

Elmwood Cemetery Lindsborg, Kansas Rules and Regulations

Effective May 1, 2025

Ownership and Governance: The Lindsborg Cemetery Company, doing business as Elmwood Cemetery, is incorporated by the State of Kansas. The cemetery is located in Smoky Hill Township, 1443 E. Wells Fargo, McPherson County, Lindsborg, KS. It is governed by a five-person board of directors. Board members are appointed by the City of Lindsborg (3) and Smoky Hill Township (2). The City of Lindsborg and the Smoky Hill Township both provide financial support for the operations of the cemetery.

Cemetery Staff: The cemetery staff is made up of a sexton and a maintenance person. (Job descriptions are included). The board of directors is responsible for the hiring, firing, and oversight of the staff.

General Information: There are currently 20 acres being utilized as the Elmwood Cemetery. There is an additional ten acres south of the cemetery that will be used for expansion when needed. There are ten sections within the cemetery, designated as Sections A, B, C, D, E, F, G, H, I, and J.

Four buildings are located on the property: A maintenance building, restrooms, an information building, and a barn located on the south ten acres that is used for storage.

Description of Sections, Lots, and Spaces: The cemetery is divided and organized by sections, lots, and spaces. Each block contains four lots and each lot contains eight spaces. Each block has space for 32 graves. (see attached diagram).

The blocks are numbered and marked by a 6" marker. Blocks are 48' by 48' in size.

Each lot located within the block is 18' x 18' in size. There are 6' alleyways between the lots. The lots are numbered one through four beginning in the northwest corner.

Within the lots are eight graves/spaces. The size of each space is 4.5' wide x 9' long. However, when a new grave is dug, the dimensions are 4.5' x 8' to allow space for the headstone. Spaces are numbered one through eight, beginning in the southwest corner.

Prior to 1925, there are 12 grave spaces per lot.

The south portions of sections I and J have 12 grave spaces rather than eight.

Fees and Charges: The prices of cemetery spaces and any fees associated with interment are listed on the most current Cemetery Fees document. These fees are either paid through the funeral home or directly to the Cemetery. All fees must be paid prior to interment.

Purchase of Spaces: In order to purchase a space, the interested party will meet with the cemetery sexton to select an available space(s). Once the space is agreed upon, the purchasing party pays the fee. The sexton will then create and provide a deed to the purchasing party in a timely manner.

Selling Spaces: With the Cemetery Board approval, spaces may be sold back to Elmwood Cemetery at 50% of the originally purchased price. The owner must provide proof of ownership to the sexton for a refund. No Transfer Fee is applied on sell back transactions.

Abandoned Spaces: When owners of cemetery spaces are deceased and no provisions have been made to turn over control of the remaining spaces, the right of inheritance is applied. When owners of rights to unused spaces are deceased and no heirs have made claim on them for 75 years, the unused lots may be declared abandoned, and process initiated to revert ownership to Cemetery Company's ownership for resale.

Transferring Ownership: A space may be transferred into another name and there is a fee for each space being transferred (see Cemetery Fee's document). The sexton requires a signed agreement between both parties to make the transfer.

Cemetery Records: The cemetery records are kept at the City Clerk's office in Lindsborg, KS. The sexton also keeps the records book up to date in the directory building at the cemetery.

Guidelines for Graves and Interments:

- a. Graves shall be not less than five (5) feet in depth. Cremains shall be buried no less than two (2) feet in depth.
- b. No more than two bodies may be interred in any one (1) grave, or one (1) traditional burial with one (1) cremate, in which case the traditional burial must occur first.
- c. No interment of any body other than a human being shall be permitted.
- d. No cremated remains shall be spread on top of the ground within the Cemetery.
- e. Effective January 1, 2026, mausoleums and surface faults will be prohibited, with the exception of any mausoleum or surface vault spaces purchased prior to that date.

Guidelines for Services: The funeral home contacts the sexton when there is to be a burial. If the space has already been purchased, the sexton will mark the site. The funeral home will then contact the appropriate party to open the grave and arrange for the closing. Refer to the funeral home or the Cemetery Fees document for the costs for these services.

If arrangements and payments are all made through a third party (i.e. funeral home), then a Sexton Fee will be required.

The sexton will make the arrangements to open the grave if it is for a cremation. If the family of the deceased wants to dig the space for an urn themselves, the opening must be such that the top of the urn is located two feet below the surface and inspected by the Sexton.

If a space has not yet been purchased, the sexton will be notified and arrange to meet with the family of the deceased to determine a location.

Times of Service: The interment can be held on any day of the week during daylight hours.

Caskets, Foundations and Markers: There are no restrictions on the type of caskets used for burial. Vaults are not required.

All monuments must be on a foundation of concrete, granite, or similar material, not less than 4 inches in dept. The foundation shall extend beyond the actual base of the monument to form a 4-inch collar (flange) at the ground level. There is a monument setting fee paid to the cemetery by the monument company (See Cemetery Fee document).

Benches may only be used as a headstone and with prior approval of the Cemetery Board.

Gravesite Decorations: Flowers and other decorations are allowed in the cemetery. It is requested that no glass objects are used. If the items are not picked up, they will be disposed of in eight days.

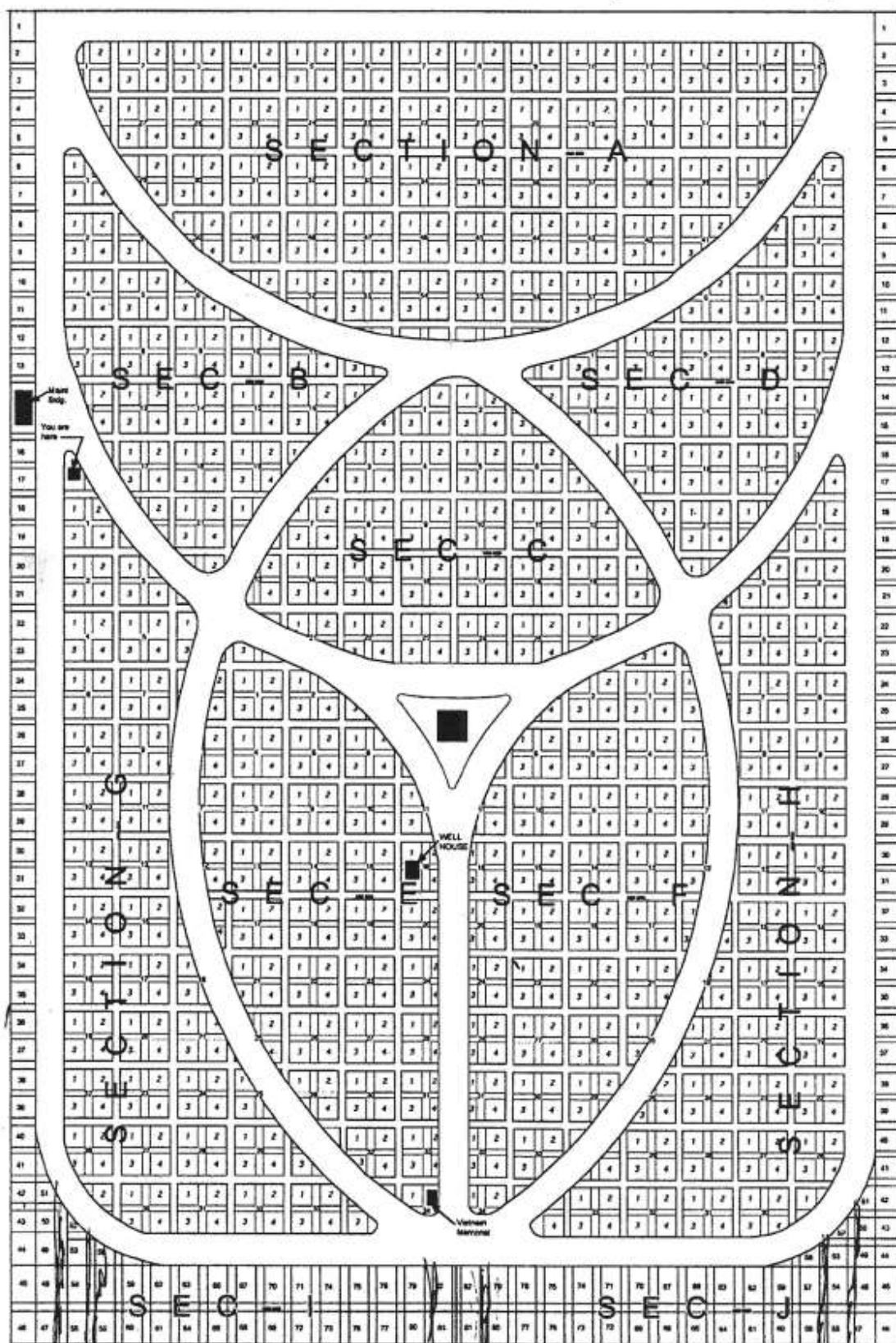
Decorative Items and Landscaping: Families of loved ones buried in Elmwood Cemetery cannot plant trees or shrubs near the grave. In addition, benches or other items are not permitted as decorative items. Any items located in the cemetery on 10/1/21 are exempt from this regulation.

Variances to these Rules and Regulations: It is important that the Cemetery has established rules and regulations, but also understands there may be circumstances where the Board would consider a variance to these rules. Any variance must be submitted to the Board in writing with as much detail about the request as possible, including pictures and drawings to support the request.

Attachments:
Cemetery Fees Document
Elmwood Cemetery Layout

Elmwood Cemetery

NORTH ↑



Left open
for Roads