



Instructions for Completing the Cemetery Survey Form and Cemetery Marker Survey Form

CEMETERY SURVEY FORM

The Cemetery Survey Form is used to record a cemetery on one form. The idea is to capture a general snapshot of the location, conditions, and resources within the cemetery. This information will then be used by future researchers when studying the history of the area. In conjunction with this form you may choose to fill out and submit multiple Marker forms; however, this form is required when recording any cemetery project. Please fill out every section completely and accurately to the best of your ability. Forms that are not complete will be returned for additional information. Instructions for completing the Cemetery Survey Form follows.

CEMETERY INFORMATION

Cemetery Survey Form Page 1

Leave the "For SHPO Staff Use Only" Section at the top right of the form blank.

1. **Survey Number:** A survey number is assigned to each cemetery for tracking and recording purposes. The assigned number will consist of a two letter code for the county in which the survey is conducted, a code indicating it is a cemetery survey (CS), and a number identifying the overall survey. For example: AD-CS-001 is interpreted as AD (Adair County) CS (cemetery survey) 001 (the first cemetery to be surveyed in the county). See Appendix 1 for a list of two letter county acronyms, and **contact the SHPO for a survey number.**
2. **Survey Name:** The survey project should be given a name based on the geographic area, type of resource(s), or the name of the individual cemetery being surveyed. For example:
 - Geographic area: Cemeteries of Stoddard County
 - Thematic/resource type: Family Cemeteries of Adair County
 - Individual cemetery: Ozark Municipal Cemetery
3. **County:** Enter name of county. If the survey area includes more than one county, type "Statewide" in blank.
4. **Address or directions from nearest community or intersection:** Enter the name and number of the street or road where the property is located. If the property does not have a physical address, provide the location and distance from the nearest cross roads or community. For example, "1/4 mi. east of the intersection of CR-345 and MO-EE, north side of the street"

5. City & Zip Code: Enter the name of the city, town, or zip code in which the property is located. If the property is outside the city limits, enter the name of the nearest city or town and select the box in the box for "Vicinity."
6. GPS Coordinates: Coordinates can be entered using either UTM or Lat/Long format. The Universal Transverse Mercator (UTM) Grid System reference points and Latitude/Longitude coordinates can be obtained in several ways including on-line mapping systems, with hand-held global positioning system (GPS) units, your smartphone, or by reading points from a USGS 7.5 minute topographic map with a coordinate counter.
7. Township/Range/Section: Though less accurate for pinpointing exact geographic location than UTM references, township/range and section readings can also be helpful when researching cemeteries using historic maps or legal descriptions. USGS topographic maps for areas west of the Mississippi indicate township, range, and section, as do county plat maps.
8. Historic Name (if known): Enter the original or earliest known name for the cemetery, or the surname of the family most closely associated with the cemetery. If none is known, leave blank.
9. Current/Other name (if known): Enter any other name commonly associated with the property. If none is known, leave blank.
10. Ownership: Select the box indicating either public or private ownership.
11. Public Accessibility: Select the box indicating if the cemetery is accessible to the public. If it is not accessible mark inaccessible.
12. Accessible by: Select the box next to the primary access method. If the primary method is not listed mark the "other" box and fill out the blank. If it is not accessible mark inaccessible.

PHYSICAL FEATURES AND SETTING

Cemetery Survey Form Page 1

13. Acreage: Enter the exact acreage of the property if known or an estimate of acreage if unknown. You may be able to look up this information on the county tax assessor's web page.
14. Terrain: Select the box next to the option that best applies. If the best choice is not listed mark the other box and fill out the blank. Use Box 43 on the back to further describe the terrain if necessary.
15. Approximate number of headstones: Provide an estimate based on the number of markers that are easily identifiable. If the best choice is not listed mark the "other" box and fill out the blank.

16. Approximate number of burials (if known): Provide an estimate based on the number of markers and other indications (historic research, cemetery records, sunken plots, etc.).
17. Date of earliest known burial: Enter the date of earliest known burial.
18. Date of most recent burial: Enter the date of the most recent burial.
19. Cemetery type: Select the box next to the option that best applies. If a cemetery contains large sections or plots dedicated to a specific religion, fraternal order, etc., select all boxes that apply. If the options for "ethnic, fraternal, religious, or other" are selected; use the blank to type the ethnicity, organization, denomination, or type as appropriate.
20. General condition of cemetery: Select the box by the entry that best applies. If the cemetery is not identifiable, but known to exist through other means, please explain how you came to know about the cemetery in Box 43.
- Well maintained: the cemetery receives regular care and is in good repair.
 - Marginally maintained: the cemetery receives some care but is not in good repair. Ex: the vegetation is maintained, but issues with markers are not addressed.
 - Not Maintained: no care is provided on a regular basis.
 - Overgrown, identifiable: trees, shrubs, grass, and other vegetation are taking over the cemetery, but it is still possible to easily find markers.
 - Overgrown, not identifiable: trees, shrubs, grass, and other vegetation have completely taken over the cemetery and it is not easy to find markers without removal of vegetation.
 - Not identifiable, but known to exist: records indicate that a cemetery is present in this location, but no evidence remains above ground. Be sure to describe the information in Box 43 and include citations for the information in Box 45.
21. Visible from road?: Select the appropriate box.
22. Have markers been damaged or are they threatened/endangered?: Though individual markers may be in good condition, make a general assessment of the cemetery. Mark the appropriate box.
23. Damaged/Endangered by: This is a general assessment of markers. Use your best judgement to determine what may have caused the damage or what is likely to cause damage (if threatened). If the best choice is not listed, mark the "other" box and fill out the blank. You may select more than one option. For example, the cemetery may be threatened by neglect and vegetation growth.
- Animals: have animals in the area been rubbing against, scratching on, or nesting in markers?
 - Vandalism: have humans been visiting the cemetery and damaging it by any means?
 - Construction: is a new development or roadway passing very near, encroaching on, or going through the cemetery?
 - Neglect/Deterioration: is the cemetery little visited and beginning to fall a victim of nature?

- Vegetation: are there plantings close to markers threatening the stability and preservation of markers? Are bushes or vines growing up and over markers obscuring them and encouraging growths and dirt accumulation?
 - Farming operations: is the cemetery in the middle of a farm or plantation of trees where heavy equipment may cause damage?
 - Industrial operations: is the cemetery near an industrial site that could cause damage due to heavy equipment, facility or parking needs, or chemicals?
 - Mowing/Maintenance: is the cemetery maintained but large mowers and tractors are being used for maintenance which is leading to damaging rock and toppling stones?
24. Estimate of the percent of markers damaged: after appraising the general conditions of the cemetery make an educated guess as to the percentage of markers damaged and mark the corresponding box.
25. Approximate amount of markers in each category: This is a general assessment of markers. After appraising the conditions of the cemetery go through each option in the list provided and make an educated guess as to the entry that is most appropriate. Select the box next to the most accurate answer "few," "50%," and "most." Some markers may exhibit more than one issue and be counted more than once depending on the category. For example, a marker can be toppled, but still have a readable inscription.
26. Is a two part question:
- A. Have repairs been attempted? Select the appropriate answer. If a marker has been replaced, mark box next to yes.
- B. Repair methods used: Mark all that apply.
- None: no repair methods have been used.
 - Adhesives: use of epoxy, Portland cement, or other adhesive used to reconnect broken pieces or fill gaps where pieces have been lost.
 - Coatings: water repellents, sealants or other coatings used to extend the life of the marker material (i.e. limestone and marble with a shiny or milky finish probably have been coated with something).
 - Reset: a marker has fallen down and been put back together and situated vertically.
 - Metal supports: metal framework used to hold pieces together or upright.
 - Iron pins/bolts: iron pins, bolts, or braces used to hold pieces together or keep them upright. These types of repair methods often cause staining from iron rust.
 - Unknown: some methods have been used but you are not sure exactly which or you are unable to determine if repairs have taken place.
 - Replacement: total replacement of the original stone, usually indicated by comparing the date of death with the newness of the stone.
 - Other: if the appropriate option is not listed above select other and use the blank to fill in the method used.
27. Are markers or stones in their original location? This is a general assessment. If some markers seem to be misplaced, mark "no."
28. Types of structures/objects present: Use this section to mark the types of markers, associated objects, and support buildings which are present in the cemetery. Please

refer to the markers diagrams (Appendix 4) at the end of this booklet for descriptions of the marker/monument types. If the cemetery contains resources not noted in this box or further description is required, include information in Box 43 on the second page of the form or on a continuation sheet.

29. Materials from which markers are made: Mark all that apply. Please refer to Appendix 3: Materials at the end of this booklet for information on identifying materials. If a material is used but not included in the box mark the "other" box and fill out the blank.
30. Decorative carvings and sculptural forms found on markers: Mark all that apply. If a form is used but not included in the box mark the "other" box and fill out the blank.
31. Are there mass graves or burials? Indicate if known. In Box 44, on the second page of the form or on a continuation page, explain the history of the mass grave (i.e. paupers plot, epidemic, etc.)

HISTORICAL DATA

Cemetery Survey Form Page 1

32. Date or year established: It is sometimes difficult to determine a specific year or date in which a cemetery was established. If known, type in the year of establishment. If unknown, use your judgment and knowledge of local history to provide an approximate date (i.e. c.1890).
33. Landscape architect/designer: Many cemeteries are simple plots with rows of stones. However, some cemeteries are also designed landscapes with roadways, ponds, plantings and other landscape features. Enter the name of the designer of the cemetery, if known. If unknown, leave blank.
34. Previously surveyed? Has the property been included in a previous survey that recorded this cemetery? For example, the property may have been identified in a survey conducted by MODOT or another agency in preparation for a project, or by a local historical society preparing cemetery records or tombstone transcripts for publication. If known, mark the box next to yes. Enter the number or name of the survey in which the property was originally identified, if applicable. If the cemetery has never been surveyed mark the box for no.
35. Noteworthy Date/Period: Enter the range of dates (i.e. c. 1840-1925) that denotes the time when the property was used as a burial ground or the dates in which it was most heavily used for internments. Use box 44 on the back to discuss the history.
36. Builder: If there is an associated builder enter the name of the builder or contractor responsible for constructing the circulation paths or other structures/buildings, if known. If unknown, leave blank.
37. On the National Register? If already listed in the National Register of Historic Places, type a check the box next to "yes"; check the box next to the type of listing "individual" or

"contributes to a listed district; finally write the name of the nomination in the provided blank. If the cemetery is not listed mark the box next to "no."

OTHER

Cemetery Survey Form Page 1

38. Is a two part question:
- A. Contact for cemetery: Enter the name, address and phone number of the contact person for the cemetery, if known.
 - B. Owner information: Enter the name, address and phone number of the owner/organization responsible for the cemetery, if known. If the owner and contact are the same leave B blank.
39. Form prepared by (name and organization): Enter the name of the individual who surveyed the property and completed the form, the name of their company or organization, and the contact information for that person or organization (address, phone, or e-mail address).
40. Is a two part question:
- A. Contact is: Indicate if the contact is the owner, manager, a cemetery board member, or other person to be contacted to gain access to the property.
 - B. Contact for access: Check this box if contact must be notified for access to be granted.
41. Survey date: Enter the period or timeframe during which the survey was conducted, not the date the form was completed.
42. Date of revisions: Enter the date the form was updated or revised, if applicable.

ADDITIONAL INFORMATION

Cemetery Survey Form Page 2

The boxes provided below "Additional information" are for the narrative portion of the survey and should expand on information provided on the front page of the form. These are flexible boxes, and it is acceptable if they expand onto additional pages. When using additional pages, be sure to note the box number the information corresponds to.

43. Further description of cemetery terrain, conditions, landscaping, circulation pattern, and other features: Provide a general description of the setting and additional information on and descriptions of any buildings or structures associated with the property. Include approximate dates of construction for all outbuildings or structures. Be sure to note or describe existing trees and plants that are historically associated with cemeteries (i.e. cedars, yuccas, etc.). If more room is needed attach a continuation page to the back of this form.
44. History of cemetery including prominent families: Summarize the history and historical importance of the property. List family names of those buried in the cemetery. If more room is needed attach a continuation page to the back of this form.

45. Sources of information: Include bibliographic references for sources used in gathering historic data and history of the property. If information was obtained from oral interviews, include the name of the person interviewed, the interviewer, as well as the date and location where the interview took place. If notes or recordings were made of the interview, cite the location where the sources are kept. If more room is needed attach a continuation page to the back of this form.

PHOTOGRAPHS: All survey forms must be accompanied by at least one photograph. Insert a photograph in the space provided. The photograph should show a representative view of the cemetery that captures aspects of its terrain, rows of burials, landscape features, etc. More than one photo may be necessary. All photographs not inserted into the box below should be on the Additional Photos sheet, or they may be printed and labeled on the back in pencil with the name and address of the property and the survey form number. Please do not use permanent marker or stickers on the back of photographs.

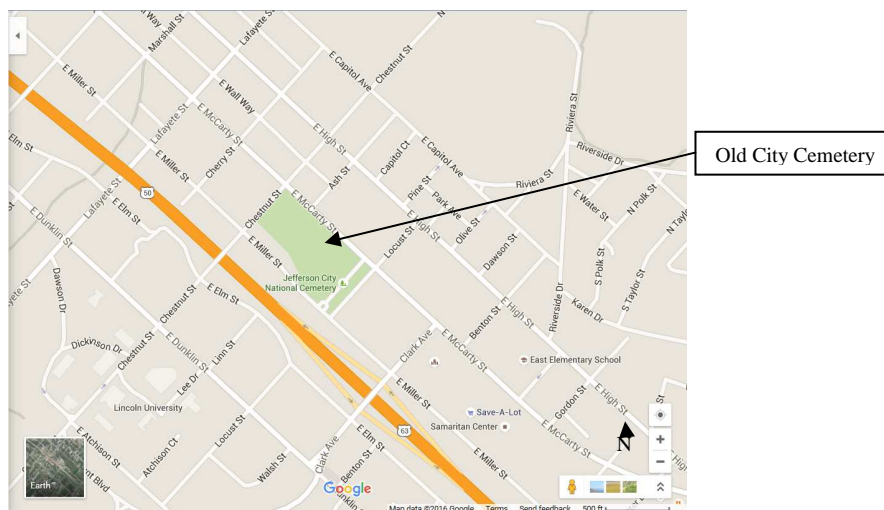
46. Photographer: List the name of the person who took the photograph.

47. Date: Record the date the photograph was taken.

MAPS AND SITE PLAN

Cemetery Survey Form Page 3

48. Location Map: Insert a map segment showing the location of the property. Make sure the map shows the streets and roads surrounding the property, and has a north arrow and scale. Maps may be from an internet mapping service such as Google Earth or USGS topographical maps. Label the map with the cemetery location.

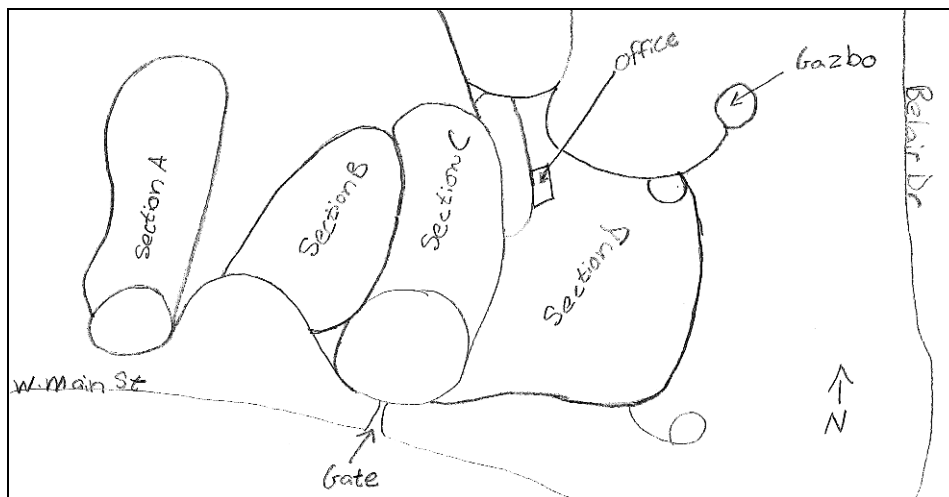


49. Site plan: Insert an image showing the plan of the cemetery, aerial images are preferred or you may use existing section or plot maps are acceptable. Note any associated buildings; large monuments, crypts or mausoleums; natural or landscaping features, circulation patterns, bordering streets/roads, etc. Include a north arrow, scale, and boundary lines.

Example using an aerial image:



Example using a hand drawn map:



CEMETERY MARKER SURVEY FORM

Cemetery marker forms can be submitted as supplement to the Cemetery Inventory Form. The completion of these forms is not required and a Cemetery form may be submitted with or without a Marker form. Filling out a form for each marker is not required, but may be submitted for some or all of the markers depending on your time and interest. Some reasons for completing Marker forms would be to record the most prominent or significant markers or if a group or organization were conducting a cemetery survey, preservation, or tombstone transcription project.

Instructions for completing the Cemetery Marker Survey Form follow. **NOTE: Refrain from making rubbings or applying any substance or chemical to inscriptions to attempt to read them. If possible take a digital photograph and use filters to enhance the image on the computer.**

CEMETERY INFORMATION

Cemetery Marker Survey Form Page 1

Leave the "For SHPO Staff Use Only" Section at the top right of the form blank.

1. Survey Number: A survey number is assigned consecutively to each form for tracking and recording purposes. It will consist of a two letter code for the county in which the survey is conducted, a code indicating it is a cemetery survey (CS), a number identifying the overall survey, and a number identifying the individual marker. For example: AD-CS-001-0001 is interpreted as AD (Adair county) CS (cemetery survey) 001 (the first cemetery to be surveyed in the county) 0001 (first marker in the cemetery surveyed). See appendix 1 for a list of two letter county acronyms, and **contact the SHPO for a county survey number.**
2. Survey Name: The survey project should be given a name based on the geographic area, type of resource(s), or the name of the individual cemetery being surveyed. For example:
 - Geographic area: Cemeteries of Stoddard County
 - Thematic/resource type: Family Cemeteries of Adair County
 - Individual cemetery: Ozark Municipal Cemetery
3. County: Enter name of county. If the survey area includes more than one county, type "Statewide" in blank.
4. Address or directions from nearest community or intersection: Enter the name and number of the street or road where the property is located. If the property does not have a physical address, provide the location and distance from the nearest cross roads or community. For example, "1/4 mi. east of the intersection of CR-345 and MO-EE, north side of the street"
5. City & Zip Code: Enter the name of the city, town, or zip code in which the property is located. If the property is outside the city limits, enter the name of the nearest city or town and select the box in the box for "Vicinity."

6. GPS Coordinates: Coordinates can be entered using either UTM or Lat/Long format. The Universal Transverse Mercator (UTM) Grid System reference points and Latitude/Longitude coordinates can be obtained in several ways including on-line mapping systems, with hand-held global positioning system (GPS) units, your smartphone, or by reading points from a USGS 7.5 minute topographic map with a coordinate counter.
7. Township/Range/Section: Though less accurate for pinpointing exact geographic location than UTM references, township/range and section readings can also be helpful when researching cemeteries using historic maps or legal descriptions. USGS topographic maps for areas west of the Mississippi indicate township, range, and section as do county plat maps.
8. Historic Name (if known): Enter the original or earliest known name for the cemetery, or the surname of the family most closely associated with the cemetery. If none is known, leave blank.
9. Current/Other name (if known): Enter any other name commonly associated with the property. If none is known, leave blank.
10. Ownership: Select the box indicating either public or private ownership.
11. Public Accessibility: Select the box indicating if the cemetery is accessible to the public. If it is not accessible mark inaccessible.
12. Accessible by: Select the box next to the primary access method. If the primary method is not listed mark the "other" box and fill out the blank. If it is not accessible mark inaccessible.

MARKER CHARACTERISTICS AND INSCRIPTIONS

Cemetery Marker Survey Form Page 1

13. Name(s) on marker (last, first, middle). Include dates of birth and death if inscribed on marker. For example:
 - Smith, John W. b. Oct. 23, 1847 d. January 14, 1903
 - Smith, Frannie E. [wife] b. March 17, 1850 d. August 4, 1920
 - Smith, John W. [infant] b. April 19, 1875 d. July 25, 1875 age 3 mos.
14. Inscription/Epitaph (Full all sides). Use this block to record the inscription, in its entirety, as it appears on the marker. If more space is needed use Box 37 to record additional information. Be sure to record the inscription as it appears including any misspellings or abbreviations. For example:

	Bradford	
Michael		Joan
June 17, 1920-March 28, 1997		December 23, 1922-August 5, 2015
Rest is thine and sweet remembrance is ours.		

15. Burial Type: select the box next to the type of interment that is being recorded. If a type is not included mark the "Other" box and fill out the blank with the appropriate type.
16. Surface finish: Many different types of finishes may be applied to markers in the cemetery and often more than one treatment may be used on a single marker. If more than one finish is used select all boxes that apply. If a finish is not included mark the "Other" box and fill out the blank with the appropriate type. For examples of finishes see Appendix 2.
17. Orientation: Mark the direction in which the front of the marker faces.
18. Describe the location of marker in the cemetery (i.e. lot, block, plot, space, section number and/or general vicinity). It is essential that cardinal directions are used when describing the location if the section and row numbers are unknown. For example:
 - a. Section H, row 3, third from east.
 - b. Southwest quarter of cemetery, second row from rear fence, 7th from west.
19. Materials from which marker is made: Mark all that apply. Please refer to the Appendix 3: Materials for information on identifying materials. If a material is used but not included in the box mark the "Other" box and fill out the blank.
20. Marker/Monument type: Mark the appropriate marker type. Please refer to Appendix 4: Marker Types for photographs of the different types of markers. If the appropriate type is not pictured mark the box next to "Other" and fill out the blank.
21. Decorative carvings and sculptural forms found on marker: Mark all that apply. If a form is used but not included in the box mark the "other" box and fill out the blank.
22. Carved surfaces: Mark all that apply. If the appropriate choice is not listed mark the "Other" box and fill out the blank.
23. Condition of carvings/inscriptions: This is a general assessment of the marker as a whole. Mark the one that best applies. If a condition exists, but is not included in the box mark the "Other" box and fill out the blank.
 - Excellent: carving is in perfect condition, as though recently carved.
 - Good: Clear but worn where carving shows some wear but is easily readable.
 - Mostly readable: carving is difficult to read unless strong lighting or other methods are used.
 - Illegible: none of the carving can be read.
 - Underground: stone is lying face down or is buried so carving cannot be read. Do not uncover markers without conservation training.
24. Associated objects: Mark all that apply. If an object is present, but not included on the list mark the "other" box and fill out the blank.

25. Is a two part question:

- A. Endangered? This is a general assessment of the marker. If there is something currently or potentially adversely impacting the marker, check "yes."
- B. Endangered by: mark all that apply.
- Soiling: the surface is dirty.
 - Stains: the surface is stained by something that cannot be easily removed.
 - Graffiti: designs not part of the original are drawn, painted, or scratched on the marker.
 - Vandalism: marker has been purposefully damaged by human activities.
 - Biological activity: lichens, mold, mildew, or other growth is found on surface.
 - Erosion: sections of the marker or the surrounding ground are worn away by wind or water.
 - Vegetation: trees, shrubs, vines, and other plants are growing very near or on the marker.
 - Development: new construction in the area is encouraging damage to the marker (graffiti, vandalism, road salt, etc.).
 - Tilted/Sunken: marker is not in its original alignment.
 - Cracked: marker is cracked but not broken into pieces.
 - Fallen: marker has fallen or been pushed over.
 - Open joints: mortar is missing from joints.
 - Fragmented: marker is broken into two or more parts.
 - Powdering: the marker is dissolving slowly (often from acid rain or improper cleaning treatments). When you touch the marker gently your hands come away with little graduals of stone on them. Also called sugaring.
 - Blistering/Flaking/Scaling: small pieces or areas are missing or part of the stone is loose.

26. Approximate percent damaged: Mark the applicable box.

27. Is a two part question:

- A. Have repairs been attempted? Select the appropriate answer. If a marker has been replaced, mark box next to yes.
- B. Repair methods used: mark all that applies.
- None: no repair methods have been attempted.
 - Adhesives: use of epoxy, Portland cement or other adhesive used to reconnect broken pieces or fill gaps where pieces have been lost.
 - Metal supports: metal framework used to hold pieces together or upright.
 - Coatings: water repellents, sealants or other coatings used to extend the life of the marker material have been applied (i.e. limestone and marble with a shiny or milky finish probably have been coated with something).
 - Replacement: If the stone appears to be new, and a total replacement of the original stone is suspected, check this box. Replacement is usually indicated by comparing the date of death with the newness of the stone.
 - Iron pins/bolts: iron pins, bolts or braces used to hold pieces together or keep them upright. These types of repair methods often cause staining from iron rust.

- Reset: marker had previously fallen and may be fragmented, but has been subsequently repaired and set vertically again.
- Unknown: some methods have been used but you are not sure exactly what or you are unable to determine if repairs have taken place.
- Other: if the appropriate option is not listed above select other and use the blank to fill in the method used.

28. Plot vegetative landscape features. Select all that apply. If the appropriate option is not listed mark the box next to other and fill in the blank.

HISTORICAL DATA

Marker Survey Form Page 1

29. Architect/Designer/Artist: Though many markers are generic or commercially produced, some may be attributable to an architect, designer, artist or local mason. If known, enter name here. If unknown, leave blank.
30. Builder or Monument Company: If monument company from which a marker was ordered, or builder of a crypt or mausoleum is known, enter name here. If unknown, leave blank.
31. Is a two part question:
- A. If the marker has been previously surveyed or listed in the National Register, individually or as part of a cemetery district, mark the appropriate box.
 - B. If the marker has been previously surveyed or listed in the National Register, individually or as part of a cemetery district, write the survey or nomination name in the blank. If the marker has not been surveyed or listed in the National Register, individually or as part of a cemetery district, leave blank.

OTHER

Marker Survey Form Page 2

32. Is a two part question:
- A. Contact for cemetery: Enter the name, address and phone number of the contact person for the cemetery, if known.
 - B. Owner information: Enter the name, address and phone number of the owner/organization responsible for the cemetery, if known. If the owner and contact are the same leave B blank.
33. Form prepared by (name and organization): Enter the name of the individual who surveyed the property and completed the form, the name of their company or organization, and the contact information for that person (address, phone, or e-mail address).
34. Is a two part question:
- A. Contact is: Indicate if the contact is the owner, manager, a cemetery board member, or other person to be contacted to gain access to the property.
 - B. Contact for access: Check this box if contact must be notified for access to be granted.

35. Survey date: Enter the period or timeframe during which the survey was conducted, not the date the form was completed.

36. Date of revisions: Enter the date the form was updated or revised, if applicable.

ADDITIONAL INFORMATION

Marker Survey Form Page 2

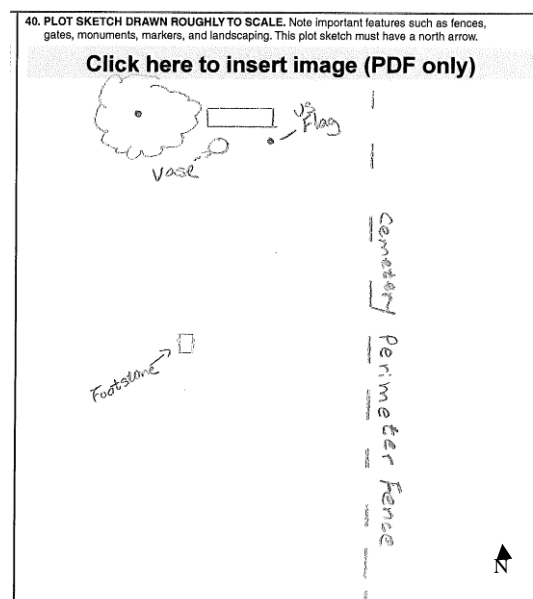
37. History, biographical, and/or landscape information. Include known information about the person or persons whose grave is recorded on this form. This space can also be used to describe the plot in greater detail. If more room is required attach an additional page to the form.

38. Sources of information: Include bibliographic references for sources used in gathering historic data and construction history on the property. If information was obtained from oral interviews, include the name of the person interviewed, the interviewer, as well as the date and location where the interview took place. If notes or recordings were made of the interview, cite the location where the sources are kept. If more room is required attach an additional page to the form.

39. Photographs: All marker survey forms must be accompanied by at least one photograph. The photograph should show a representative view of the marker that captures its physical features, important carvings/inscriptions and other features. Depending on the size of the marker, or its complexity of design, more than one photo may be necessary. All photographs should be inserted in the boxes provided or printed and labeled on the back in pencil with the name of the person whose grave is marked, name of the cemetery, and the survey form number. Please do not use permanent marker or stickers on the back of photographs. If additional photographs are required use page three of the marker form, boxes 41-44, to attach the forms.

40. Plot sketch drawn roughly to scale: Use this box to draw or import a drawing of the plot. Be sure to include all associated objects and plantings including but not limited to fences, gates, monuments, markers, and landscaping. The plot sketch must have a north arrow.

Example:



Appendix 1: County Abbreviations

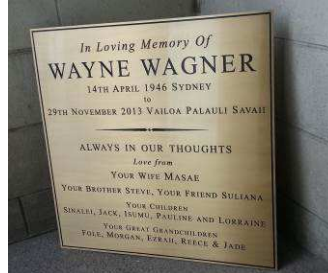
Adair	AD	Greene	GR	Ozark	OZ
Andrew	AN	Grundy	GY	Pemiscot	PM
Atchison	AT	Harrison	HA	Perry	PY
Audrain	AU	Henry	HE	Pettis	PE
Barry	BY	Hickory	HI	Phelps	PH
Barton	BA	Holt	HO	Pike	PI
Bates	BT	Howard	HD	Platte	PL
Benton	BE	Howell	HL	Polk	PO
Bollinger	BR	Iron	IR	Pulaski	PU
Boone	BO	Jackson	JA	Putnam	PT
Buchanan	BN	Jasper	JP	Ralls	RA
Butler	BU	Jefferson	JE	Randolph	RN
Caldwell	CW	Johnson	JO	Ray	RY
Callaway	CY	Knox	KN	Reynolds	RE
Camden	CM	LaCade	LC	Ripley	RI
Cape Girardeau	CG	Lafayette	LF	Saline	SA
Carroll	CA	Lawrence	LA	Schuyler	SK
Carter	CT	Lewis	LE	Scotland	SD
Cass	CS	Lincoln	LN	Scott	ST
Cedar	CE	Linn	LI	Shannon	SH
Chariton	CH	Livingston	LS	Shelby	SY
Christian	CN	Macon	MC	St. Charles	SC
Clark	CK	Madison	MO	St. Clair	SR
Clay	CL	Maries	MS	St. Francois	SF
Clinton	CI	Marion	MA	St. Louis	SL
Cole	CO	MacDonald	MD	Ste. Genevieve	SG
Cooper	CP	Mercer	ME	Stoddard	SO
Crawford	CR	Miller	ML	Stone	SN
Dade	DA	Mississippi	MI	Sullivan	SU
Dallas	DL	Moniteau	MU	Taney	TA
Daviess	DV	Monroe	MN	Texas	TE
Dekalb	DK	Montgomery	MT	Vernon	VE
Dent	DE	Morgan	MG	Warren	WN
Douglas	DG	New Madrid	NM	Washington	WA
Dunklin	DU	Newton	NE	Wayne	WE
Franklin	FR	Nodaway	NO	Webster	WB
Gasconade	GA	Oregon	OR	Worth	WO
Gentry	GE	Osage	OS	Wright	WR

Appendix 2: Surface Finishes

Polished: A shiny mirror like finish.



(stone)



(metal)

Rough Cut: A rough or natural cut or finish. Not smooth.



(stone)

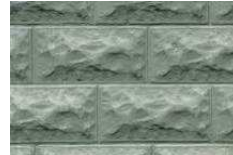


(metal)

Rusticated (dressed): A decorative masonry finish created by cutting back the edges of a stone to a flat surface while leaving the center of the stone projecting and often rough.



(stone)



(concrete)

Smooth: Finish surface that is smooth but not polished.



(stone)



(metal)

Appendix 3: Materials

Metal: Three primary types of metal are used frequently in cemeteries: bronze, iron, and zinc.

Bronze: A dull yellow gold metal used for plaques, urns, sculptures, etc. Due to the copper content in bronze it may oxidize over time and form a green patina.



Iron: Iron is a magnetic metal that is given to oxidizing and may either be painted or red with rust. Iron is often seen in crosses, fences, headstones, associated objects, etc.



Zinc: Often called white bronze due to the fact that when it oxidizes it turns white. Zinc is a cast metal which is not susceptible to many environmental elements and retains crisp detailed casting with little change over time. It is identifiable by its clear, often ornate, casting and it sounds hollow when tapped upon.



Stone: The three primary types of stone used in cemeteries are granite, marble, and slate.

Granite: Is a dense granular stone comprised of quartz, feldspar, and mica that resists weathering and has been a popular stone for grave markers since the late 1800s. Granite comes in many colors including gray, black, pink, white, brown, tan, red, and green.



Marble: Is a metamorphic rock that is created when limestone is heated beneath the Earth's surface. The stone is typically white with streaks of gray.



Slate: A metamorphic rock comprised fine-grained layers that can easily be split apart. The most common color is gray but green and blue also occur.



Concrete: Is a composite building material made from stone or gravel, sand, lime, and water which can be poured into molds to create intricate shapes.

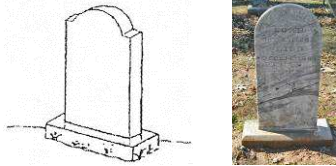


Wood: While wooden headstones have been popular throughout the ages they do not often stand the test of time. Due to the fact that they are portable, easy to carve, and economical, wooden headstones have been popular grave markers.

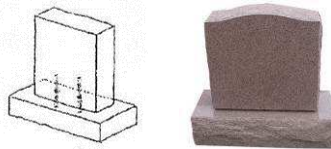


Appendix 4: Monument Types

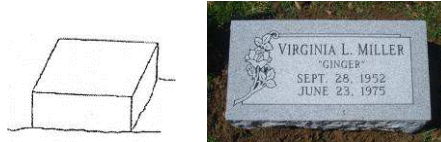
Die in Socket: Headstone placed in a base that has a notch carved in it to support the stone.



Die on Base: Headstone sitting atop a base attached by pins.



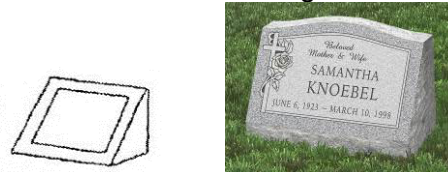
Raised Top: Small flat stone marker similar to a base without a headstone.



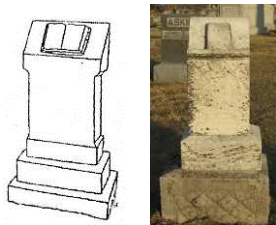
Lawn Marker: Plaque set flush with the ground.



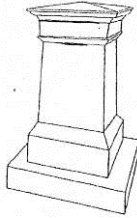
Plaque: Marker where the carved surface is at an angle.



Pulpit: Marker where the headstone has a slanted top that resembles a pulpit often with a book.



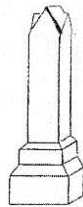
Die, Base, & Cap: Marker that is comprised of three parts: a base, headstone, and cap.



Obelisk: Tall thin four sided graduated pillar with a pyramidal top.



Tomb Vaulted Pedestal: A tall thin pillar with a groin vaulted top. A groin vault is formed by the intersection of two arches. In some examples an urn may be placed at the point of intersection.



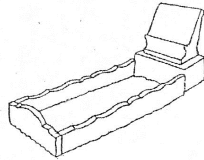
Ledger/Slab: Flat stone, usually covering the entire grave, with a carving on the surface.



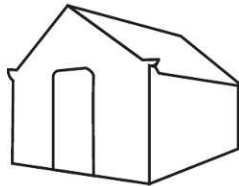
Box Tomb: Raised box topped with a ledger/slab on top with an inscription. Sides are typically brick or stone and the interior is often hollow. When box tombs are present the remains are buried underground.



Bedstead: A grave site with a headstone and curbing outlining the grave which creates a planter. Footstones may also be incorporated creating the appearance of a bed.



Mausoleum: A building constructed as a monumental enclosure for burials or as a burial chamber. When Mausoleums are present the remains are placed in the building above ground.



Columbarium: Wall, room, or building with niches to hold urns of cremated remains.

