

Post Office Department,

OFFICE OF THE FIRST ASSISTANT P. M. GENERAL,

WASHINGTON, D. C., 1 July, 1882

SIR: Before the Postmaster General decides upon the application for a new post office at Montez County of Campbell, State of Kentucky at which you are recommended for postmaster, he requires that the blanks in the following statement be filled, and the questions carefully and correctly answered, verified by your signature, certified by a neighboring postmaster, and returned to this Department, addressed to me. The contractor should be informed of this application; and if the site of the proposed office be off the mail route, you will forward his certificate as to the practicability of supplying it, and also as to the increase of distance. If the proposed office is not on any route now under contract, it can only be established as a "Special Office," to be supplied without expense to the Department other than net proceeds.

Be careful to designate the post offices by their true official names; and answer the subjunctive queries fully and accurately, or the case will not be acted upon.

Very respectfully,

FRANK HATTON,
First Assistant Postmaster General.

To Mr. S. H. Cooper

care of the Postmaster of Pt Pleasant Ohio, who will please forward to him. same

STATEMENT.

The proposed office to be called Montez

Select a short name for the proposed office, which, when written, will not resemble the name of any other post office in the United States.

It will be situated in the _____ quarter of Section _____, Township _____ (North or South), Range _____ (East or West), _____, in the County of Campbell, State of Kentucky

It will be on or near route No. _____, being the route from Cincinnati to Moscow Ohio, on which the mail is now carried 6 times per week.

The contractor's name is _____

Will it be directly on this route?—Ans. _____

If not, how far from, and on which side of it?—Ans. _____

How much will it INCREASE the travel of the mail one way each trip?—Ans. _____

Where will the mail leave the present route to supply the proposed office?—Ans. Pt Pleasant Ohio

Where intersects the route again?—Ans. _____

What post office will be left out by this change?—Ans. None

If not on any route, is a "Special Office" wanted?—Ans. Yes. To be supplied from Pt Pleasant Ohio

The name of the nearest office to the proposed one, on the same route, is _____ its distance is _____ miles in a _____ direction from the proposed office.

The name of the nearest office on the same route, on the other side, is _____ its distance is _____ miles, in a _____ direction from the proposed office.

The name of the nearest office to the proposed one, not on this route, is Pt Pleasant Ohio distance by the most direct road North River _____ miles, in a _____ direction from the proposed office.

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

The name of the nearest creek is Swains Hole

The proposed office will be 20 rods miles from said river, on the _____ side of it, and will be _____ miles from said nearest creek, on the _____ side of it.

The name of the nearest railroad is Cincinnati & South Western under contract. If on the line of or near a railroad, on which side will the office be located; how far from the track; and what is, or will be, the name of the station?—Ans. Castroville side, above 10 rods distant, station not located.

What will be the distance from the proposed site to the nearest flag station?—Ans. Station not located.

State name of station: Possibly Montez

What will be the distance from the proposed site to the nearest station at which mail trains make regular stops?—Ans. _____

State name of station? Not located in same neighborhood

If the proposed office is located where it can be supplied from a crane or flag station, or located over 20 rods from the station where mail trains make regular stops, will the mail be carried to and from the proposed office without expense to the Department?—Ans. Yes

If it be a village, state the number of inhabitants.—Ans. Recently liquid out

Also, the population to be supplied by proposed office.—Ans. about 175 immediate vicinity

A diagram, or sketch from a map, showing the position of the proposed new office, with neighboring river or creek, roads, and other post offices, towns, or villages near it, will be useful, and is therefore desired.

A correct map of the locality might be furnished by the county surveyor, but this must be without expense to the Post Office Department.

ALL WHICH I CERTIFY to be correct and true, according to the best of my knowledge and belief, this 1st day of July, 1882

(Sign full name.) Daniel L. Cooper, Proposed P. M.

I CERTIFY that I have examined the foregoing statement, and that it is correct and true, to the best of my knowledge and belief.

Postmaster at Pt Pleasant
Colerain County

(OVER.)

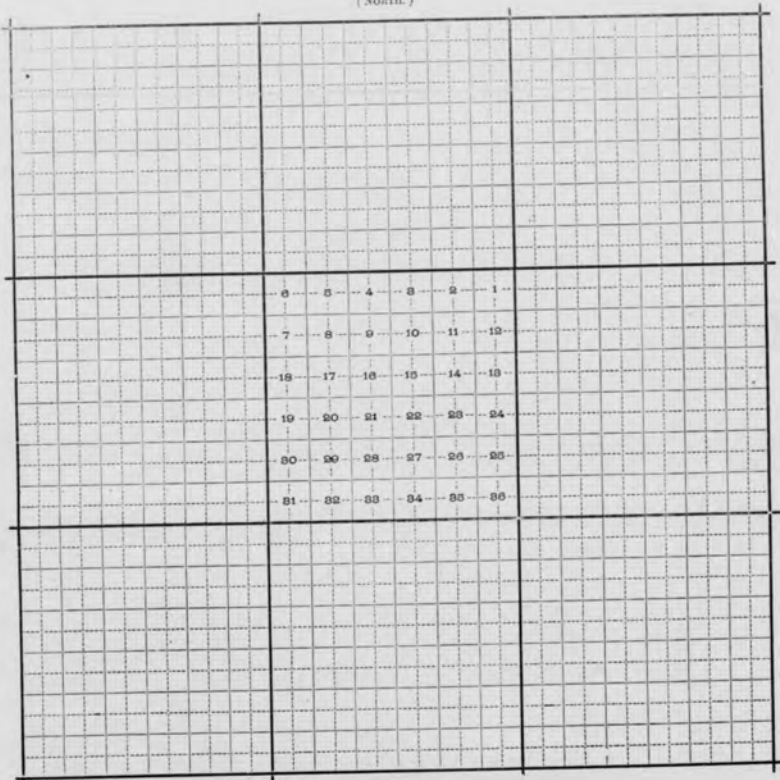


Mentor Ky
10 Sept
1892

Diagram showing the site of the Mentor Post Office
in Township _____ (N. or S.), Range _____ (E. or W.) of _____ Principal
Meridian, County of Campbell, State
of Kentucky, with the adjacent Townships and Post Offices.

It is requested that the exact site of the proposed or existing Post Office, as also the roads to the adjoining offices, and the larger streams or rivers, be marked on this diagram, to be returned as soon as possible to the Post Office Department.

(North.)

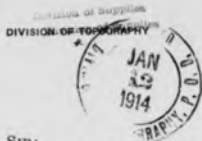


Scale 1/2 inch to the mile.

(South.)

P.M.

11



Post Office Department
FOURTH ASSISTANT POSTMASTER GENERAL
 Washington, Jan 2, 1914.

SIR: 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.
 Respectfully,

To Postmaster at Mentor
Campbell Co, Ky.
Mentor
 Fourth Assistant Postmaster General.

The name of my post office is Mentor
 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 S. E. part of _____ Township,
 or in _____ quarter of tract _____ Number _____ Township,

County of Campbell State of Kentucky
 The name of the nearest river is Ohio and the post-office building is at a distance of 110 Rods on the S. W. side of it.

The name of the nearest creek is Wells and the post-office building is at a distance of 1 1/2 miles on the N. E. side of it.

The name of the nearest office on my route is Calipsonia and its distance is 2 1/2 miles, by the traveled road, in a N. W. direction from this, my office.

The name of the nearest office on my route, on the other side, is Leartown and its distance is 3 miles in a S. E. direction from this, my office.

The name of the nearest office not on my route is Alexandria and its distance is 12 miles miles, by the traveled road, in a N. direction from this, my office.

The post-office building is on the S. W. side of the Chesapeake & Ohio Railroad, and at a distance of 150 ft. from the track.

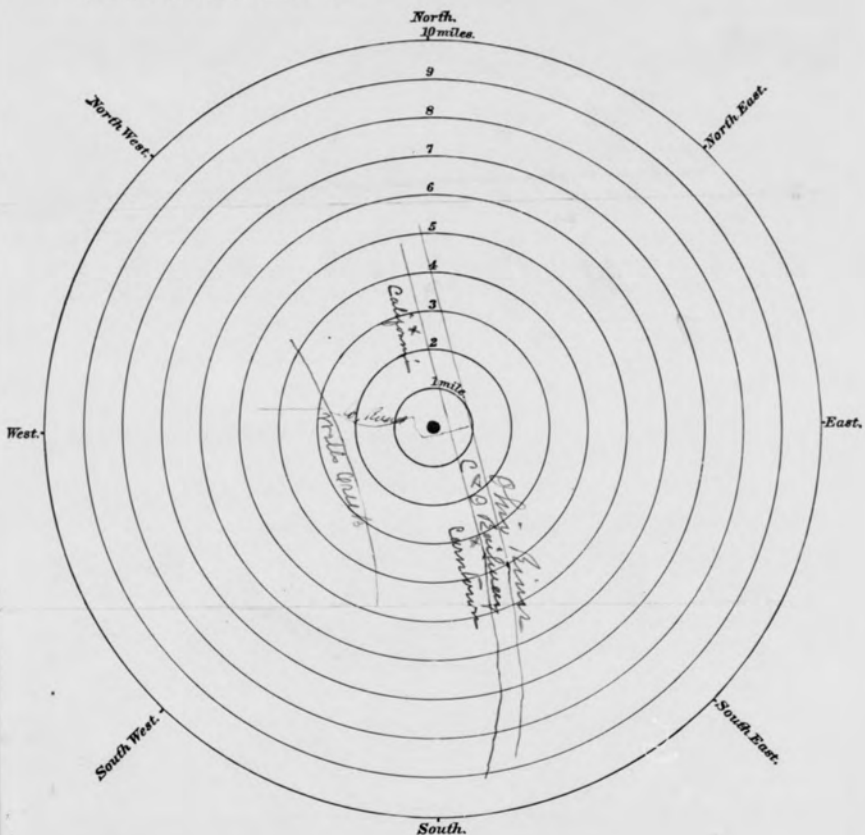
The railroad station name is Mentor
 My post office is one mile air-line distance, N. W. from the nearest point of my county boundary.

Postmaster: E. M. Jolly
 Date: 1-9-14

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.

3-6225



Post Office Department
FOURTH ASSISTANT POSTMASTER GENERAL
 Washington

RETURN TO
 DIVISION OF TOPOGRAPHY

M.

Postmaster,

JUL 20 1939

MENTOR,

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

S. W. Murdum
 FOURTH ASSISTANT POSTMASTER GENERAL.

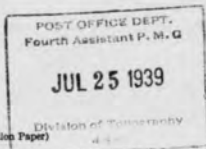
1. Street address of post office ----- County Campbell
2. Township No (If location is described by section, township, and range, fill in line 3.)
3. _____ quarter of section _____ Township _____ N. or S. _____ Range _____ E. or W. _____
4. Nearest adjoining county Pendleton How far: Shortest air distance? 1 Mi. By road? 1 Mi.
5. Nearest U. S. or State highway Ky. 10 Direction from P. O. S. W. Distance 1 1/2 Mi.
6. Name of nearest railroad station Mentor Name of railroad C. & O. Ry.
7. Distance by road to railroad station 1 Mi. Direction from post office East
8. Shortest air distance to nearest tracks 20 ft. Direction from post office N. E.
9. Nearest streams or bodies of water (state whether river, creek, branch, lake, ocean, etc.):

Name	Direction from post office	Distance
<u>Ohio River</u>	<u>N. E.</u>	<u>1 Mi.</u>

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

Name	County	Direction from your office	Distance by road
<u>California, Ky.</u>	<u>Campbell</u>	<u>West</u>	<u>2 1/2 Mi.</u>
<u>Pt. Pleasant, Ohio</u>	<u>Clermont</u>	<u>N. E.</u>	<u>1 1/2 Mi.</u>
<u>Foster, Ky.</u>	<u>Cracken</u>	<u>East</u>	<u>6 Mi.</u>
<u>Grants Lick, Ky.</u>	<u>Campbell</u>	<u>S. W.</u>	<u>11 Mi.</u>

11. How is mail supplied to your office? Railroad From where? Wash & Oh. R.R.
(Railroad, star route, rural route, etc.)



(Date) July 24, 1939

(Signed) *H. J. Kennedy*
 Postmaster.

Post office Mentor, Ky.

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.)

- Adjacent post offices (show with small dots and name).
- Railroads (show by single line with cross marks; name).
- 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).
- Rivers, creeks, lakes, etc. (show by wavy lines and name).
- 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.)

