

TEXAS HISTORICAL COMMISSION

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**HISTORIC TEXAS CEMETERY REQUEST FOR DESIGNATION**

Please review the Guidelines & Instructions document at [www.thc.texas.gov/htc](http://www.thc.texas.gov/htc) before completing this form.

**IDENTIFYING INFORMATION**

Primary Name of Cemetery: \_\_\_\_\_ Also known as: \_\_\_\_\_

THC Cemetery ID or Atlas #, if known: \_\_\_\_\_

Person Completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Affiliation with cemetery: \_\_\_\_\_

**LOCATION**

County: \_\_\_\_\_ City, town, or community (or the nearest one): \_\_\_\_\_

Cemetery address, if known: \_\_\_\_\_

Original Survey Name and Abstract Number: \_\_\_\_\_

Latitude / Longitude (optional): \_\_\_\_\_

Driving directions to cemetery from the nearest town: \_\_\_\_\_

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**CEMETERY ASSOCIATION OR TRUSTEESHIP**

Is the cemetery Public or Private?

Name of cemetery association, organization, political entity, or religious institution that oversees the cemetery:

Mailing address: \_\_\_\_\_

Name and title of organization's primary contact person: \_\_\_\_\_

Association meeting dates, if applicable: \_\_\_\_\_

**DEED REFERENCES**

List the volume, page, and filing date for the earliest deed to specifically reference the cemetery and any later deeds that add (or subtract) acreage to the cemetery. Attach copies (Attachment 1). If no deeds were found, describe where and how you looked for these records. See Instructions & Guidelines for additional information and tips to guide your research.

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**OWNERSHIP OF LAND ADJACENT TO CEMETERY**

Any property owner who shares a common boundary with the cemetery will be notified of this designation request by mail. List any landowners who share a property line with the cemetery. Do not include landowners located across a public street. Attach a current parcel or plat map that illustrates the location of these owners in relation to the cemetery (Attachment 4).

Provide name and mailing address. *Example: John Doe, PO Box 123, Post Oak, TX 77777*

Adjacent Owner No. 1: \_\_\_\_\_

Adjacent Owner No. 2: \_\_\_\_\_

Adjacent Owner No. 3: \_\_\_\_\_

Adjacent Owner No. 4: \_\_\_\_\_

Adjacent Owner No. 5: \_\_\_\_\_

Adjacent Owner No. 6: \_\_\_\_\_

If more than 6 adjacent owners, continue on a separate page.

**EXISTING THC HISTORICAL MARKERS**

Provide the title and date of each Official Texas Historical Marker marker within the cemetery.

\_\_\_\_\_

**SURROUNDING LAND USE** (check all that apply)

- Urban setting     Suburban setting     Rural setting     Agricultural     Game/nature preserve
- Transitional     Industrial     Encroachment     Other:

**CEMETERY ACCESS** (check all that apply)

- Direct access to public road     Must cross private property to access

Is the cemetery reached primarily by driving or do you have to walk to it?  Walk     Drive

Limitations to access, if any: \_\_\_\_\_

**IDENTIFIABLE CULTURAL HERITAGE** (check all that apply)

- African American     Asian     European     Hispanic     Jewish     Middle Eastern
- Native American     Other: \_\_\_\_\_

Language on stones: \_\_\_\_\_ Any other cultural information: \_\_\_\_\_

**IDENTIFIABLE RELIGIOUS HERITAGE** (check all that apply)

- Catholic     Islamic     Jewish     Protestant     Other: \_\_\_\_\_

Source: \_\_\_\_\_

## LANDSCAPING

Identify cultural (planted deliberately) plants and naturally occurring plants, if known. Include names of identifiable trees, shrubs, and ground cover.

Cultural plants: \_\_\_\_\_

Natural plants: \_\_\_\_\_

## PERIMETER (attach a site plan/sketch map that illustrates these dimensions and perimeter features)

Measured dimensions of cemetery: \_\_\_\_\_ x \_\_\_\_\_ feet  Irregular shape Acreage: \_\_\_\_\_ acres

Do the on-the-ground measurements given above match those given in the deed description?  Yes  No

Explain: \_\_\_\_\_

Is the cemetery enclosed by a fence?  Fully fenced  Partially fenced  No fence

If known, approximate year (decade) in which fence was installed: \_\_\_\_\_

Perimeter fence materials (check all that apply):  No fence  Chain link  Cast/wrought iron

Barbed wire  Woven wire  Brick  Stone  Wood  Other: \_\_\_\_\_

If not fully fenced, is the perimeter of the cemetery property defined by any of the following:

Cultivated fields  Trimmed grass  Roads  Tree/brush line  Body of water

Hedgerow (deliberately planted)  Vacant land  Other: \_\_\_\_\_

## AGE AND CONTEXT

Date of oldest burial: \_\_\_\_\_ Date of most recent burial: \_\_\_\_\_ Cemetery still active?  Yes  No

Approximate number of graves: \_\_\_\_\_

Unmarked graves  Marked graves, no dates  Marked, dated graves

Original associated cultural context (such as community, church, family homestead, etc.): \_\_\_\_\_

Subsequent community established around cemetery site? Explain: \_\_\_\_\_

Original geographic context removed (cemetery now in road right-of-way, parking lot, etc.)? Explain: \_\_\_\_\_

Cemetery relocated from original site? Explain, include source of info: \_\_\_\_\_

Burial Records Exist  Gravestones have been inventoried  Location of inventory: \_\_\_\_\_

## CEMETERY CONDITION (check all that apply)

Evidence of cemetery above ground  Graves not readily visible  Grave depressions

Maintained  Overgrown  No obvious evidence of maintenance  Select sections maintained

Trash/dumping ground  Vandalized

Leaning stones  Fallen stones  Missing features  Evidence of gravestone repairs

## GRAVESTONE MATERIALS (check all that apply)

Cast iron  Ceramic photographs  Concrete  Fieldstone  Funeral company marker

Granite  Limestone  Marble  Sandstone  Resin/plastic  Steel  Structural glass

Tile  Wood  Zinc  Other: \_\_\_\_\_

## CEMETERY FEATURES OVERVIEW

Cemetery sign:  Yes  No

Text on sign: \_\_\_\_\_

Location of sign:  at the cemetery  on the road  on gate  on fence  on post

Entry gate:  Yes  No Manufacturer, if known: \_\_\_\_\_

Drivable cemetery roads:  None  Dirt  Brick  Gravel  Paved  Cobblestone  
 Grass  Other: \_\_\_\_\_

Walkways and paths:  None  Dirt  Brick  Gravel  Paved  Cobblestone  
 Grass  Other: \_\_\_\_\_

Fenced plots: (meaning fences which surround individual graves or a family/group plot.)

None  Individual graves, number: \_\_\_\_\_  Family plots, number: \_\_\_\_\_

Fence materials:  N/A  Barbed wire  Brick  Cast/wrought iron  Chain link

Woven wire  Stone  Wood  Other: \_\_\_\_\_

Curbing: (a low rim of building material found around an individual plot or a larger grouping of graves)

None  Cut stone  Concrete  Brick  Other: \_\_\_\_\_

Grave decoration:  Shells  Gravel  Scraped earth  Floral  Other: \_\_\_\_\_

Terracing/retaining walls:  Yes  No

Segregated burials:  None  Family  Race  Religion  Fraternal order  Nationality  
 Pauper  Babies  Institutional  Other: \_\_\_\_\_

Cemetery features:  Benches  Flagpole  Folk decorations  Fountains  Grave houses

Grave shrines  Grave slabs  Handcrafted/local castings  Cairns  Mausoleums/vaults

Obelisks  Original statuary  Outhouse  Tabernacle  Structures or out buildings

Unique stone carving  Urns  Water Well or pump  Other: \_\_\_\_\_

Statuary or gravemarkers signed by an artist; name: \_\_\_\_\_

## VETERAN GRAVES

American Revolution  War of 1812  Texas Revolution  U.S.-Mexico War  Civil War

Indian Wars  Spanish American War  World War I  World War II  Korean War

Vietnam War  Gulf War  Afghanistan  Iraq  Other: \_\_\_\_\_

## HISTORICAL BACKGROUND

Provide a brief history of the cemetery. This should include information regarding land ownership; date of establishment; origin of the cemetery name; historical association with a family, community, or church; cemetery development and growth; and current activity. See the Guidelines & Instructions document for additional tips. You may submit this as a separate document if you prefer.

List bibliographic references (the sources you consulted to write your narrative):

## PHOTO DOCUMENTATION LOG

At least five current photographs of the cemetery are required—one of the entrance and one from each corner looking toward the center. Submit no more than five additional photos of outstanding or significant features (Attachment 2). Note the location of photos on your site plan/sketch map (Attachment 3). See Guidelines & Instructions document for more information.

<b>Photographer</b>	<b>Date</b>	<b>Photo Number/File Name</b>	<b>Description</b>
<i>John Doe</i>	<i>05-03-2017</i>	<i>Photo 1/ SmithCemetery_01.jpg</i>	<i>From the entry, looking north</i>

## APPLICATION SUBMITTAL CHECKLIST

(refer to Guidelines & Instructions document for detailed requirements)

There are no deadlines for the Historic Texas Cemetery designation. Applications are accepted year-round.

Please review your application packet carefully. Incomplete submissions may be returned to the applicant.

- HTC “Request for Designation” application form, including narrative history, bibliography and photo log
- Deeds
- Photographs
- Location map (not required if the cemetery is accurately mapped in the THC’s [Historic Sites Atlas](#))
- Property ownership map
- Site plan/sketch map
- Survey map and field notes (not required, but please submit if available)
- \$25 application fee payable to the Texas Historical Commission. On the memo line, write: HTC Application fee for [Name] Cemetery, [Name] County.

## SUBMIT THE APPLICATION PACKET

The THC prefers electronic submission of HTC applications and attachments, either by email or on a CD or USB flash drive. Electronic submissions reduce processing times and aid accurate data entry. Hard copies are accepted but not encouraged.

Submit application and all other required components as attachments via email to: [htc@thc.texas.gov](mailto:htc@thc.texas.gov). Include the cemetery name, county, and “HTC application” in the subject line.

Mail all other materials to:

Texas Historical Commission  
History Programs Division  
PO Box 12276  
Austin, TX 78711-2276

For assistance with this application, contact THC’s Cemetery Preservation Program staff at [htc@thc.texas.gov](mailto:htc@thc.texas.gov) or 512.463.5853.

