



Hillcrest and Valley View Rocky Ford Cemetery

Rules and Regulations

Updated April 14, 2026

RULES AND REGULATIONS OF THE ROCKY FORD CEMETERY

CEMETERY DESIGNATION

The Valley View Cemetery shall have two (2) divisions known as Valley View Division and Hillcrest Division. Valley View Division shall designate the original cemetery owned and operated by the City of Rocky Ford. The Hillcrest Division shall designate the portion purchased on April 1, 1961.

Deeds to lots and spaces shall designate the appropriate division.

GOVERNING BODY

The governing body of the Valley View Cemetery and all its divisions shall consist of the Rocky Ford City Council.

The City Manager or designee shall enforce the regulations set forth in these Rules and Regulations of the Rocky Ford Cemetery.

RECORDS

The Rocky Ford City Clerk or designee shall keep all records pertaining to the sale of lots and spaces.

The Rocky Ford City Clerk or designee shall keep all records pertaining to the location of lots, spaces, and burials.

FEES

Grave spaces shall be sold at the following prices.

- **Single Grave Space**.....**\$400.00**
- **Transfer Fee**.....**\$450.00**
(for residents living in Otero, Crowley, or Bent County to transfer space to anyone who lives outside of Bent, Crowley, or Otero County.)
- **Single Grave Space-OUT OF DISTRICT** (Not in Bent, Crowley, or Otero County).....**\$800.00**
- **Perpetual Care Fee**.....**\$125.00**

OTHER BURIAL EXPENSES

Open/Close Adult Grave

- Monday through Friday.....**\$325.00**
- Saturday mornings before 11:00 a.m. **\$575.00**

Opening Child Grave

- o Monday through Friday.....**\$225.00**
- o Saturday mornings before 11:00 a.m.**\$350.00**

Cremate Burial

- o Monday through Friday (with urn vault).....**\$200.00**
- o Saturday mornings before 11:00 a.m. (with urn vault).....**\$400.00**

Disinterring Adult or Child

- o Adult.....**\$1,500.00**
- o Child.....**\$ 400.00**
- o Disinterring cremains (urn).....**\$ 600.00**

Sexton Locate Fee..... \$ 50.00

TRANSFERS

All transfers of unused spaces or lots shall be recorded with the City Clerk, and the original deed shall be surrendered to the City Clerk. The City Clerk shall issue a new deed and record said deed in the cemetery records upon payment of the following fee.

Transfer fee per space or plot.....**\$ 50.00**

Transfer fee for non-resident (outside of Otero, Bent, or Crowley County).....**\$400.00**

MONUMENTS

All monument foundations shall be set by the City except as set forth below. Foundations will ordinarily be set within ten working days of a request, weather permitting. Requests for specific setting dates or times with notice less than ten working days may be made upon payment of a fee for expedited service.

The owner of a grave or a relative of the deceased situate in the grave may submit a written request for a variance that allows the person to pour a foundation.

The request shall be filed with the cemetery sexton together with evidence or statements demonstrating sufficient prior experience in pouring and working concrete such that the cemetery sexton would reasonably believe that the person has the ability to pour the foundation correctly.

The cemetery sexton shall respond within ten days of the receipt of the written request by placing the decision and findings of fact in the United States Postal Service's mail with correct first-class postage and addressed to the requesting party at the address contained on the written request for variance.

If the cemetery sexton fails to respond in a timely manner, the variance shall be granted.

If the variance is denied, the requesting party may appeal the issue to the city council by filing a written request for appeal with the city clerk within ten days of the date of the denial.

If appealed, the city council shall conduct a hearing within thirty days of the receipt of the request for appeal. Council has the authority to overturn the previous decision.

All variances shall be personal and may not be transferred to any other individual or entity. If a variance is granted, a sexton locate fee must be paid.

All work done by the requesting party shall be performed at a time and date arranged with the cemetery sexton, and when the cemetery sexton is available to approve the work as it is performed.

Foundations exhibiting poor workmanship, poured when the cemetery sexton is not available to approve the work, poured without obtaining a variance, or poured without making prior arrangements with the sexton, may be removed at the discretion of the city. All decisions as to the quality and workmanship shall be made by the cemetery sexton, whose decision will be final.

MOUNTING MONUMENTS

The city will not set monuments except where a monument is flush to the ground and an integral part of the foundation, in which case it may be set as part of the foundation. If the city elects not to set the monument, the vendor or vendor's agent shall pour the foundation in order to set the monument.

The city takes no responsibility for monuments.

Monuments shall be set by the vendor or the vendor's agent.

***VASE SETTING*.....\$25.00**

The city sets vases only where the vase is an integral part of the foundation. Vases to be attached to the foundation or monument will not be attached or set by the city. No charge will be levied where the foundation is pre-formed and includes vases as an integral part of the foundation.

In all other cases, vases shall be set by the vendor unless specific approval is obtained from the cemetery sexton upon showing proof of prior experience setting vases and availability of appropriate equipment.

CONFLICT OF INTEREST

City personnel must inspect all work performed at the cemetery to ensure that the work conforms with all cemetery rules and regulations.

It is a conflict of interest for an employee of the city to enter into an agreement, contract, or understanding to perform a service at the cemetery or any adjoining real property owned or controlled by the City except as an agent of the City.

It is a conflict of interest for an employee of the city to enter into any private agreement, contract or understanding to sell a product for use at the cemetery or any adjoining real property owned or controlled by the City, except as an agent of the City.

It is a conflict of interest for an employee of the city to accept consideration or items of material value, directly or indirectly, for any service performed at the cemetery except as an agent of the City.

It shall be a violation of these rules and regulations for any individual or entity to perform any act creating a conflict of interest pursuant to this section of the cemetery rules and regulations.

ADVANCE PURCHASE

Lots and spaces for future use may be purchased with payment in full upon purchase or by using the following payment plan.

Twenty-five percent down.

Balance to be paid in twelve (12) consecutive equal monthly payments.

Payments shall be made each month prior to the last day of the calendar month at the office of the Rocky Ford City Clerk.

Failure to pay the full amount for any lot(s) or space(s) shall result in a forfeiture by the purchaser of any funds not applied toward the full purchase price of a space or lot.

The down payment and all additional payments for multiple lot or space purchases shall be applied as received toward the purchase price of the lot or space with the lowest number, then the next lowest number, and so forth until full payment has been made for all lots or spaces.

The City Clerk shall issue the appropriate deed(s) to the purchaser only upon receipt of full payment.

In the event the space(s) or lot(s) are used before the conclusion of the payment plan, the remaining balance shall be due and payable at the time of use. The space(s) or lot(s) shall not be used until the purchaser pays the remaining balance for the spaces to be used.

In the event the purchaser fails to pay the remaining principal balance within the twelve-month payment period, the City Clerk shall mail a notice to the purchaser at the most recent address contained in the city utility billing records or, where the purchaser is not a city customer, to the address on the down payment receipt. The notice shall include the following statement:

“YOU HAVE FAILED TO MAKE ALL PAYMENTS FOR CERTAIN SPACE(S) OR LOT(S) IN THE CEMETERY OWNED AND OPERATED BY THE CITY OF ROCKY FORD. WHERE PAYMENT OF THE REMAINING BALANCE OF \$_____ IS NOT RECEIVED BY THE CITY WITHIN THIRTY DAYS OF THE MAILING DATE OF THIS NOTICE ANY AND ALL PREVIOUSLY RECEIVED PAYMENTS SHALL BE APPLIED TOWARD THE FULL PURCHASE PRICE OF THE LOWEST NUMBERED LOT OR SPACE, THEN THE NEXT LOWEST, AND SO FORTH UNTIL INSUFFICIENT MONEY REMAINS TO MAKE FULL PAYMENT FOR ANY ADDITIONAL LOT OR SPACE. **ANY REMAINING AMOUNT RECEIVED SHALL BE FORFEITED TO THE CITY OF ROCKY FORD,** AND DEEDS WILL BE ISSUED FOR THE FULLY PAID LOTS. LOTS AND SPACES NOT FULLY PAID FOR SHALL BE RELEASED FOR SALE TO OTHER PARTIES. IT IS UNLIKELY THAT THE UNPAID LOTS OR SPACES WILL BE AVAILABLE FOR PURCHASE BY YOU IN THE FUTURE ONCE RELEASED FOR SALE.”

Where the remaining principal balance remains unpaid thirty days after mailing of the notice and the purchaser has not made other mutually satisfactory payment arrangements with the City, the City Clerk shall:

Issue deeds to the purchaser for any lot(s) or space(s) for which the City received full payment;

Release any lot(s) or space(s) for which the city did not receive full payment for sale to other parties;

Indicate in the record that the purchaser forfeited any remaining unapplied funds.

LIMITS ON LOTS

No more than one burial per space or lot is permitted with the following exceptions: On the occasion of simultaneous deaths;

Two cremated burials will be allowed at the foot of an existing grave

Three cremate burials per lot if not occupied by an existing grave. Only one headstone will be allowed and two foot-markers per plot. If there is already a cremate buried in a plot, not

knowing where those cremates were originally placed, the City will not be responsible for damage from digging up cremates when placing a new cremate.

Only human remains may be buried in the cemetery.

Lots and spaces may be resold or transferred to another party only with the consent of the City Manager upon payment of a transfer fee.

DECORATION OF LOTS AND GRAVES

All work, except normal maintenance and decorations permitted in this section, shall be under the supervision of the cemetery Sexton. Any person desiring to perform work upon any grave shall consult with the cemetery Sexton for consent.

Wreaths, flags, and other temporary grave decorations may be placed on graves except as otherwise prohibited in these rules and regulations.

Artificial decorations will remain on the graves for ten (10) days, after which they will be removed and destroyed. Decorations of any nature that blow away from a grave or lot or become unsightly shall be removed and destroyed, even if present for a period less than ten days.

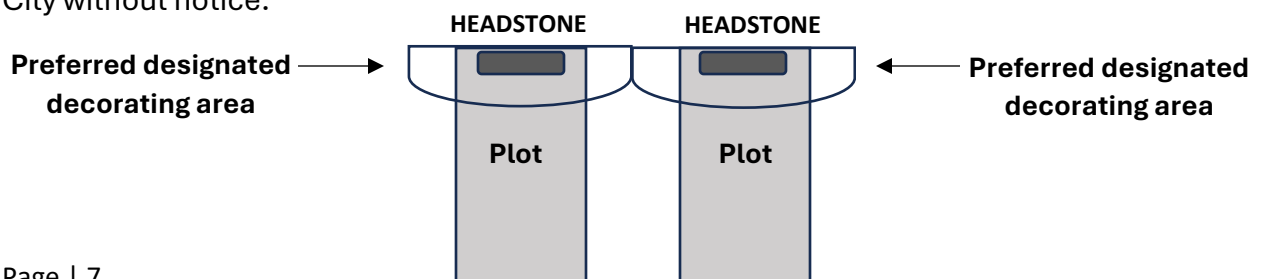
Fresh flowers are permitted only in permanent vases except for the period five days prior to Memorial Day and five days subsequent to Memorial Day.

Prohibited Decorations: Fences, railings, hedges, copings, or other enclosures around graves or lots are prohibited.

No permanent decorations shall be placed on the gravesites other than flower vases. The flower vases must be located on the stone foundation, no closer than six (6) inches from the edge of the foundation.

Statues are prohibited except when engraved as part of a headstone.

Decoration Placement Rule: To maintain safety, accessibility, and respect for all burial sites, all decorations must be placed within the boundaries of the individual grave space to which they belong. Decorations may not encroach onto neighboring plots, adjacent grave spaces, walkways, paths of travel, or cemetery roads. Any decoration that extends beyond the designated grave area or interferes with maintenance operations may be removed by the City without notice.



Tree Decoration Prohibition Rule: To preserve the natural landscape and maintain safety within the cemetery, visitors are prohibited from placing, attaching, or hanging any item on any tree located within the cemetery. This includes, but is not limited to, decorations, ornaments, signs, ribbons, lights, containers, or any other object of any kind. Any item found attached to a tree may be removed by the City without notice.

FLOWERS

No more than two peonies may be planted per grave or lot in Valley View Division and Hillcrest Division blocks 1-16. No other types of flowers may be planted.

Temporary grave blankets are prohibited.

No trees, shrubs, or bushes, including rose bushes, may be planted or placed on graves or lots.

HEADSTONES AND GRAVE MARKERS

Headstones:

- All graves shall be marked with a headstone
- Headstones may protrude above ground level in Valley View Cemetery and in Blocks 1 through 19 of Hillcrest Cemetery

Footstones:

- Footstones may be used in addition to headstones
- All footstones shall be flush-mounted so as not to protrude above ground level

Sexton Consent:

- No person shall erect a monument, headstone, footstone, or other marker of any nature whatsoever without prior consent of the sexton
- The sexton must approve all work performed and shall require corrective action by the party performing such work where the work does not conform to the rules and regulations set forth herein

Responsibility for Damage:

Any person erecting a monument, headstone, footstone, or other marker shall be responsible for the damage caused by such action to monuments, headstones, footstones, other markers, trees, shrubs, flowers, plants, driveways, roadways, culverts, ditches, any part of the cemetery watering system or any other fixture or person property located in the cemetery or adjacent real property owned or controlled by the city

Monument Materials:

All permanent monuments or grave markers must be constructed of granite, quartzite, standard bronze, or marble

- No permanent monument or grave marker constructed of wood, iron, plaster of Paris, cement, limestone, soapstone, artificial stone, salt, tin, or any other material except as provided above
- The foundation of a monument or grave marker shall not protrude above the level of the ground and shall extend three inches (3”) on all sides of the monument
- No restrictions exist as to the height of monuments or grave markers except as set forth above
- The city shall not be responsible for grave markers
- The city shall not engage in setting grave markers or assume any responsibility for the same
- The city shall not repair grave markers except that the city may, at its sole option, cause repairs to be made to the extent required to prevent interference with cemetery maintenance or where required due to issues concerning safety

BURIAL RECEPTACLE REQUIREMENTS

Acceptable Burial Receptacles: Every earth interment must be made in a burial receptacle made of appropriate materials, including but not limited to concrete, fiberglass, polystyrene plastic, steel, or copper. Only approved receptacles shall be used. A list of previously approved receptacles shall be kept on file at the Cemetery Office. No wooden boxes may be used except in the case of oversize burials for which a large enough receptacle is not attainable or for infant burials. No burial receptacles of three (3) pieces or more shall be allowed. The Sexton shall have the right to refuse any damaged or inadequate receptacle.

Design: Burial receptacles shall be designed to obtain their strength from their shape and construction, taking into consideration the material used. They shall be of adequate size to completely enclose the casket, if a casket is to be used. Bases for receptacles are optional, provided that sufficient soil bearing and structural integrity are present without a base. Structural soundness and strength shall be obtained through the receptacle itself without any dependence upon a casket.

Durability: Burial receptacles shall be constructed so as to be capable of providing adequate strength and durability for a minimum of one-hundred (100) years. Manufacturers shall provide certificates of compliance and/or results of tests conducted according to standard or acceptable testing methods showing compliance with these specifications if requested by the city manager or his designee.

Identification: Burial receptacles shall be labeled as to model, manufacturer, trademark, etc. The identification must be etched into the receptacle surface, attached by an adhesive label, or affixed to the receptacle by some other means to clearly identify the product. In

addition to the identification of the manufacturer. Concrete receptacles shall have the date of production etched into the receptacle surface.

Strength: Burial receptacles shall be designed for a maximum burial depth of eight feet from the bottom of the unit and, after burial with a minimum soil cover of twenty-four inches (24"), shall be capable of structurally withstanding the passage of a backhoe or truck weighing 20,000 pounds maximum gross weight or approximately 5,000 pounds per wheel. Burial receptacles' structural capabilities and conformance with these specifications shall be tested by a strength test. The city manager or designee may waive such testing requirements if, in his/her discretion, sufficient case histories or other test results are provided which indicate the successful performance of the particular burial receptacle. The city manager or designee shall have the right to require periodic re-testing of any or all approved burial receptacles when deemed necessary due to failures of the burial receptacle discovered since approval.

INTERMENTS

Graves shall be opened only by order of the funeral home in charge of the burial, its agent, or the city manager.

No interments or disinterments will be permitted without a written order from the proper public official.

A minimum of thirty-six hours' notice must be given to the sexton prior to the interment or disinterment.

No interments or disinterments will be made on any approved city observed holiday.

All interments or disinterments scheduled for a Saturday must commence no later than 11:00 a.m.

Satisfactory evidence of lot ownership must be provided prior to interment. Above-ground crypts are prohibited.