**Chapter 11.06 Arrangements**

Sections:

11.06.010 Interment and Inurnment Arrangements

11.06.020 Disinterment Arrangements

**11.06.010 Interment and Inurnment Arrangements.**

A. The following documentation is required for interment or inurnment:

1. Deed or right to inter certificate noting location of grave space, cremation grave space or Columbarium Niche; or documentation showing interment right.
2. Will/Estate. Legal documentation which states grave assignments to heirs and includes grave locations and written grave assignments.
3. Alternate legal documentation verifying right of survivorship and entitlement may be submitted.
4. Payment. Payment arrangements must be made before burial services are scheduled. (See Section 11.02.050 – Fees)
5. Notification. Advance notification must be provided to prepare ground for opening and closing. Notification time may vary depending upon grave location, ground conditions, and weather. It is the responsibility of the funeral director or other designated representative in charge of burial arrangements to contact and verify the correct time for the interment. Notification hours must be strictly adhered to year-round. (See Section 11.02.040.B - Hours and Days of Operation)
   1. Notification begins when the Cemetery Director or designated City representative receives the following information:
      1. Grave location.
      2. Interment type (Casket, Urn or Ashes).
      3. Date and time requested for interment.
      4. Summer hours: Interment/Inurnment or Ashes requires eight (8) to sixteen (16) regular cemetery business hours advance notice for preparation.
      5. Winter hours: Interment/Inurnment or ashes requires sixteen (16) to twenty-four (24) regular cemetery business hours advance notice for preparation.
      6. Observed holidays and weekends are non-business hours and are not included in notification timelines.
         1. Upon notification from the funeral director or family representative, the Cemetery Director or designated City representative must assess ground conditions for the requested grave location and the requested date and time for the interment. The Cemetery Director or designated City representative must then ensure ground preparation or alert the funeral director to issues regarding the grave which may prevent grave preparation by requested date and time. (See Section 11.04.020 Ground Conditions)
         2. The City of Dillon is not responsible for mistakes or errors in communication transmission including wireless, or reception of messages by telephone, email or faxes received from funeral homes, families, or monument businesses.
6. Transit Permit. A transit permit issued by the state in which the death occurred is required before burial.
7. Burial Order. A burial form stating burial date and time, location of grave and name of individual to be buried must be completed by the City of Dillon and provided to the Cemetery Director or designated City representative before opening a grave space, Columbarium Niche or cremation location.

Enc Ord 459 January 2, 2019

**11.06.020 Disinterment Arrangements**

1. Permits for disinterment as required by the State of Montana must be obtained prior to disinterment. It is the responsibility of the involved mortuary or funeral home to contact all persons who may contest the disinterment prior to applying for a disinterment permit at the Beaverhead County Health Department.
2. Required disinterment permits must be presented to the Cemetery Director or designated City representative prior to work commencing. In addition, the presence of the following is required during the disinterment:
   1. Cemetery Director or designated City representative.
   2. Coroner.
   3. Funeral Director.
   4. Other persons as required under the disinterment permit.
3. Disinterment must be performed during the business week and during normal business hours at the convenience of the Cemetery Director or designated City representative. (See Section 11.02.030.B - Hours and Days of Operation)

Enc Ord 459 January 2, 2019