



# 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*

- |  |  |
|--|--|
| <input type="checkbox"/> AME                 | <input type="checkbox"/> Hebrew                |
| <input type="checkbox"/> Baptist             | <input type="checkbox"/> Lutheran              |
| <input type="checkbox"/> Catholic            | <input type="checkbox"/> Mennonite             |
| <input type="checkbox"/> Congregationalist   | <input type="checkbox"/> Mormon                |
| <input type="checkbox"/> Disciples of Christ | <input type="checkbox"/> Seventh Day Adventist |
| <input type="checkbox"/> Eastern Orthodox    | <input type="checkbox"/> Unitarian             |
| <input type="checkbox"/> Episcopal           | <input type="checkbox"/> None/Unknown          |
| <input type="checkbox"/> Friends             | <input type="checkbox"/> Other- specify:       |

Ethnic Affiliation: *Select all that apply*

- |   |  |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Jewish          |
| <input type="checkbox"/> English          | <input type="checkbox"/> Native American |
| <input type="checkbox"/> French           | <input type="checkbox"/> Scotch-Irish    |
| <input type="checkbox"/> German           | <input type="checkbox"/> Unknown         |
| <input type="checkbox"/> Huguenot         | <input type="checkbox"/> Other- specify: |
| <input type="checkbox"/> Italian          |  |

DHR Staff Use: AH DHR ID \_\_\_\_\_ AE DHR ID \_\_\_\_\_

**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*

- |   |  |
|---|--|
| <input type="checkbox"/> Abandoned        | <input type="checkbox"/> Memorial Park |
| <input type="checkbox"/> Church/Religious | <input type="checkbox"/> Military      |
| <input type="checkbox"/> City/Town        | <input type="checkbox"/> National      |
| <input type="checkbox"/> Family           | <input type="checkbox"/> 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

DHR Staff Use: AH DHR ID \_\_\_\_\_ AE DHR ID \_\_\_\_\_

**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.

**Additional Comments:**

**RECORDER INFORMATION**

First name \_\_\_\_\_ Last name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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

<input type="checkbox"/> Informant	<input type="checkbox"/> Occupant	<input type="checkbox"/> Owner of Property	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Tenant
<input type="checkbox"/> Owner of the Specimens	<input type="checkbox"/> Occupant, former	<input type="checkbox"/> Owner of Property, former	<input type="checkbox"/> Property Manager, former	<input type="checkbox"/> 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](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.