DHR Staff Use: AH DHR ID _____ AE DHR ID _____

# VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
# CITIZEN CEMETERY RECORDATION FORM

**Note: This form is for use by non-professionals only. All others must submit records for approval through DSS.**

## GENERAL LOCATION INFORMATION

**Cemetery Name:** _____

**County/City:** _____

**Address/Location**: _____

## MAP DATA (Consult DHR Archives Staff for help with obtaining map information)

**USGS 7.5' Topographic Quadrangle Name**:: _____

**Datum:** Choose One.

☐ NAD 1927 ☐ WGS 1984

☐ NAD 1983

**UTM Zone:** Choose One.

☐ 17

☐ 18

**UTM Easting:** _____ **UTM Northing:** _____

**Alternately, you may provide Latitude and Longitude Coordinates**

**Lat:** _____ **Long:** _____ **Source (Google Maps, GPS, etc):** _____

## CEMETERY INFORMATION

**Religious Affiliation:** *Select **all** that apply*

☐ AME
☐ Baptist
☐ Catholic
☐ Congregationalist
☐ Disciples of Christ
☐ Eastern Orthodox
☐ Episcopal
☐ Friends
☐ Hebrew
☐ Lutheran
☐ Mennonite
☐ Mormon
☐ Seventh Day Adventist
☐ Unitarian
☐ None/Unknown
☐ Other- specify:

**Ethnic Affiliation:** *Select **all** that apply*

☐ African American
☐ English
☐ French
☐ German
☐ Huguenot
☐ Italian
☐ Jewish
☐ Native American
☐ Scotch-Irish
☐ Unknown
☐ Other- specify:

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**Artistic Values:** **Select One (based on the markers' level of craftsmanship). Use your best judgment.**

- ☐ High
- ☐ Medium
- ☐ Low

**Grave Type:** **Select One.**

- ☐ Marked only
- ☐ Marked and Unmarked
- ☐ Unmarked only

**Earliest Marked Death Date:** _____

**Latest Marked Death Date:** _____

**Approximate Number of Gravestones:** *Select* ***only one choice.***

- ☐ 1-5
- ☐ 6-10
- ☐ 11-25
- ☐ 26-50
- ☐ 51-100
- ☐ 101-999

**Approximate Number of Total Burials:** *Select* ***only one choice.***

- ☐ 1-5
- ☐ 6-10
- ☐ 11-25
- ☐ 26-50
- ☐ 51-100
- ☐ 101-999

**Enclosure Type:** *Select* ***only one choice.***

- ☐ Fence
- ☐ Hedge
- ☐ None
- ☐ Other
- ☐ Wall

**Current Use:** *Select* ***only one choice***

- ☐ Abandoned
- ☐ Church/Religious
- ☐ City/Town
- ☐ Family
- ☐ Memorial Park
- ☐ Military
- ☐ National
- ☐ Private

**Significant Markers and/or Individuals:** *(use additional pages if needed)* ☐ **See intensive level marker forms**

| Marker Type | First Name | Last Name | Birth Date | Death Date | Condition |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Marker Types | (to be entered above) |
|---|---|
| Bench | Iron/Metal |
| Cenotaph | Mausoleum |
| Chest Tomb | Monument |
| Cradle Grave | Other |
| Crypt | Slab/Capstone/Ledger |
| Fieldstone | Table |
| Headstone/Tablet | Temporary |

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**General Condition Description:** Describe the condition of the cemetery as a whole including any damage, if applicable.

**Setting and Landscape Description:** Describe the surroundings, landscape features, walls, plantings, etc.

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**Additional Comments:**

## RECORDER INFORMATION

**First name** _____ **Last name:** _____

**Title:** _____

**Address:** _____

**City:** _____ **State:** _____ **Zip:** _____

**Phone:** _____ **Date:** _____

**Relationship to Property:** *Select **all** that apply*

| | | | | |
|---|---|---|---|---|
| ☐ **Informant** | ☐ **Occupant** | ☐ **Owner of Property** | ☐ **Property Manager** | ☐ **Tenant** |
| ☐ **Owner of the Specimens** | ☐ **Occupant, former** | ☐ **Owner of Property, former** | ☐ **Property Manager, former** | ☐ **Tenant, former** |

## NOTES ON THIS FORM

**The Citizen Cemetery Recordation Form is designed to easily allow members of the public (not archaeologists or preservation professionals) to submit information relating to many different kinds of cemeteries throughout Virginia. By submitting this form to DHR, you are recording a cemetery in our historic resources database. This information may be accessed by researchers, or by individuals, governments, and agencies seeking compliance with State and Federal preservation laws. In other words, recording a cemetery with DHR may help prevent it from being damaged or destroyed. To further ensure the preservation of a cemetery, contact the Assessor's office of your local government to ensure that the cemetery is recorded on local-level parcel maps.**

**Recording a cemetery on this form does not "list" it on the National Register of Historic Places or the Virginia Landmarks Register or affirm its historical significance. For more information on listing resources on the historic registers, contact DHR's regional staff.**

## ACCOMPANYING MATERIALS INFORMATION

**Submit the following materials to DHR's Archives along with this completed form.**

**1 Locator map**

**Locator map will preferably be a relevant portion of a 7.5' USGS Topographic Quadrangle Map. Indicate location of cemetery and the name of the USGS Quad. Print or digital formats accepted. Free digital topo maps are available from the USGS website.**
**Printouts or digital images of legible maps similar to Mapquest or Google Maps may also be acceptable. Ensure that the size, shape, and location of your cemetery is visible on the map. You may need to provide two maps (one far away to show location and one zoomed in to show size and shape) to allow us to adequately record your cemetery.**

**2. Plan drawing of the cemetery**

**Plan view drawing may be computer generated or hand-drawn. Drawing must show outline of the cemetery and placement of headstones/depressions from an overhead view.**

**3. Photos**

**Black and white archival prints no larger than 4" x 6"are preferred. Digital image files (.TIF) will be accepted in all circumstances.**

**Submit completed materials in hardcopy and/or digital format (CD) to**

**DHR Archives**
**2801 Kensington Avenue**
**Richmond, VA 23221**

**If you'd like to submit your materials online, contact the DHR Archivist for more details.**

**Questions about how to complete this form and how to prepare accompanying documents may be addressed to the DHR Archivist at (804) 367-2323.**

**Find more information on DHR's archives at http://www.dhr.virginia.gov/archives/archiv_info.htm.**

**The Department of Historic Resources thanks you for this important information which will be integrated into our DHR's permanent archival collections.**