Rules & Standards

Purchasing Procedure

- A prospective purchaser may reserve a space for 15 days, if the purchase of a reserved space is not completed within 15 days, the reservation will be null and void without notice.
- Spaces may be purchased at Palm or Pineywood cemeteries upon payment of full price as listed in the current City of Winter Park Fee Schedule.
- After payment of the current purchase price as set by the City Commission, each purchaser will receive a right of interment document, which will be recorded in City Hall of Winter Park.
- Duplicate notarized documents are available for a charge of $10 each.
- Application for transfer may be submitted by an heir or legal representative of the grantee.
- Upon written request the city will re-purchase the cemetery lot or lots for the original purchase price or applicable person and in accordance with the current City of Winter Park Fee Schedule.
- Application for transfer may be submitted to the City of Winter Park Attorney for review prior to any action.

Transfer of Spaces

- Grantees will only be entitled to assign and transfer cemetery lots to his/her immediate family; father, mother, spouse, daughter, son, step-children, brother, sister, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or other members of the household.
- Soil covered over all vaults, or liners, will be a minimum of eighteen inches in depths and will be thoroughly tamped to the satisfaction of the cemetery personnel.
- Funeral directors and vault companies will leave the cemetery substantially as found and will be subject, at all times, to the direction of the cemetery personnel as related to the physical property and structures of the cemetery. While inside the cemetery, funeral processions will be under the control of the cemetery personnel.
- Should there be sufficient proof that a foreign court had jurisdiction over the estate of the decedent and the applicant provides a certified copy of the foreign judgment, Florida Law provides detailing procedures by which a foreign judgment may be domesticated in Florida and the city of Winter Park reserves the right to request an Orange County judge to order that the foreign judgment will have full force and effect. This process shall be submitted to the City of Winter Park Attorney for review prior to any action.
Interments

General Procedures

Funeral homes will contact the Parks & Recreation Department at least 24 hours prior to the hour of the funeral service to give arrangement details. Cemetery personnel marks off the space to be used. If a definite place is not requested, the normal procedure will be followed, which is to inter the man in the south space and the woman in the adjacent space to the north.

Standards

All interments will be made in concrete or metal vaults, or concrete liners. No wooden boxes will be permitted.

One vault or liner, interment per space will be permitted. Cremations will be limited to five per space, or four cremations in addition to an earlier vault or liner.

Digging of graves and setting up of equipment (canopy, chairs, etc.) will be performed by a qualified vault company under contract with the City of Winter Park. The charge for this service will be charged according to current fee schedule. A check for the required amount will be made payable to the City of Winter Park, and must be submitted prior to interment. The opening and closing charge includes a chapel tent, 10 chairs, cribbing lowering device, and arithical grass border.

Cemetery care & grave decorations

Perpetual care of the cemeteries will be under the direction of the Parks Department.

All plant materials must be approved by the Cemetery personnel before being planted. The regulation also applies to any changes or replacement of existing plantings. The cemetery personnel will trim and remove existing plantings as necessary to maintain uniformity. Flowerbeds must conform in size and may not interfere with neighboring property and/or maintenance practices and equipment such as mowers.

No planting of any kind will be permitted in “Babyland,” “Memorial Park” (Veterans’ Section) or “Cremation Section,” with the exception of trees planted by the City of Winter Park.

Cemetery personnel will have the authority to remove any plant material that has grown to a dimension which interferes with irrigation or maintenance or surrounding areas.

Flowers placed at the time of an interment will be left a minimum of three days and discarded when they decline. It is suggested that potted plants from funerals should not be left in the cemetery since they will be discarded.

The Cemetery reserves the right to remove all flowers, wreaths, or other decorations from spaces/niches as soon as they become unsightly or are in decline.

The Cemetery shall have the right to remove all objects that violate Cemetery regulations and/or warrant removal due to decline in appearance or condition.

No tree shrub or flowers shall be planted or pruned in or removed from the cemetery without the express consent of the Cemetery Manager. The manager may plant, prune, remove, or transplant any tree, shrub, or plant in a cemetery or at any burial spaces or within the property to prevent the impairment of or interference with the use of other burial spaces or lots or to promote, preserve, or improve the appearance and dignity of the cemetery.

Memorials

All memorial installations require prior approval from the Cemetery Manager and in some cases the Parks & Recreation Department or Advisory Board.

All monuments, materials, grave markers and benches will be stone or nonferrous material, not concrete, and will conform in size and style to a reasonable decorum. Monuments cannot exceed six feet in height and must leave at least a six inch set back on each side of the property line of the plot.

Monument companies must notify cemetery personnel at least 24 hours prior to installation to afford cemetery personnel time to locate and mark off the grave.

Cemetery personnel will supervise and inspect the installation of all monuments and markers. Prior approval is required for all installations.

No disinterment shall be allowed except in cases of transfer, disinterment along with requirements stated in Rule 69K-6.007 of the Florida Administrative Code.

Disinterment

General

The City of Winter Park requires a court order for disinterment along with requirements stated in Rule 69K-6.007 of the Florida Administrative Code.

Requirements

Funeral Director (FD) is required to show their current license in writing identify all permits he/she has (and attach and incorporate these permits to his/her written statement), and the FD must attest that these are all required permits.

Written authorization from the individual or individuals who own the burial rights for the City cemetery space from which the remains are to be removed.

Written authorization from the person who would be legally authorized to bury the remains in the first instance. If this is the widow/widower a certified copy of an order admitting to probate a will that confers such authority and the FD must certify in writing that in his/her professional opinion the person is so authorized.

A court order by a judge in Orange County, Florida, with appropriate jurisdiction over the matter calling for the disinterment or allowing it. Alternately, if the applicant for disinterment can establish that the court issuing the order has jurisdiction of the estate of the decedent, then a certified copy of a court order from a judge with jurisdiction but located outside of Orange County, Florida, with appropriate jurisdiction can be used in satisfaction of this requirement 1.

A copy of all of the above documentation must be submitted in triplicate and delivered to the Parks & Recreation Assistant Director responsible for Cemeteries. Copies will be forwarded to the City Attorney and Deputy Chief of Police for review and before approval is granted. Funeral Director must submit a document to the City of Winter Park the location for the re-interment of the remains.

Disinterment is subject to fees according to the current city of Winter Park Fee Schedule.
Interments

General Procedures

Funeral homes will contact the Parks & Recreation Department at least 24 hours prior to the hour of the funeral service to give arrangement details. Cemetery personnel marks off the space to be used. If a definite place is not requested, the normal procedure will be followed, which is to inter the man in the south space and the woman in the adjacent space to the north.

Standards

- All interments will be made in concrete or metal vaults, or concrete liners. No wooden boxes will be permitted.
- One vault or liner, interment per space will be permitted. Cremations will be limited to five per space, or four cremations in addition to an earlier vault or liner.
- Digging of graves and setting up of equipment (canopy, chairs, etc.) will be performed by a qualified vault company under contract with the City of Winter Park. The charge for this service will be charged according to current fee schedule. A check for the required amount will be made payable to the City of Winter Park, and must be submitted prior to interment. The opening and closing charge includes a chapel tent, 10 chairs, cribbing lowering device, and artificial grass borders.

Cemetery care & grave decorations

Perpetual care of the cemeteries will be under the direction of the Parks Department.

- All plant materials must be approved by cemetery personnel before being planted. The regulation also applies to any changes or replacement of existing plantings. The cemetery personnel will trim and remove existing plantings as necessary to maintain uniformity. Flowerbeds must conform in size and may not interfere with neighboring property and/or maintenance practices and equipment such as mowers.
- One potted plant urn or vase will be permitted at each interment, but not of porcelain or glass material. Glass containers are not permitted at any burial site at any time.

- No planting of any kind will be permitted in “Babyland,” “Memorial Park” (Veterans’ Section) or “Cremation Section,” with the exception of trees planted by the City of Winter Park.
- Cemetery personnel will have the authority to remove any plant material that has grown to a dimension which interferes with irrigation or maintenance or surrounding areas.
- Flowers placed at the time of an interment will be left a minimum of three days and discarded when they decline. It is suggested that potted plants from funerals should not be left in the cemetery since they will be discarded.
- The Cemetery reserves the right to remove all flowers, wreaths, or other decorations from spaces/niches as soon as they become unsightly or are in decline.
- The Cemetery shall have the right to remove all objects that violate Cemetery regulations and/or warrant removal due to decline in appearance or condition.
- No tree shrub or flowers shall be planted or pruned in or removed from the cemetery without the express consent of the Cemetery Manager. The manager may plant, prune, remove, or transplant any tree, shrub, or plant in a cemetery or at any burial spaces or within the property to prevent the impairment of or interference with the use of other burial spaces or lots or to promote, preserve and improve the appearance and dignity of the cemetery.

Memorials

All memorial installations require prior approval from the Cemeteries Manager and in some cases the Parks & Recreation Department or Advisory Board.

- All monuments, materials, grave markers and structures such as piers, benches will be stone or nonferrous metal, and will conform in size and style to a reasonable decorum. Monuments cannot exceed six feet in height and must leave at least a six inch set back on each side of the property line of the plot.
- Monument companies must notify cemetery personnel at least 24 hours prior to installation to afford cemetery personnel time to locate and mark off the grave.
- Cemetery personnel will supervise and inspect the installation of all monuments and markers. Prior approval is required for all installations.
- In order to allow free passage of mowers or other equipment, curbs, coping, walls or other enclosures around spaces will not be permitted.
- In sections designed as “Babyland,” “Memorial Park” (Veterans’ Section) or “Cremation Section,” all grave markers will be level with the ground and attached to a base.
- All footstones will be of stone or nonferrous metal, level with the ground, and permanently attached to a base.
- Cleaning, straightening and repairs due to normal wear and tear of monuments are the responsibility and expense of the owner. The city is not responsible for damage caused by acts of nature or routine grounds maintenance.

Special rules » Palm Cemetery

Reserved blocks

The following blocks are reserved as indicated:

- Babyland
- Memorial Park

Special rules » Pineywood Cemetery

Reserved blocks

The older section will be maintained as a memorial park and not be offered for new sales. Owners of the plot(s) in this section may continue to inter in them, however, no new spaces will be offered.

The following blocks are reserved as indicated:

- Cremation Block
- Babyland
- Veterans’ Section

Disinterment

General

The City of Winter Park requires a court order for disinterment along with requirements stated in Rule 69K-6.007 of the Florida Administrative Code.

Requirements

- Funeral Director (FD) is required to show his current license in writing identify all permits he/she has (and attach and incorporate these permits to his or her written statement), and the FD must attest that these are all required permits.
- Written authorization from the individual OR individuals who own the burial rights for the City cemetery space from which the remains are to be removed.
- Written authorization from the person who would be legally authorized to bury the remains in the first instance. If this is the widow/widower a certified copy of an order admitting to probate a will that confers such authority and the FD must certify in writing that in his/her professional opinion the person so authorized.
- A court order by a judge in Orange County, Florida, with appropriate jurisdiction over the matter calling for the disinterment or allowing it. Alternatively, if the applicant for disinterment can establish that the court issuing the order has jurisdiction of the estate of the decedent, then a certified copy of a court order from a judge with jurisdiction but located outside of Orange County, Florida can be used in satisfaction of this requirement 1.
- A copy of all of the above documentation must be submitted in triplicate and delivered to the Parks & Recreation Assistant Director responsible for Cemeteries. Copies will be forwarded to the City Attorney and Deputy Chief of Police for review and before approval is granted. Funeral Director must document to the City of Winter Park the location for the re-interment of the remains.
- Disinterment is subject to fees according to the current city of Winter Park Fee Schedule.
Rules & Standards

Purchasing Procedure

A prospective purchaser may reserve a space for 15 days, if the purchase of a reserved space is not completed within 15 days, the reservation will be null and void without notice.

Spaces may be purchased at Palm or Pineywood cemeteries upon payment of full price as listed in the current City of Winter Park Fee Schedule.

After payment of the current purchase price as set by the City Commission, each purchaser will receive a right of interment document, which will be recorded in City Hall of Winter Park.

Duplicate notarized documents are available for a charge of $10 each.

Transfer of Spaces

Grantees will only be entitled to assign and transfer cemetery lots to his/her immediate family; father, mother, spouse, daughter, son, step-children, brother, sister, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or other members of the household.

Application for transfer may be submitted by an heir or legal representative of the grantee.

Upon written request the city will re-purchase the cemetery lot or lots for the original purchase price be null and void without notice.

Interments Eligibility

Only the following persons will be eligible to be interred in Palm or Pineywood cemeteries:

- Verified residents who have resided within the City of Winter Park for five or more years.
- The father, mother, spouse, daughter, son, step-children, brother, sister, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or other members of a person interred in either Cemetery.
- Non-resident who purchased cemetery lot(s) while they were residents after having resided within the city five years or more.

- Soil covered over all vaults, or liners, will be a minimum of eighteen inches in depths and will be thoroughly tamped to the satisfaction of the cemetery personnel.
- Funeral directors and vault companies will leave the cemetery substantially as found and will be subject, at all times, to the direction of the cemetery personnel as related to the physical property and structures of the cemetery. While inside the cemetery, funeral processions will be under the control of the cemetery personnel.
- There will be a charge for all interments, payable to the City of Winter Park by the Funeral Director or applicable person and in accordance with the current City of Winter Park Fee Schedule.

Palm Cemetery

1006 N. New York Ave.

Pineywood Cemetery

1900 S. Lakemont Ave.

Cemetery Manager

John Baumann

phone 407.599.3252

fax 407.623.1456

jbaumann@cityofwinterpark.org

cityofwinterpark.org/cemeteries

Hours of operation

Grounds Dawn to Dusk

Office Monday thru Friday 8 a.m. to 5 p.m.

Palm & Pineywood General

Palm and Pineywood cemeteries will be operated for the benefit of the residents of Winter Park. The City Manager will be responsible for the proper operation of the cemeteries in accordance with these regulations. The operation of the cemeteries will be the responsibility of the Cemeteries Manager under the Parks & Recreation Department.

The city, in accordance with the provisions of the cemetery space deed covenants, will perpetually maintain the cemeteries, including individually-owned spaces and lots.

Complete cemetery records will be maintained in the Palm Cemetery office.

Any complaint or grievance, which cannot be resolved by the Parks & Recreation Director, will be presented to the City Manager.

It is hereby declared that except as expressly provided in these regulations, or in instruments executed pursuant hereto, the City assumes no liability to individuals, classes of persons or organizations for the administration, operation or use of the cemeteries.

Purchase, ownership & interment

Eligibility

Only the following persons will be eligible to purchase cemetery spaces:

- Verified residents who have resided within the City of Winter Park for five years or more.
- A non-resident with spouse, children, grandparents, mother, father, brother, sister, grandfather or grandmother of a person interred in Palm or Pineywood cemetery.
- Columbarium's niches may be purchased by any non-residents.
- Only veterans and their spouses may be interred in “Memorial Park” (Veterans' Section). The eligibility requirements above must also be met.
- Interments in “Babyland” will be limited to infants below the age of one year. Parents of the infant must meet eligibility requirements above.

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Approved by City Commission 04.23.12
Revised by Parks & Recreation Advisory Board 06.26.13