

J. H. C.

C.S.

Post Office Department,

TOPOGRAPHER'S OFFICE,

Topographer P. O. Dept.
AUG 12 1903

Washington, D. C., July 30, 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. W. Hoate
Topographer P. O. Dept.

TO POSTMASTER AT Cold Springs
Campbell Co., Ky. Answer at once.

The (P. O. Dept.) name of my Office is Cold Springs

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: None

My Office is situated in _____ part of _____ Township, or in _____ quarter of Town No. _____ Township, County of Campbell State of Kentucky

The name of the most prominent river nearest it is Big Licking, about same distance

The name of the nearest creek is Small Creek

My Office is 2 miles from said river, on the W 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. _____

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

The name of the nearest Office on my route is Two Mile, and its distance is 3 miles, by the traveled road, in a South direction from this, my Office.

The name of the nearest Office, on the same route, on the other side, is Fort Thomas and its distance is 4 miles in a North direction from this, my Office.

The name of the nearest Office off the route is Post Creek Creek and its distance by the most direct road is 2 miles in a West direction from this, my Office.

My Office is at a distance of 2 mi from the track of the C. & O. Railroad, on the West side of the railroad.

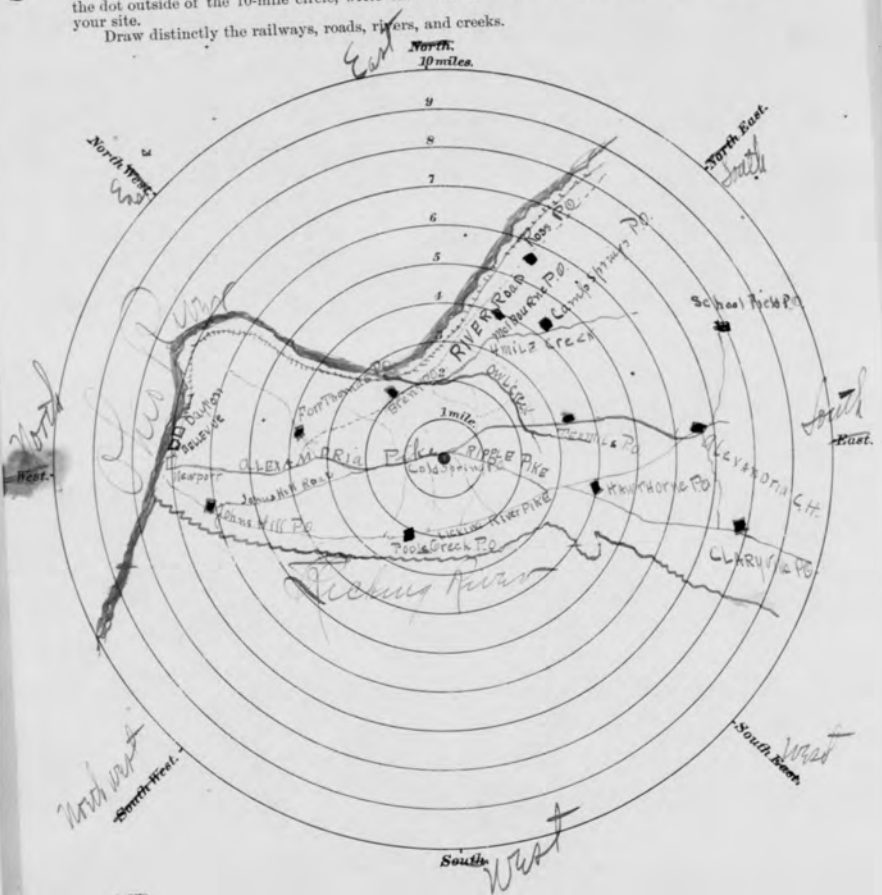
My Office is 2 miles, air-line distance, from nearest point of my County boundary.

(Signature of Postmaster) Mary W. Burr
(Date) Aug 7, 03

DIAGRAM, EXPLANATION, AND INSTRUCTIONS.

The dot in the center of the 1-mile circle represents the site of your 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 your office, and their names plainly written.

If it should be necessary to designate an office which is over 10 miles from your site, place the dot outside of the 10-mile circle, and state its distance from your site.
 Draw distinctly the railways, roads, rivers, and creeks.



Post Office Department
FOURTH ASSISTANT POSTMASTER GENERAL
 Washington

C.S.
 RETURN TO
 DIVISION OF TOPOGRAPHY

Postmaster,

COLD SPRING,

JUL 20 1939

KY.

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 of States described on the reverse side. A letter of reply is not necessary.

D. W. Mordern
 FOURTH ASSISTANT POSTMASTER GENERAL.

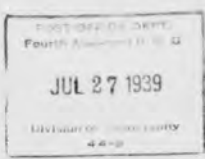
- Street address of post office Cold Spring Ky County Campbell
- Township _____ (If location is described by section, township, and range, fill in line 3.)
- _____ quarter of section _____ Township _____ N. or S. _____ Range _____ E. or W. _____
- Nearest adjoining county Reston How far: Shortest air distance? 1 1/4 miles road? 2 1/2 mi
- Nearest U. S. or State highway 50 27.45 Direction from P. O. _____ Distance _____
- Name of nearest railroad station Brent Name of railroad O & C R.R.
- Distance by road to railroad station 3 miles Direction from post office North
- Shortest air distance to nearest tracks 2 miles Direction from post office North
- Nearest streams or bodies of water (state whether river, creek, branch, lake, ocean, etc.):

Name	Direction from post office	Distance
<u>Ohio + Ticking</u>	<u>Ohio North</u>	<u>3 mile</u>
<u>Ticking Creek</u>	<u>North</u>	<u>3 inch</u>

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

Name	County	Direction from your office	Distance by road
<u>Newport</u>	<u>Campbell</u>	<u>North</u>	<u>6 mile</u>
<u>Alexandria</u>	<u>Campbell</u>	<u>South East</u>	<u>6 1/2 mile</u>

11. How is mail supplied to your office? Star Route From where? Newport Ky
(Railroad, star route, aerial-route, etc.)



(Date) July 23 - 39
 (Signed) George W. McDaniel
 Postmaster.
 Post office Cold Spring Ky
 (OVER) 9-11874

IMPORTANT.—A map or sketch showing the location of your post office must be submitted with the return of this paper. A printed map, such as prepared by the county or city engineer, 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 a separate map cannot be furnished it is necessary to submit a sketch as described below.

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.)

