

F. T.

J. New.
Topographer P. O. Dept.
AUG 6 1903

Post Office Department,

TOPOGRAPHER'S OFFICE,

Washington, D. C., July 20, 1903

Sir:

To enable the Topographer of this Department to determine, with as much accuracy as possible, the relative positions of Post Offices, so that they may be correctly delineated on its maps, the Postmaster General requests you carefully to answer the questions below, and furnish the diagram on the other side, returning the same as soon as possible, verified by your signature and dated, under cover to the Topographer's Office, Post Office Department.

Respectfully, etc.,

A. von Staake

Topographer P. O. Dept.

To POSTMASTER AT St. Thomas, Campbell Co., Ky. Answer at once.

Port Thomas Station,

NEWPORT, KY.

The (P. O. Dept.) name of my Office is _____
If the town, village, or site of the Post Office be known by another name than that of the Post Office, state that other name here: Highlands Ky.

My Office is situated in Central part of Highlands Township, or in _____ quarter of Tract

No. _____ Township, County of Campbell

State of Ky.

The name of the most prominent river near it is Ohio

The name of the nearest creek is 4 mile

My Office is 3/4 miles from said river, on the West side of it, and is 1 1/2 miles from said nearest creek, on the South side of it.

My Office is on Mail Route No. _____ miles distant.

My Office is a Special Office supplied from _____, and its

The name of the nearest Office on my route is _____, and its

distance is _____ miles, by the traveled road, in a _____ direction from this, my Office.

The name of the nearest Office, on the same route, on the other side, is _____

and its distance is _____ miles in a _____ direction from this, my Office.

The name of the nearest Office off the route is _____, and its

distance by the most direct road is _____ miles in a _____ direction from this, my Office.

My Office is at a distance of 3/4 mile from the track of the C. & O. R.R.

Railroad, on the West side of the railroad.

My Office is 3/4 miles, air-line distance, from nearest point of my County boundary.

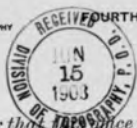
(Signature of Postmaster) *John A. Meyer*
(Date) AUG 4 1903

J. W.

F. T.

POST OFFICE DEPARTMENT
OFFICE OF THE
FOURTH ASSISTANT POSTMASTER GENERAL
WASHINGTON

DIVISION OF TOPOGRAPHY



June 8/08

Sir:

In order that your office may determine, with as much accuracy as possible, the relative positions of Post Offices, so that they may be correctly delineated on its maps, please carefully answer the questions below, and furnish the diagram on the other side, returning the same as soon as possible, verified by your signature and dated.

Very respectfully,

[Signature]

Fourth Assistant Postmaster General.

TO POSTMASTER AT *Ft Thomas*
Campbell Co.,

The (P. O. Dept.) name of my Office is *Ft Thomas Sta. Newport Ky*

If the town, village, or site of the Post Office be known by another name than that of the Post Office, state that other name here: *Highland District*

My Office is situated in *Western* part of _____ Township, or in _____ quarter of Tract No. _____ Township, County of *Campbell*

State of *Ky*

The name of the most prominent river near it is *Ohio river*

The name of the nearest creek is *Four mile*

My Office is *1/2* miles from said river, on the *W* side of it, and is *1 1/2* miles from said nearest creek, on the *North* side of it.

My Office is on Mail Route No. _____

My Office is a Special Office supplied from _____ miles distant.

The name of the nearest Office on my route is _____, and its distance is _____ miles, by the traveled road, in a _____ direction from this, my Office.

The name of the nearest Office, on the same route, on the other side, is _____ and its distance is _____ miles in a _____ direction from this, my Office.

The name of the nearest Office off the route is _____, and its distance by the most direct road is _____ miles in a _____ direction from this, my Office.

My Office is at a distance of *1/2 mile* from the track of the *C. & O. R. Y.* Railroad, on the *West* side of the railroad.

My Office is *1 1/2* miles, air-line distance, from nearest point of my County boundary.

(Signature of Postmaster) *J. St. Meyer*
(Date) *JUN 12 1908*

J.W.

DIVISION OF
Topography

Post Office Department
FOURTH ASSISTANT POSTMASTER GENERAL
Washington

A.T.
MAR 7 - 1928
Mar. 2, 1928

Postmaster, Fort Thomas (Sta).
Newport
Campbell Co., Ky

In order that the site of your post office may be accurately represented upon the post-route maps, it is requested that you carefully answer the questions below and furnish a sketch, according to instructions on opposite side of paper, which should be returned to this Division as soon as possible.

FOURTH ASSISTANT POSTMASTER GENERAL.

The name of my post office is Fort Thomas Branch, Newport, Kentucky.
If the town, village, or site of the post office be known by another name than that of the post office, state that other name here: _____

My post office is situated in the South part of City of Fort Thomas, Ky. Township, or in _____ quarter of tract 300 feet south of present location opposite the Township, southern boundary line of the Fort Thomas Military reservation. County of Campbell State of Kentucky

The name of the nearest river is Ohio, and the post-office building is at a distance of Five (5) miles on the South side of it. ---3 miles east of the Licking River.
One & one half miles " " West E. or W.

The name of the nearest creek is _____, and the post-office building is at a distance of _____ on the _____ side of it.
N., S., E., or W.

The name of the nearest office on my route is Newport, Ky. and its distance is 4-1/2 miles, by the traveled road, in a Northern direction from this, my office.
N., S., E., or W.

The name of the nearest office on my route, on the other side, is Cold Spring, Ky. and its distance is 3 miles, in a Southern direction from this, my office.
N., S., E., or W.

The name of the nearest office not on my route is _____ and its distance is _____ miles, by the traveled road, in a _____ direction from this, my office.
N., S., E., or W.

The post-office building is on the _____ side of the _____ Railroad, and at a distance of _____ from the track.

The railroad station name is Newport, Kentucky.

My post office is One & one half mile air-line distance, WEST from the nearest point of my county boundary.
N., S., E., or W.

Postmaster: *John H. Meyer*
Date: *March 5 - 1928*

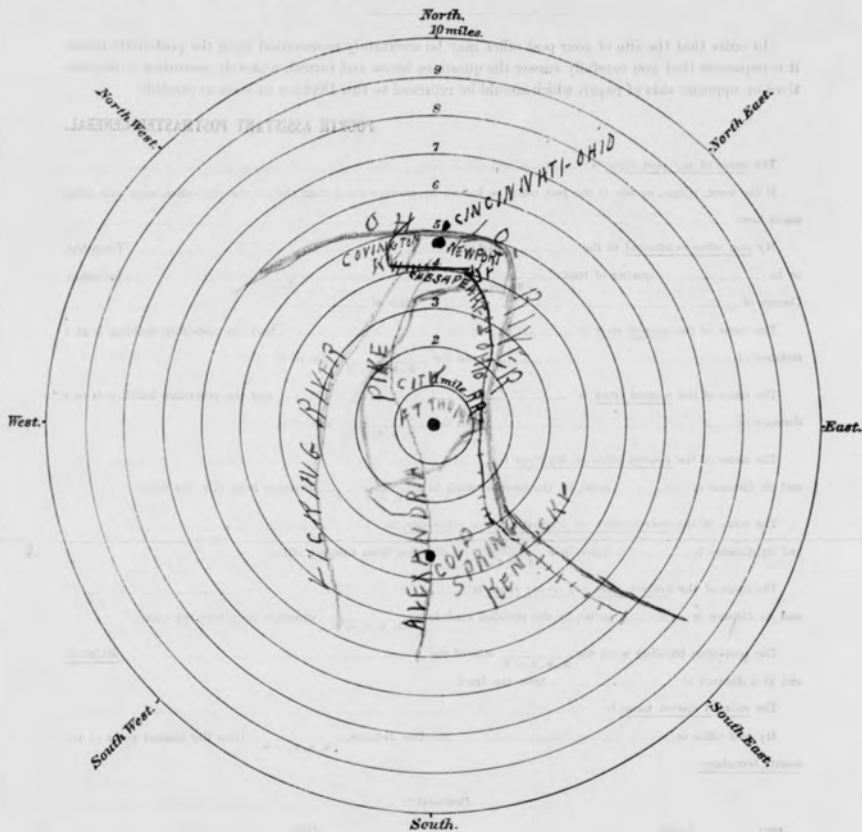
1890
 THE POST OFFICE
 GENERAL INSTRUCTIONS
 1890

THE POST OFFICE
 GENERAL INSTRUCTIONS

DIAGRAM, EXPLANATION, AND INSTRUCTIONS.

The dot in the center of the 1-mile circle represents the site of the post office.
 The surrounding offices should be carefully located by placing dots on or between the mile circles at the exact distance, and in the right direction, from the post office, and their names plainly written.
 Draw distinctly the railways, roads, rivers, and creeks.

5-425



482

N.F.T

Post Office Department
FOURTH ASSISTANT POSTMASTER GENERAL
Washington

RETURN TO
DIVISION OF TOPOGRAPHY

Postmaster, "FT THOMAS STATION"
NEWPORT KY

OCT 30 1940

The following information is required in order that your post office may be shown in its proper location on postal maps. Please complete this form immediately and return it without delay with the map or sketch described on the reverse side. A letter of reply is not necessary.

FEDERAL BUILDING 18-34 South Ft. Thomas Ave.
FOURTH ASSISTANT POSTMASTER GENERAL
1. Street address of post office Walter Myers County Campbell

2. Township _____ (If location is described by section, township, and range, fill in line 3.)

3. _____ quarter of section _____ Township _____ N. or S. _____ Range _____ E. or W. _____

4. Nearest adjoining county Kenton How far: Shortest air distance? 2 1/2 mi. By road? 4 mi.
4a. Distance: P.O. from old site, 1 1/2 miles Direction: P.O. from old site, North

5. Nearest U. S. or State highway No. 27 Direction from P. O. West Distance 1/2 mile

6. Name of nearest railroad station Brent, Ky. Name of railroad C. & O.

7. Distance by road to railroad station 1 1/2 miles Direction from post office East

8. Shortest air distance to nearest tracks .1 mile Direction from post office East

9. Streams or bodies of water nearest to your office:

Name	Direction from post office	Distance
<u>Chio River</u>	<u>East</u>	<u>.5 mi.</u>
<u>Lickins River</u>	<u>West</u>	<u>2.5 mi.</u>

10. Post offices nearest to your office (one in each general direction):

Name	County	Direction from your office	Distance by road
<u>Newport (Main)</u>	<u>Campbell</u>	<u>North</u>	<u>4.2 miles</u>
<u>Gold Spring, Ky.</u>	<u>Campbell</u>	<u>South</u>	<u>2.3 "</u>
<u>Silver Grove, Ky.</u>	<u>Campbell</u>	<u>East</u>	<u>4.0 "</u>

11. How is mail supplied to your office? U.S. Post Office Truck. From where? Newport Office
(Railroad, star route, rural route, etc.)

POST OFFICE DEPT.
Fourth Assistant P. M. G.
NOV - 4 1940
Division of Topography

(Date) November 1, 1940.

(Signed) Walter Myers
Postmaster

Post office FT Thomas Station

4901-2-112 (Location Paper)

(OVER)

16-9077

IMPORTANT.—A map showing the location of your post office must be submitted with the return of this paper. A highway map such as prepared by State, county, or local agencies is preferred, if it can be furnished without expense to the Department. Be sure, however, to mark on it the exact site of the post office, placing a small dot in the proper square or block and on the proper side of the street.

If no map can be furnished it is necessary to draw a sketch on one of the diagrams below.

INSTRUCTIONS

These diagrams are furnished simply to make it easier to draw a sketch that will show correct distances from your post office.

SQUARE DIAGRAM

Use this diagram if your post office is located in an area described by section, township, and range, and you have filled in line 3 on the other side. Otherwise use the circular diagram.

Place a small dot representing your post office in the proper quarter-section and fill in the blanks for township and range numbers.

Then draw the following features: (Note that one-half inch on the paper equals 1 mile on the ground.)

- a. *Adjacent post offices (show with small dots and name).*
- b. *Railroads (show by single line with cross marks; name).*
- c. *Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).*
- d. *Rivers, creeks, lakes, etc. (show by wavy lines and name).*
- e. *County line (show by dashes).*

CIRCULAR DIAGRAM

Use this diagram if your post office is NOT located in an area described by section, township, and range.

Let the dot in the center of the circle represent your post office.

Then draw the features a, b, c, d, and e, as described above. (Note the scale of this diagram: One-quarter inch equals 1 mile.)

