

HILLSIDE CEMETERY OF SAMPTOWN  
1400 NEW MARKET AVENUE

Owned and operated by

*First Baptist Church of South Plainfield*

201 HAMILTON BOULEVARD  
SOUTH PLAINFIELD, NJ 07080  
908-753-2382

January 1, 2025

**TO WHOM IT MAY CONCERN:**

**HILLSIDE CEMETERY OF SAMPTOWN INTERMENT REQUIREMENTS AND CHARGES**

The Board of Trustees of the First Baptist Church of South Plainfield have amended and approved the following interment requirements and charges for the Hillside Cemetery of Samptown.

- All Cemetery activities, including but not limited to grave excavation and closing, interment, disinterment, and memorial foundation construction must be performed by the Cemetery Superintendent or an authorized representative of the Cemetery.
- All charges must be paid prior to the completion of any cemetery activities. Cemetery payment must be by check payable to the **First Baptist Church of South Plainfield**. Funeral home checks, Monument Company checks, certified checks and money orders are acceptable. **No personal checks will be accepted.**
- **A State of New Jersey Burial permit, a Cremation certificate, or a Transit permit, completed by the requesting Funeral Home, is required before a burial will take place at the Cemetery.**

**CEMETERY SAFETY REQUIREMENTS:**

The safety of our church cemetery employees & volunteers along with visitors to the cemetery is very important to us. We request that the following safety requirements are adhered to while on cemetery property. We reserve the right to modify our safety requirements as needed.

1. Caution should be always taken while walking in the cemetery. Ground heights vary based upon grave settling. Please watch your step.
2. Particular care should be taken when children are present. Children **must be always** kept within arm's reach of an adult.
3. Caution should also be taken in the historical areas of the cemetery. Headstones / monuments are very fragile and should not be disturbed in any manner.
4. Cemetery volunteers or employees will not be able to assist with the burial or with parking cars.
5. Please provide cause of death if Covid-19 related prior to burial.

**GENERAL BURIAL REQUIREMENTS:**

1. The funeral home is responsible for obtaining the concrete vault, placing the casket over the vault, lowering the casket into the concrete vault and sealing the vault.
2. Once the burial attendees have left the cemetery the grave will be filled in.
3. We request a minimum of 72 hours' notice for a burial to take place.
4. Due to limited parking on the cemetery roads, we are restricting the number of funeral procession cars that can come into the cemetery to **35** cars.

**"AT NEED" BURIALS:**

**We can accommodate up to 20 "AT NEED" burials per year.** Our preference for "At Need" burials is to bury close family members of those that are already buried in the cemetery. We will not be limiting the "At Need" burials to only family members.

- All "At Need" grave availability / location will be determined and defined by Cemetery Superintendent or an authorized representative of the cemetery.
- "At Need" graves will be located in Section A and the next available in the "At Need" grave plot area.
- Burial scheduling is subject to the availability of cemetery personnel.
- "At Need" grave deeds are not routinely issued because the grave has already been used for a burial.

## HILLSIDE CEMETERY OF SAMPTOWN INTERMENT REQUIREMENTS and CHARGES (continued)

### DEEDED GRAVE OWNERS OR FIRST BAPTIST CHURCH of SOUTH PLAINFIELD MEMBERS:

There is no yearly limit of burials for deeded grave owners or for members of the First Baptist Church of South Plainfield. Burial scheduling is subject to the availability of cemetery personnel.

### INTERMENT REQUIREMENTS

- All interments must be requested of the Cemetery Superintendent or an authorized cemetery representative, a minimum of seventy-two (72) hours prior to the actual interment. Notification can be any day of the week **except Sunday**. Burial scheduling is subject to the availability of cemetery personnel.
- Interments and inurnments are permitted Monday through Friday between the hours of 10 am to 3 pm, arrivals must be prior to 2 pm.
- Interments and inurnments are permitted on Saturdays.
  - Additional Saturday interment / inurnment charge (funerals must arrive before 12:00 noon): **\$250.00**
  - **Funerals that arrive after 12:00 noon will be charged at a rate of \$200.00 per hour in addition to the \$250.00 Saturday burial fee.**
- Wednesday through Saturday are our preferred days for burials.
- Interments and inurnments are **not** permitted on Sundays and Federal or Religious Holidays.
- Burial dates are subject to cemetery personnel availability and as weather permits. For extreme weather events burials may have to be rescheduled.
- **Concrete vaults:** All Adult and Youth interments require a metal or wood casket. We require a two (2) piece (cover / vault), solid concrete, sealable vault. Maximum outside dimensions not to exceed 34 inches by 90 inches. This requirement is to ensure the completed graves can be properly maintained. All burial vaults must be made from concrete. **NOTE:** If the concrete vault requirement is not consistent with the deceased family's religious practices, please contact the Cemetery Superintendent or an authorized cemetery representative to discuss alternatives. Bottomless concrete vaults should be considered as an alternative.
- Child / infant grave (**LESS THAN 36 INCHES IN LENGTH**) interments require, at minimum a non-permeable two (2) piece casket – solid concrete vault combo, or a casket and a properly sized concrete vault, maximum outside dimensions not to exceed 24 inches by 34 inches.
- Inurnments must be made in the required container.
- Inurnments of Cremains in a single urn grave or on top of a full adult burial do not require a concrete vault. An urn grave can use a concrete urn vault if the family desires. Concrete urn vaults are not permitted on top of a single depth full burial due to space limitations.
- All Grave site set-ups and servicing (coffin lowering device, artificial grass around grave, chairs, canopy, lowering of the concrete vault and coffin and closing/sealing/servicing the vault) are to be completed by the Vault Company providing the vault. **The Funeral Home requesting the burial is responsible for obtaining and purchasing the concrete vault, scheduling, and coordinating the servicing of the vault which includes placing the casket on the lowering device over the vault, the lowering of the casket into the vault and sealing the vault.**
- All graves require a temporary grave marker for all burials to be completed. **The cemetery is not responsible for lost, missing, stolen or damaged temporary markers.**
- **A permanent flush mounted or upright headstone / monument is required for all grave sites. The headstone/monument must be installed by a monument company. Cemetery personnel cannot install headstones or monuments. Temporary markers are not considered permanent headstones / monuments. The cemetery is not responsible for damaged temporary markers, headstones / monuments or for cleaning the headstone / monument.**
- All permanent headstones / monuments must have a concrete foundation constructed and installed by the Cemetery. (See Monument Foundations below).

# HILLSIDE CEMETERY OF SAMPTOWN INTERMENT REQUIREMENTS and CHARGES (continued)

- We do not sell graves that are double deep. **NOTE: For burials in the top position of an already existing double deep grave the width of the vault cannot exceed the width of the existing vault already interred in the bottom position of the grave. If an extra wide vault is required, please contact the Cemetery Superintendent or an authorized cemetery representative prior to the burial. We will need to determine if the oversized vault will fit into the grave.**
- **A cemetery issued deed is required as proof of ownership for all pre-purchased graves or plots and must be submitted to the Cemetery Superintendent or an authorized cemetery representative before a burial in a pre-purchased grave takes place. NOTE: If the deed for a prepurchased grave is lost, the family of the deceased must submit an Authorization Letter for Interment (letter #1 attached) to the Cemetery Superintendent. The authorization signature must be notarized, and the authorization letter must be submitted to the Superintendent prior to the grave opening for the burial.**
- **The cemetery is only responsible for opening/closing of the graves, grading the graves, and applying seeds to the completed grave.**

## INTERMENT CHARGES

- **Standard single depth opening / closing (Adult & Youth): (36 inches by 96 inches):** **\$1400.00**  
(Each adult / youth single depth grave accommodates a total of one adult interment and up to two (2) cremains above the adult already interred. **NOTE: An Authorization Letter is required from the grave owner authorizing the burial of cremains above an interred adult (letter #2 attached).**)
- **Youth graves** are over 36 inches (3 feet) in length. A youth grave is a full-size grave with the accompanying opening and closing costs of a full-size grave. Youth graves require an appropriately sized 2-piece concrete vault.
- **A Child / Infant grave** is less than 36 inches (3 feet) in length. Cost for this size grave will be one half the full grave cost. Opening and closing costs will be determined based upon the size of the grave to be opened. Contact the Cemetery Superintendent or an authorized cemetery representative for availability.
- **Standard in ground cremains/urn opening/closing (16"x16"x18" in depth):** **\$500.00**
- **Standard in ground cremains/urn concrete vault opening/closing: (18"x18"x 24" in depth):** **\$600.00**
- **Cremains placed in casket or on top of vault at time of casket burial:** **\$300.00**
- **Active members of the First Baptist Church of South Plainfield** will be charged \$400.00 for the opening and closing of a cremains/urn grave and \$1400.00 for the opening and closing of a full single depth grave.
- **BURIAL CANCELLATION FEE:** **\$800.00**  
**If a Funeral Home requests a grave to be dug and the grave is dug, but later cancels the burial, a BURIAL CANCELLATION fee will be charged to the requesting Funeral Home. Payment of the Burial Cancellation Fee is the responsibility of the requesting Funeral Home.**
- **Currently we are unable to accept social service / Medicaid payments for full body burials.**
- A charge will be assessed for burials taking place during adverse weather – Cemetery Superintendents' discretion **(\$200.00 minimum)**

## DISINTERMENT CHARGES

All New Jersey rules and laws must be followed for a disinterment to occur. All required New Jersey applications must be completed and approved prior to the disinterment.

- Disinterment of Vaults only includes removal of dirt from the top of the vault: **\$4000.00**  
Vault companies' lifting and removal fees are not included
- Disinterment of non-Vaults only includes removal of dirt from the top of the casket: **\$5000.00**  
Vault companies' lifting and removal fees are not included.
- Disinterment of Cremains (buried cremains are non-recoverable and the cemetery is not responsible for the conditions of cremains if disinterred): **\$1000.00**

# HILLSIDE CEMETERY OF SAMPTOWN INTERMENT REQUIREMENTS and CHARGES (continued)

## GRAVE CHARGES

- **Single Full-size Adult / Youth grave: (36 inches by 96 inches):** **\$1600.00**
- **Single Cremains/Urn grave:** Single cremains/urn graves, if available (**16"x 16"x 18" in depth**): **\$300.00**  
Contact the Cemetery Superintendent or an authorized cemetery representative for availability.
- **Multiple Cremains/Urn graves:** **\$800.00**  
Multiple Cremains / Urn graves, if available are approximately ½ the normal grave size.  
Note: A maximum of 4 urns are allowed in one purchased multiple Cremains / urn grave.  
Contact the Cemetery Superintendent or an authorized cemetery representative for availability.
- **Child / Infant grave:**  
A child / infant grave is less than 36 inches (3 feet) in length and width when available. Contact the Cemetery Superintendent or an authorized cemetery representative for availability: **\$800.00**
- **Presently we only have graves for pre-purchase in Section A. All pre-purchased graves will be the next available grave in Section A at the time of the burial. This requirement will be clearly stated in the deed for the pre-purchased grave. Grave location will be defined by and will be at the discretion of the Cemetery Superintendent or an authorized cemetery representative.**
- **Cemetery availability for burials will be defined by and will be at the discretion of the Cemetery Superintendent or an authorized cemetery representative. Includes but not limited to equipment failure.**
- Multiple grave purchase discounts are available. See the Cemetery Superintendent or an authorized cemetery representative for details.
- All grave purchases must be paid in full with a bank certified check or money order. We do not accept deposits.
- The purchase of a cemetery grave does not confer ownership of the land, but only a right in the nature of an easement to use the grave for burial of the dead for as long as the property continues to be used as a cemetery as provided by law.
- All prices include perpetual care and a fee for the Cemetery's maintenance and preservation fund as required by New Jersey State law.
- **All active members of the First Baptist Church of South Plainfield** have a choice of any grave or graves, including cremains graves for \$300.00 per single grave.

## GRAVE LOCATION RESEARCH CHARGE:

Grave location research is completed by volunteer members of the First Baptist Church of South Plainfield, owner and operator of the cemetery. Grave location research for up to 3 generations (parents, children, and grandparents) will be done at no charge. For grave location/genealogical research beyond 3 generations there is a charge of \$50.00. This charge is payable to the First Baptist Church of South Plainfield prior to completing the research. Please leave a message at 908-753-2382 ext.302 with questions. Your call will be returned within 72 hours.

## FOUNDATION FOR HEADSTONE / MONUMENT REQUIREMENTS AND CHARGES:

- **A permanent flush mounted or upright headstone / monument is required for all grave sites. Temporary markers are not considered permanent headstones / monuments.**
- Foundations are required and constructed by cemetery personnel for all headstones and monuments. Unless otherwise noted the foundation charge for a headstone / monument or marker is based upon the surface area of the marker or base of the headstone / monument, at the square inch charge in effect.
- Foundations will be constructed only when outside temperatures are above freezing for an extended period, and the grave has settled (a minimum of 6 months after the burial in a grave requiring a foundation)

## HILLSIDE CEMETERY OF SAMPTOWN INTERMENT REQUIREMENTS and CHARGES (continued)

### FOUNDATION REQUIREMENTS AND CHARGES (continued):

- The scheduling of foundation construction is subject to availability of cemetery personnel.
- All headstones / monuments, excluding veteran's markers, must be purchased from a qualified, licensed monument dealer.
- **HEADSTONES, MONUMENTS AND FOUNDATIONS CANNOT EXCEED 30 INCHES IN WIDTH. 12 inches by 30 inches is the largest headstone / monument foundation that is allowed to be installed on a single grave.**
- The request for constructing a headstone / monument foundation must be submitted by the qualified monument dealer and must include the size of the headstone / monument, the size of the foundation required and a picture of the headstone / monument. Full payment for the foundation should accompany the request.
- Installation of the headstone / monument must be arranged and completed by the monument company and subsequently set by them after the foundation has hardened. **Cemetery personnel cannot install headstones or monuments.**
- The foundation charge includes a fee for the Cemetery's maintenance and preservation fund as required by New Jersey law.
- Headstone / Memorial monument Foundations Charge per Square inch of surface area: **\$1.35 per sq. inch**
- 12-inch by 24-inch **minimum** foundation is required (288 sq. inches): **Minimum Charge: \$388.80**
- All foundation charges must be paid in advance of the construction of the foundation **by check payable to the First Baptist Church of South Plainfield.** Monument company checks, certified checks and money orders are acceptable. **No personal checks will be accepted.**
- **The cemetery is not responsible for lost, stolen or damaged temporary markers, damaged or fallen headstones / monuments or for cleaning the headstone / monument. The upkeep of the headstones / monuments or temporary markers is the responsibility of the family of the deceased. If your family member's headstone has fallen, please contact the Cemetery Superintendent or an authorized cemetery representative for coordination of the fallen headstone's repositioning on the foundation or base. The cemetery will contact a monument stone company for the repositioning. The cost for repositioning a fallen headstone is the responsibility of the owners of the headstone.**
- **VETERANS FOOT MARKERS:** Items number 2 thru 18 of the VA Form 40-1330 Claim for Standard Government Headstone or Marker are to be completed by the next of kin of the deceased and submitted to the Cemetery for certification and further processing along with foundation charge and installation charge listed below. A copy of the discharge papers should also be included. The cemetery permits only flush mounted granite or bronze veteran markers or upright veteran headstones. All government flush markers are set flush at the foot of the veteran's grave. Veteran headstones will be positioned at the head of the grave.
  - Foundation and Installation of Veteran's foot Marker: **\$388.80**

NO monument foundations will be installed, or openings completed until all prior bills are paid in full. 1.75 % finance charge per month will be charged = 21 % annual, on unpaid bills

### **FOR CEMETERY RULES AND REGULATIONS PLEASE REFER TO THE ATTACHED CEMETERY RULES AND REGULATIONS**

All charges and interment requirements may be amended, changed, added to, or repealed by the Board of Trustees at any meeting thereof, subject to title 8-A NEW JERSEY CEMETERY ACT, & TITLE 3 NEW JERSEY CEMETERY BOARD RULES AND REGULATIONS, or updated versions.

We respect the personal privacy of all individuals. No personal information will be shared or disseminated to any organization or individual without their permission.

Hillside Cemetery of Samptown  
1400 New market Ave  
South Plainfield, NJ 07080

Date:

## Authorization for Interment in a Deeded Grave where the Grave Deed is lost

Dear Superintendent of the Hillside Cemetery of Samptown

I / We \_\_\_\_\_  
**Name(s) of authorizing family member or deed holder (s)**

**Have lost the deed for the grave of:**

\_\_\_\_\_  
**Name(s) of grave deed holder**

give permission and authorize the Hillside Cemetery of Samptown to bury the following individual in the lost deeded grave:

\_\_\_\_\_  
**Name of grave deed holder who will be buried in the deeded grave**

Best Regards,

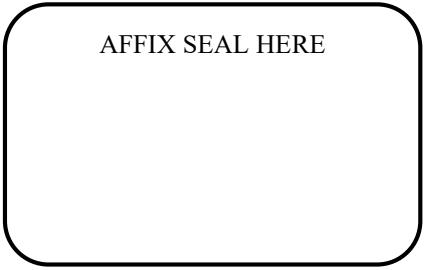
\_\_\_\_\_  
**Printed name(s) of Individual(s) giving permission for the burial on the deeded grave**

\_\_\_\_\_  
**Signature of Individual giving permission**

Sworn and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date commission expires



### Authorization for the Burial of Cremains in an Existing Grave

Dear Superintendent of the Hillside Cemetery of Samptown

o I / We \_\_\_\_\_  
**Name(s) of grave deed holder**

authorize and give permission to the Hillside Cemetery of Samptown to bury the cremains of

\_\_\_\_\_  
**Name of cremains to be buried**

on top of the full body burial of \_\_\_\_\_  
**Name of deceased already buried in the grave.**

**OR**

o I / We \_\_\_\_\_  
**Name(s) of authorizing family member(s)**

authorize and give permission to the Hillside Cemetery of Samptown to bury the cremains of

\_\_\_\_\_  
**Name of cremains to be buried**

on top of the full body burial of \_\_\_\_\_  
**Name of deceased already buried in the grave.**

Best Regards,

\_\_\_\_\_  
**Printed name(s) of Individual(s) giving permission for cremains burial in the grave**

\_\_\_\_\_  
**Signature of Individual giving permission**

Sworn and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date commission expires

