bronze plaque(s). The sizes of plaques are:
  - a. 3" x 8" x ¼" to mark granite doors that are 11" x 11".
  - b. 4" x 5" x ¼" for granite doors that are 7" x 7".
3. In accordance with California State Health & Safety Code 9052, only monument companies shall be allowed to engrave the granite niche shutter on older niches and supply the bronze plaque for newer niches.

All engraving or bronze plaques must be purchased through a cemetery approved vendor. Please contact the District office for the name of the approved vendor.

## SHRUBS AND TREES

- Shrubs and trees are not allowed to be planted anywhere in the cemetery by members of the public. Only cemetery personnel may plant shrubs or trees in the Byron-Brentwood-Knightsen Union Cemetery.
- Only personnel authorized by the 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 understands the need for families to show respect and love for those interred in the BBKUCD cemetery through the placement of floral offerings at the gravesite. To maintain the beauty of the cemetery and to prevent the abuse of this privilege, the Board of Trustees must enforce regulations as to what may be left on the gravesites. In addition, these policies will help to ensure the safety of all who visit and maintain them. Thank you for your cooperation and compliance with these policies. Should you have any questions or concerns, please contact the District office for assistance.

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

### Floral Tributes

- **For safety reasons, absolutely no glass containers are allowed in the cemetery at any time.** These items, including any 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 interment, may be removed by cemetery personnel no later than seven days after the service. This is done 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 site and on the headstone at any time throughout the year. Such items will be removed from interment sites when they become wilted, discolored, unsightly, or seasonably inappropriate and will be discarded.

### **Potted Plants**

Potted plants in containers are allowed on grave sites 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. There is no guarantee that water will be available in the cemetery to water potted plants.

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

### **Lawn Sections**

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. All flowers will be removed and discarded every other Thursday for mowing. Please contact the District office for mowing schedule.

### **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 are not permitted and will be immediately removed. These include, but are not limited to: glass jars, artificial grass, spikes, canned foods, 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. **ONLY PLASTIC or SPECIFICALLY GALVINIZED METAL FLOWER VASES FOR CEMETERIES WILL BE PERMITTED, UNLESS THERE IS ALREADY A FLOWER VASE BUILT INTO YOUR MARKER.**

**Columbarium Niches** – Only District installed niche vases are allowed in the Columbarium.

### **Holiday Flowers**

Flowers maybe 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 decorations will be permitted the day after Thanksgiving through January 15<sup>th</sup> (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 name(s) of the interment right owner(s) or plot designee(s).
- No décor or other items may be placed on plots where the person placing the item is not the owner of interment rights of that plot unless they have the permission of the owner of interment rights of that plot.
- No items may be placed on non-owned plots, or any other areas owned by the 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 gravesite and discarded 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 District Board of Trustees. At these clean-ups, all flowers, plants and any other items 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 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 5 PM 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 maximum speed limit of five (5) miles per hour.
- Vehicles are allowed only on designated roadways, and no one may remove chains installed across any of the cemetery roads except authorized cemetery personnel.

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- 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 prohibited from the cemetery except when accompanied by an adult responsible for their conduct.
- Loitering and/or solicitation on cemetery property is strictly prohibited.
- 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(s).
- Breaking or damaging trees or structures, or in any way damaging a grave marker is prohibited and subject to severe penalty in accordance with California 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 at any time.

## INTERMENT PLOT CHARGES AND REGULATIONS

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 Board of Trustees.

### ENDOWMENT CARE FUND

Byron-Brentwood-Knightsen Union Cemetery District 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 fees are due 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 Fund 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 Care fees are placed in an Endowment Fund trust account to ensure that sufficient funds are available to maintain the cemetery grounds in perpetuity.

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RE-SELLING OF INTERMENT RIGHT PLOTS

Interment rights may only be resold to the Byron-Brentwood-Knightsen Union Cemetery District for the original purchase price 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 includes 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 checks, credit cards and debit cards for payment of purchases of interment rights and services. **We do not accept cash.**
- Interment rights and all required fees must be paid in full prior to any interment.
- The District requires a three (3) business day notice to schedule an interment.
- 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 relinquished to the Contra Costa County Sheriff's Department for collection. The District charges a \$100 returned check fee. Additional fees may be imposed by the Contra Costa County Treasurer's office.

PAID IN FULL CLARIFICATION

When a contract is stamped "paid in full," it signifies that the amount due at the time of that specific receipt has been paid. This does not necessarily mean that all burial fees associated with the contract and or receipt have been fully paid.

To further clarify:

- If all burial charges for two burials have been paid in full, and only one endowment fee was paid, the second endowment fee will be forgiven.
- However, if only the lot and one endowment fee were paid, all remaining fees will be applied at the current rates.

CASKET BURIAL TO CREMATION BURIAL

If you have reserved a full casket site and have since changed your mind, opting for cremation instead, you have two options:

- You may sell your lot back to the district. In this case, you will receive a refund of all fees paid, with the exception of the endowment fee(s). Please note that a deed charge and a 5% service charge will be deducted from the total amount refunded.

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- You may pay all burial fees for the first full casket. Once these fees have been paid, then the urn can be placed. Any additional cremations will then be charged at the current cremation fee rate.

Also, the following applies to full casket to cremation placement.

- If two full casket sites have been paid in full and both parties are now choosing cremation, then these fees will apply to both cremations with no other fees due. Any additional cremations will then be charged at the current cremation fee rate
- If the casket lot is reserved only and the owner wants to use it as a cremation, all full casket fees must be paid, then the first urn can be placed. Each additional urn will be subject to current cremation fees, which must be paid before any further urn can be placed.

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**CONFIRMATION OF RECEIPT**

**Acknowledgement Form**

I hereby acknowledge that I have received a copy of the updated BBKUCD PUBLIC POLICY HANDBOOK dated August 20, 2025. I understand that it is my responsibility 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 District 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 cancelled check, credit card fees or non-payment of fees, I will be liable for four (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):

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Signature:

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Date:

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Phone:

Email:

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Mailing Address:

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Name of deceased:

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Section:

Block:

Lot:

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