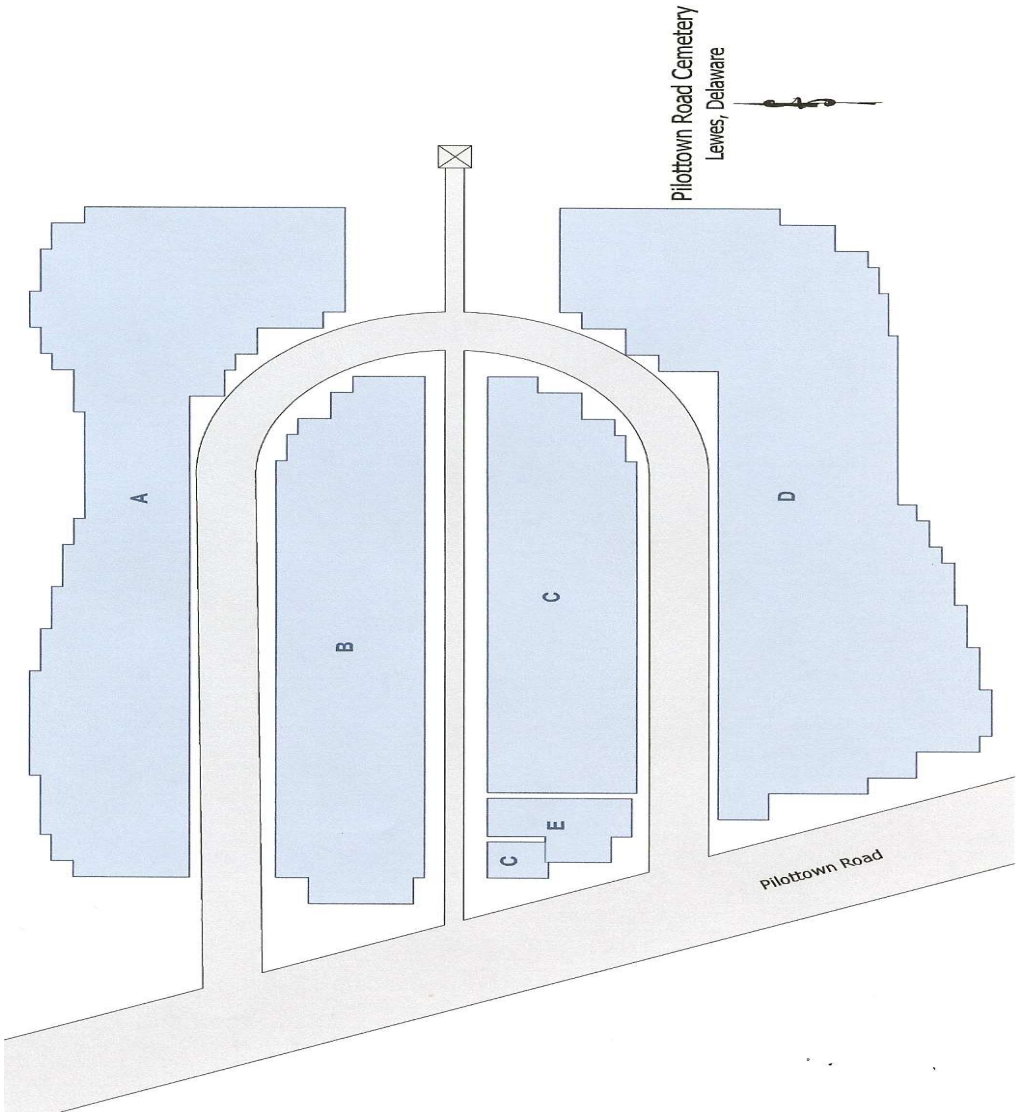
St. Peter's Pilottown Cemetery
Lewes, DE

Policy and Operating Procedures



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Policy and Operating Procedures

(Approved and Authorized by the Vestry September 2, 2003)

St. Peter's Pilottown Cemetery, located in historic Lewes, Delaware, near the end of Pilottown Road across from the DeVries Monument, represents one of the earliest official burial grounds in the State of Delaware subsequent to the massacre of the first Dutch Colony at that site in 1631. Saint Peter's Episcopal Church established the present cemetery in 1950. It is open to Members of St. Peter's Parish and Non Members as well, and is operated by The Pilottown Cemetery and under the direct authority and control of the St. Peter's Vestry. The following represent the Cemetery's Policy and Operating Procedures:

1. Description of Burial Options:

A. Standard Burial Space:

The standard burial space for the interment of human remains is a surveyed grave site which is 3 ½ feet by 8 feet. This space is specified for a normal coffin burial. If burial of cremated remains are desired, each standard burial space can accommodate the interment of a maximum of four cremation burials or one coffin plus up to two cremation urns.

B. Cremation Burial Space:

A cremation burial space for the interment of cremated human remains, located in Section E at the eastern exit of the Cemetery. is a surveyed area of four square feet. This space is allocated for burial of a single cremation urn.

C. Columbarium Niche:

Cremated human remains may be interred in a columbarium structure located by the labyrinth (section F and eventually G). Each niche measures 1 foot by 1 foot by 1 foot and can accommodate up to two urns. Purchase price does not include engraving which can only be done by vendor of our choice.

2. Purchase/Resale of Burial Spaces:

A. *Purchase Price:

Each Standard Burial Space (3 ½ x 8 ft):
Member: $1,000
Non-member: $2,000

Each Columbarium Niche:
Member: $2,000
Non-Member: $2,500

(Prices Approved and Authorized by the Vestry January 1, 2023)

*NOTE: Purchase price does not include any Cemetery permit fees or the cost of monuments, markers or plaques.

B. Purchase Procedure:
Parties interested in purchasing a burial space should notify the Church Office, either in person or via telephone (302-645-8479). Those interested will be contacted by a Cemetery Representative to discuss purchase, eligibility for Parishioner rates, rules and regulations, etc.

When a space is purchased and the Church Office has received payment in full (all checks made payable to "St. Peter's Pilottown Cemetery"), the purchaser will receive a Burial Space Deed.

C. Resale of Unused Burial Spaces.
In all cases burial spaces may be inherited by owners' survivors, but such plots or remaining burial spaces may not be resold, gifted or leased to any other individual or corporate entity, without prior approval of the Cemetery Committee. Owners or survivors holding one or more burial space may sell unused burial spaces back to St. Peter's Episcopal Church for the same amount originally paid for them. To resale a burial space to St. Peter's, contact a member of the Cemetery Committee through the Church Office.

3. Cemetery Operations:

Burial and Plot Maintenance Specifications:

Persons or firms hired by individuals to undertake work at the Cemetery must first contact the Church Office to receive authorization to perform any specified work in the Pilottown Cemetery. Work Order Forms are to be submitted by FAX to the Church Office at Fax # 302-645-0986, or via email at office@stpeterslewes.org. Forms are available by calling the Church Office at 302-645-8479.

If a burial is planned, due notice must be given to the Church Office.

Burial must occur within 72 hours of the staking of the grave. After this time, grave must be re-staked at person's expense requesting staking.

All graves must be dug by the person(s) officially approved by the Cemetery Committee or its representative. Individuals or funeral directors may not contract for grave preparation without prior approval from the Cemetery Committee or its representative.

Prior to any of the following actions involving a burial site, advance permission must be obtained from the Church Office or Cemetery Committee and any applicable permit or staking fees must be paid to "St. Peter's Pilottown Cemetery" in advance, unless otherwise agreed upon. (Information concerning any or all of these activities must be reported for recording purposes):

(a) Any burial
(b) Preparation (grave digging) of standard or cremation space.
(c) Disinterment (for any reason)
(d) Opening any vault
(e) Installation or removal of memorial plaque, head or foot stone monument.

NOTE: The interment of human remains, whether in coffin or cremation urn, or by the scattering of the ashes, is considered to be a solemn occasion deserving of appropriate respect. No interment shall be done, without the presence of representative of respective spiritual or religious tradition, or the presence of a person authorized by St. Peter's Cemetery Committee.

4. Monuments, Footstones, Ground Level Memorials and Cremation Plaques
Monuments may be of any type of cut stone. Normally, marble or granite is used with granite being preferred because of its durability. The following monument specifications apply:

A.) Individual Headstone
The individual headstone must be placed at the head of the 3 ½ ft x 8 ft grave, centered on the grave width, with identifying lettering facing the foot of the grave (Lettering on the back side is optional). Placement of a family headstones should be located in the following manner:
(1) centered at the head of the plot group of graves: in a single row
(2) centered between the plot group of graves in double rows

Height: The headstone's height shall be measured from the ground to the top of the headstone and must not exceed 48 inches.

Width: The width of the headstone shall not exceed 32 inches for a single grave. The placement of a headstone for multiple graves shall be decided in conference with the Cemetery Committee.

Footing: Proper concrete footing is required for all monuments.

B.) Footstones
A footstone, if selected, shall be placed on center of the width at the foot of (1) a single grave or (2) multiple/family plots. It shall be located well within the surface dimensions of the grave or the family plot. Any identifying lettering shall be located on the top surface.

Footing: Proper concrete footing is required for all footstones.

C.) Ground Level Memorials

Ground Level Memorials are allowed throughout the Cemetery excluding Section E which is the Cremation Interment Area. These flat markers can be of stone or bronze plaques, but cannot exceed 36" x 90" without the approval of the Cemetery Committee. They may be designed with or without vases. No concrete memorials are allowed. Proper concrete footing is required.

The Cemetery Committee must approve any exceptions to the above specifications for monuments, footstones or ground level memorials.

D.) Cremation Memorial Plaques

Within Section E, the Cremation Interment Area, memorial plaques shall be:

- Each new burial plaque shall be placed at ground level, centered within the two foot square interment site.
- Cremation memorial plaques shall be of bronze and of a standard size 14 inches by 20 inches in length or a standard Veteran's Plaque.
- The bronze memorial plaques may be purchased with or without a vase. No additional flower holders are allowed in the Cremation Interment Area without the prior approval of the Cemetery Committee.
- The bronze plaque shall be mounted on an installed stone slab base not to exceed 18 inches by 20 inches in length, with proper concrete footing.
- A single monument can be placed between two plots and cannot exceed 14 inches by 30 inches in length.

5. Benches

Stone benches are allowed for family plots or multiple plots, subject to space availability and the Cemetery Committee's approval of size, color, design and placement. No concrete benches will be allowed. If you are interested in a bench, contact the Cemetery Committee through the Church Office.

6. Allowed Plantings and Placement:
Planting of flowers is permitted under the following conditions:

Annual flowers may be planted ONLY in front of a **monument**. Planting is prohibited in front of ground level memorials including Section E, the Cremation Interment Area.

Planted flowers (annuals only) cannot extend past 12" in front of the monument.

The planting of trees, shrubs, bushes, azaleas, perennials, or spreading plants of any kind is prohibited.

The Cemetery reserves the right to remove without notice any planting that becomes unsightly or fails to conform to the above guidelines. The Cemetery is not responsible for the removal/replanting of any flowers that interfere with maintenance, grave digging, and funerals. Lot owners assume all responsibility for any personal plantings.

7. Decorations:

Friends and family are encouraged to visit the grave sites of loved ones and to place wreaths or flowers at the grave in remembrance of them. The following precepts apply:

Only natural flowers and greens are permitted on the burial site. Family and friends are further encouraged to return within reasonable time and to remove the spent flowers; if not, they will be removed during regular Cemetery maintenance.

The placement of identifying plaques and flags by Veterans organizations is authorized, subject to the Cemetery Committee's guidelines. If flags deteriorate, they will be removed during regular Cemetery maintenance.

Artificial flowers **are not permitted**.

Decorations, ornamentals, message boards, signs, toys, stuffed animals, balloons, planters, statues, flags (with the exceptions of Veterans Flags and holders), pottery, glass containers, etc. **are not permitted**.

Curbing, coping, fencing, hedging, bordering, enclosures, stone, gravel, shells, mulch, wood bark, wood chips or any kind **are not permitted**.

Cemetery maintenance will perform grave clean-offs throughout the year in order to maintain a uniform appearance within the Cemetery. Graves will be cleared the last day of January, April, July and October. Any placements not falling under Cemetery guidelines will be removed without notice. St. Peter's Pilottown Cemetery assumes NO responsibility for care or maintenance of personal placements. Placements removed (excluding spent flowers/wreaths/artificial flowers) will be held for 30 days from the date of removal. Anyone wishing to regain any items must contact the Church Office before the end of the 30 days to arrange to pick up the items.

St. Peter's Pilottown Cemetery Committee
St. Peter's Episcopal Church
P.O. Box 464
Lewes, DE 19958
Church Office: 302-645-8479

Revised January 2023