

TEXAS HISTORICAL COMMISSION

HISTORIC TEXAS CEMETERY REQUEST FOR DESIGNATION

Review the Guidelines & Instructions document and the “how-to” webinar at 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 of deeds.** 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 p.3

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 or if you need additional space.

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. 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
<i>John Doe</i>	<i>05-03-2022</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 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 (See pg. 3 of the Guidelines)
- 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 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. Include the cemetery name, county, and “HTC application” in the subject line. You may also email a link to share drive, such as Google Drive, OneDrive, Drop Box, etc. Please ensure that access is unrestricted.

Mail all other materials, such as application hardcopies 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.

For assistance with this application, contact THC’s Cemetery Preservation Program staff at htc@thc.texas.gov or 512.463.5853. Also consider reviewing the “how-to-apply” webinar posted at www.thc.texas.gov/htc.

