

Three Lakes Town Office
715-546-3316
Cemetery Rules and Regulations
August 19, 2025

It is the intention of the Town of Three Lakes to maintain the peaceful, beautiful landscape of the Three Lakes Cemetery out of respect for the deceased and their families. The rights of individuals must be secondary to the welfare of the majority. These Rules and Regulations are essential to preserve this memorial and it is with this in mind that the Town of Three Lakes has adopted them as follows: ***(Rules and regulations are subject to change at the discretion of the Cemetery Committee and approval by the Town Board and will supersede previous versions-contact Town Office for current copy)***

ADVANCE NOTIFICATION:

(1) The Three Lakes Town Office must be notified 48 hours in advance during office hours, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. for any burials whether cremation or a full burial service. A five (5) day notice is necessary for winter burials. We can accommodate full/cremation burials on weekends/holidays for an extra fee. Emergency burials may be considered on a case-by-case basis with proper approval. *(For further information see the fee schedule and contact the Town Office at the above listed phone number)*

AUTHORIZED PERSONNEL:

(1) Only the Town of Three Lakes personnel or designee will be responsible for full and cremation burials.
(2) Only persons pre-authorized by the Town Office (Veteran's, Monument/Funeral Home representatives) may enter cemetery to perform the authorized task.

BURIALS:

(1) The Funeral Home Representative must provide a copy of the final disposition or death certificate to ensure accurate record keeping.
(2) A family member must notify the Three Lakes Town Office prior to the funeral and provide a copy of the final disposition or death certificate.
(3) All burials must be documented with the Town of Three Lakes. Placing a burial or cremation in your cemetery plot without proper notice, final disposition documentation or authorization is against state Statute 157.111 and Town policy.
(4) All burials shall be in cement vaults (except cremains) and be in compliance with all appropriate statutes and ordinances. No niche columbarium units* will be permitted without the approval of the Cemetery Committee and Town Board.
(5) Cremains must be buried in a container not made of wood or cardboard and not to exceed 18"x18"x18". Container must have some metal incorporated for future locating purposes.
(6) **As of June 6, 2023** only two cremains OR one full burial and one cremation will be allowed in one gravesite. If cremation precedes full burial, additional charge may occur as those remains will need to be removed and re-buried to accommodate the full burial.
(7) Dogs/pets shall not be buried in the cemetery, unless the pet has been cremated and goes in along with owner of plot.

CEMETERY LOTS:

(1) All grave sites in each block/lot are 4 ft. x 10 ft.
(2) All lots conveyed by the Three Lakes Cemetery shall be held pursuant to the laws of the State of Wisconsin and shall not be used for any other purpose than as a place of burial for the deceased.
(3) No sales, transfer, or assignment of any lot or part of a lot shall be valid without notice to the Town Board.
(4) There shall be no more than one Section (8/10 lots) i.e. grave sites owned by any one household without the consent of the Town Board.
(5) Due to the layout of the cemetery new burials may require vehicular traffic over adjacent gravesites.

**Niche/Columbarium Units are above-ground vaults where an urn containing cremated remains can be sealed inside*

(6) It is the owner's responsibility to hire a licensed monument company to place, correct, replace, or fix the headstone/niche columbarium unit. This licensed monument company **MUST** contact the Town Office prior to entering the cemetery for work purposes.

MONUMENT/MARKER/NICHE COLUMBARIUM UNIT/BENCHES:

- (1) Each used burial plot must have a marker/monument/niche columbarium unit for cremains* with a concrete base.
- (2) No marker/monument/overhead vault will be permitted to be erected on any lot unless lot is entirely paid for. **It is highly recommended to wait one year before placing headstone/marker/monument after a full burial.**
- (3) The bases must be at least 3" thick and have a 5" skirt on all sides after stone is set; must not exceed the width of the plot; and must not exceed 4 ft. in height.
- (4) Second markers (Veteran or Cremain) must be flush markers or on the back of the headstone.
- (5) Markers/monuments/niche columbarium units* must be erected in line with the rest of the row.
- (6) If a large rock/stone/boulder is being considered as a headstone, it must not exceed the width of the burial plot and must not exceed 3 ft wide by 2 ft deep by 4 ft in height. A concrete skirt of same dimensions must be poured after rock/stone/boulder is placed.
- (7) All headstones/markers/monuments may be temporarily moved, as needed by town personnel, and the Town is not responsible for any damage caused by movement.
- (8) Monument benches are the property of the gravesite owner/owner's family and must be maintained by the owner.
- (9) Monument benches made of granite or other solid non-wood material are allowed and must be placed on a concrete base. Park-type benches are **not** allowed.
- (10) Monument benches may not encroach or overlap onto the neighboring site/property/road. Reminder: all grave sites are 4 ft. x 10 ft.

MAINTENANCE OF LOTS:

- (1) If it becomes necessary to repair or reconstruct any monument, memorial, or niche columbarium unit* or any portion thereof the Town Board shall give the owner of record thirty days written notice of the necessity of such repairs. If the owner fails to repair the damage within such time, the Board may direct that repair be made and charge the expense against the lot and to the owner of record.
- (2) If the Town Board determines any monument, memorial or inscription to be offensive, improper or injurious to the surrounding lots or ground, it reserves the right to remove the offensive or improper object/s after notice to owner. The Board also reserves the right to correct an improper inscription. All of the above will be at owner's expense.
- (3) Any unauthorized monument or plantings without approval will result in immediate removal by town officials.

Reminder: The Town of Three Lakes is not responsible for sunken headstones/niche columbarium unit*. It is the responsibility of the family to contact a licensed monument company to correct, replace, or fix their headstone/niche columbarium unit.

REGULATIONS GOVERNING FLOWERS/PLANTINGS:

- (1) Only flowers near or around the monument/marker may be planted.
- (2) Planting of flowers will be limited to the width of the headstone; providing the sod has been removed from the planting area.
- (3) No seeded ground cover, trees, bushes, or shrubs shall be planted on or about the gravesite. Any shrubs, trees or other ornamental growth planted will be removed by Town personnel.
- (4) If any existing trees or shrubs on any lot encroach or otherwise disturb in any way the adjoining lot or street, the Cemetery Committee and Town Board reserve the right to have the tree or shrub, or any part thereof removed. No tree growing on any lot or border shall be injured or removed by any person without the consent of the Cemetery Committee and Town Board.

REGULATIONS GOVERNING ARTIFICIAL FLOWERS AND DECORATIONS:

**Niche/Columbarium Units are above-ground vaults where an urn containing cremated remains can be sealed inside*

- (1) All artificial flowers must be in a container, not pushed into the ground or laid on the ground without the container.
- (2) Glass containers, breakable figures or statues, gravel or any other objects that could be injurious to people or machinery will not be allowed.
- (3) All artificial flowers, baskets and decorations must be removed by October 15th for fall cleanup; with the exception of headstone saddles. Winter decorations are allowed after November 15th but must be removed by May 1st. The Town of Three Lakes is not responsible for any damage done to decorations.

CEMETERY HOURS:

Hours of drive-in operation of the Three Lakes Cemetery are approximately from dawn to dusk and open to foot traffic 24 hrs. a day April 1st to December 1st. December 2nd – March 31st is open to foot traffic only. These dates are for general purposes only and are subject to change based on the weather conditions.

Rules and Regulations are subject to change. The Three Lakes Town Office must be notified prior to placement of remains, personally/professional created/crafted headstones, markers, or greenery/flowers of any kind.

Attached hereto and made a part here of is a fee schedule that may be amended from time to time.

Susan Harris- Town Clerk

I, _____, have read and understand the above Rules & Regulations of the Town of Three Lakes Cemetery.

Signed _____

Block# _____ Lot# _____ Grave # _____

08/19/25 TB Meeting Approval (date addition to match fees-no changes in rules)

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