

# *Columbarium*

## **Eligibility Requirements for Niche Purchase**

1. The PURCHASER of a niche must be a Wilmington resident or former resident as defined, and you may pre-buy a columbarium niche without having a death in the family.
2. If the PURCHASER is a former resident, they must have been a resident of Wilmington for at least twenty years or ½ of their life.
3. The definition of a nonresident is anyone not presently residing in town who does not meet the conditions of #2. Any resident who has been confined to a hospital, continued care unit, or nursing home out of town will still be considered a resident.
4. Prebuys will be limited to 2 niches per family.

## **Ownership, Fees & Payments**

1. The owners of niches, or their legal representatives, shall not grant or convey any right of inurnment to anyone without having first obtained the approval of the Town, but it shall be optional with the Town to grant or withhold such approval.
2. Upon the death of the owner of a niche, title shall pass in accordance with Massachusetts law. Heirs of the deceased owner may designate among themselves a representative for the niche.
3. The current prices for niches and services are available from the DPW Administrative Office located at the DPW Administrative Building, 115 Andover Street or on the town website, [www.wilmingtonma.gov](http://www.wilmingtonma.gov).
4. Payment for the niche shall be made at the time of purchase and Right of Inurnment Permit will then be issued to the owner. The niche and opening charges must be paid before inurnment.
5. Unused Niches may only be resold to the Town of Wilmington. The amount refunded will be the original purchase price.

## **Decorations**

No decorations or items of any kind will be allowed to be placed or attached to the surface of the niche or surrounding areas of the columbarium. Flowers from the funeral may be placed at the time of the funeral only and will be removed 72 hours after the funeral.

## **Inurnment Requirements**

1. Only human cremated remains will be allowed. All inurnments shall be under the personal charge of the Public Works Director or designee.
2. The Public Works Director must be notified at least 24 hours before an inurnment is to take place.

3. No inurnment shall be made until the Public Works Director has been furnished with a permit (cremation certificate), as required by the Laws of the Commonwealth, together with an Order of Inurnment signed by the owner or legal representative of the niche in which inurnment is to be made, and all fees have been paid.
4. There will be no Sunday or holiday inurnments without the approval of the Public Works Director.
5. Niches may be opened by cemetery employees only.
6. The container for cremated remains shall be of material approved by the Public Works Director (NO CARDBOARD BOXES). **The niche interior measures 12" x 12" x 12".**
7. Removal of cremated remains shall be done according to Massachusetts law.
8. Each niche will accommodate up to 2 urns. **It is the family's responsibility to ensure that one or two urns will fit into the niche.**

### **Engraving**

1. Engraved lettering will be centered and uniform. Lettering will only include the person's first name, middle initial, last name, date of birth and date of death.
2. Each faceplate can accommodate two names with dates of birth and death underneath for a total of 4 lines.
3. No additional engravings or adornments will be added to the faceplate.
4. The Modified Roman font will be the only font allowed.
5. Letters will be 1 ¼ inch high and the dates will be 1 inch high. No coloring of letters is allowed.
6. Veterans will be allowed to mark the niche face plate with a small medallion offered by the Veteran's marker program. Size allowed will be 2" x 1 ½" x 1/3" and will be affixed to the upper right corner.
7. All names and dates must conform to this policy.
8. The engraver must contact Wildwood Cemetery for written approval before any work is done.
9. **If a faceplate does not adhere to this policy, it will be removed, replaced and engraved in accordance with this policy, all at the owner's expense.**