

## TEXAS HISTORICAL COMMISSION

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### HISTORIC TEXAS CEMETERY REQUEST FOR DESIGNATION

*Review the Guidelines & Instructions document and the “how-to” webinar 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 (*use decimal degrees format, e.g. 30.123456, -95.123456*): \_\_\_\_\_

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

#### 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's meeting dates, if applicable (e.g., annually in October): \_\_\_\_\_

#### DEED REFERENCES *(See Instructions & Guidelines for additional information and tips to guide your research.)*

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.** Do not enter “see attached.” Do not leave blank—if you found none, explain how and where you searched.

\_\_\_\_\_

## OWNERSHIP OF LAND ADJACENT TO CEMETERY

List all property owners who share a common boundary with the cemetery; they will be notified of this designation request by mail. Do not include owners located across a public street.

**Required:** Attach a current parcel or plat map from the county appraisal district that illustrates the location of these property owners in relation to the cemetery.

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/evidence: \_\_\_\_\_

## LANDSCAPING

Identify cultural and naturally occurring plants. Include names of identifiable trees, shrubs, and ground cover.

Cultural plants (planted deliberately): \_\_\_\_\_

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

## PERIMETER

**Required:** Attach a sketch map that illustrates dimensions and features as described in the Instructions & Guidelines.

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 ☐ Conflict Not Identified  
☐ Other: \_\_\_\_\_

## HISTORICAL BACKGROUND

Provide a brief narrative history of the cemetery that answers at least the following questions: How and when did the cemetery start? How did it get its name(s)? Was it associated with a particular person, family, community, or church? Who first owned the land surrounding the cemetery? Who donated the land? Were additions of land or improvements made to the cemetery? If so, when did they occur? If no longer an active cemetery, why not? If there is a cemetery association, when did it begin? Is it still active? Are there historically significant people buried there? Provide any additional details to help establish the cemetery's historical significance and its development over time. See the [Guidelines & Instructions](#) document for additional tips. You may submit this as a separate document if you prefer.

Click or tap here to enter text.

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

Click or tap here to enter text.

## 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. Note the location/view of photos on your site plan/sketch map. See Guidelines & Instructions document for more information.

Photographer	Date	Photo Number/File Name	Description
John Doe	05-03-2022	Photo 1/ SmithCemetery_01.jpg	From the entry, looking north

## APPLICATION SUBMITTAL CHECKLIST

(refer to [Guidelines & Instructions document](#) for detailed requirements for each item)

**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
- ☐ Attachment 1: Copies of deeds
- ☐ Attachment 2: Photographs (one of entry and one from each corner are required)
- ☐ Attachment 3: Site plan/sketch map with all required annotations
- ☐ Attachment 4: Property ownership/parcel map obtained from appraisal district or tax office
- ☐ Attachment 5: Location map (not required if the cemetery is accurately mapped in the THC’s [Historic Sites Atlas](#))
- ☐ Attachment 6: \$25 application fee – see payment instructions below
- ☐ Optional Attachment: Professional survey map and/or field notes (not required, but submit if available)

## SUBMIT THE APPLICATION PACKET

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

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.

**Email** all application components as attachments 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, such as application hardcopies, CDs or USB drives to:  
Texas Historical Commission  
History Programs Division  
PO Box 12276  
Austin, TX 78711-2276

**Application fee of \$25** can be submitted by check or money order to the address above. Make payable to the Texas Historical Commission. On the memo line, write: HTC application fee for [Name] Cemetery, [Name] County. If you require an invoice in advance of payment, please request it via [htc@thc.texas.gov](mailto:htc@thc.texas.gov).

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. Also consider reviewing the “how-to-apply” webinar posted at [www.thc.texas.gov/htc](http://www.thc.texas.gov/htc).

