

J.H.W.

No. 1011

(LOCATION PAPER)

Post Office Department,
OFFICE OF THE FOURTH ASSISTANT POSTMASTER GENERAL,
APPOINTMENT DIVISION.

WASHINGTON, D. C., 2 - 26 - 1900

Sir: Before the Postmaster General decides upon the application for the establishment of a post office at Monk, County of Ballwin, State of Mo., it will be necessary for you to carefully answer the subjoined questions, get a neighboring postmaster to certify to the correctness of the answers, and return the location paper to the Department, addressed to me. If the site selected for the proposed office be not on any mail route, only a "Special Office" can be established, to be supplied with mail from some convenient point on the nearest mail route by a special carrier, for which service a sum equal two-thirds the salary of the postmaster will be paid by the Department.

You should inform the contractor, or person performing service for him, of this application, and require him to execute the appended certificate as to the practicability of supplying the proposed office with mail. Very respectfully,

J. P. Webster

Fourth Assistant Postmaster General.

To Mr. _____

care of the Postmaster of _____, who will please forward to him.

STATEMENT.

The proposed office to be called Monk

Notice directions for selecting post office names on next page.

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

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

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

If not, how much would its supply on this route increase the distance necessarily traveled by the carrier in going upon over the route? _____

If not on any route, is a "Special Office" wanted?—Ans. yes. To be supplied from Lin R-R

The name of the nearest office to the proposed one, on one side, is Dear Sta
its distance is 2 1/2 by R-R to Dear Sta miles in a South direction from the proposed office.

The name of the nearest office, on the other side, is Verona
its distance is 4 miles in a North direction from the proposed office.

The name of the other nearest office to the proposed one is Ryle
its distance by the most direct road is 4 miles in a North direction from the proposed office.

The name of the most prominent river upon it is White
The name of the nearest creek is 7 in mile

The proposed office will be 7 miles from said river, on the East side of it, and will be 74 miles from said nearest creek, on the West side of it.

The name of the nearest railroad is Louisville or Nashville

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. line of L & N R-R, nearly 100 ft. Mulligan

Give the population to be supplied by the proposed office.—Ans. about 30 families or 150

If it be a village, state the number of inhabitants.—Ans. _____

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.

ALL WHICH I CERTIFY to be correct and true, according to the best of my knowledge and belief, this 31st day of Jan 1900

(If Sign Full name.) J. N. Webster 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. (This must be signed by Postmaster of nearest office.)

J. P. Webster
Postmaster at Dear Sta
Ballwin Mo.

(OVER.)

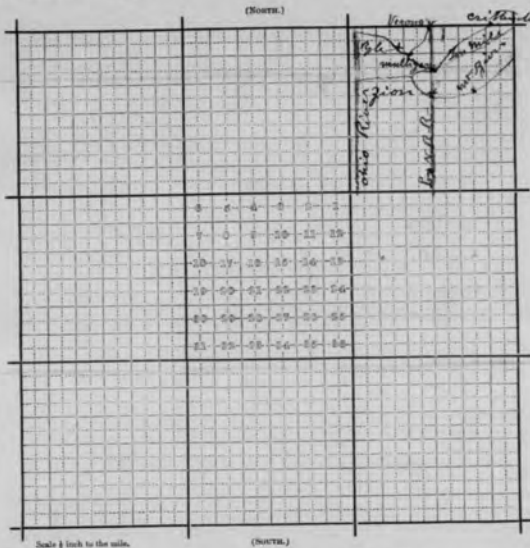
"A" "Special office" the postmaster is authorized to employ a carrier to supply the office as often as practicable, for a sum not exceeding two-thirds of the postmaster's compensation.

APPOINTMENTS FOR POST OFFICES SHOULD BE ACCOMPLISHED BY PETITIONS OF THE CITIZENS INTERESTED.

Diagram showing the site of the

Post Office,
in Township _____ (N. or S.), Range _____ (E. or W.) of _____
Principal Meridian, County of _____, State _____
of _____, 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.



INSTRUCTIONS RELATIVE TO NAMES OF POST OFFICES.

Attention is called to the following order issued by the Postmaster General, dated April 9, 1894:

"Circular No. 114.—To remove a cause of annoyance to the Department and injury to the Postal Service in the selection of names for newly established post offices, it is hereby ordered, that from this date only short names or names of one word will be accepted. There may be exceptions when the name selected is historical, or has become local by long usage, but the Department reserves the right in such cases to make the exception or not as it sees proper. Names of post offices will only be changed for reasons satisfactory to the Department."

The prefix of "East," "Old," "New," "North," "South," or "West," to the name of a post office is objectionable; as also is the addition of "Burg," "Center," "City," "Corners," "Creek," "Cross Roads," "Depot," "Hill," "Hotel," "Hollow," "Junction," "Mill," "Mound," "Peak," "Plains," "Point," "Port," "Prairie," "Rock," "River," "Run," "Ridge," "Store," "Station," "Springs," "Town," "Vale," "Valley," or "Village," and all other prefixes or additions, as such prefixes or additions are liable to lead to confusion and delay in transmission of the mails.

Delay may often be avoided by here submitting in order of preference several names as the one first selected may be rejected by the Department.

Names Proposed Mulligan, Munk,
Webster, Bolander, Bendl, Borne,
Beth,

M

POST OFFICE DEPARTMENT
OFFICE OF THE

FOURTH ASSISTANT POSTMASTER GENERAL
WASHINGTON

Dec. 2, 1908.

DIVISION OF TERRITORIES



Sir:

In order that this 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,

[Handwritten Signature]

Fourth Assistant Postmaster General.

TO POSTMASTER AT Murk,

Gallatin Co.,

Id.

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

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 Tract No. _____ Township, County of Gallatin

State of Id.

The name of the most prominent river near it is Ohio 7 miles on the West

The name of the nearest creek is TRIN MILE CREEK 500 ft

My Office is 7 miles from said river, on the East side of it, and is 600 ft miles from said nearest creek, on the West side of it.

My Office is on Mail Route No. _____

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

The name of the nearest Office on my route is Gron 2 E, and its distance is 24 miles, by the traveled road, in a W direction from this, my Office.

The name of the nearest Office, on the same route, on the other side, is Yamba Cuthbert and its distance is 7 miles in a West direction from this, my Office.

The name of the nearest Office off the route is RK 4 E 3/4, and its distance by the most direct road is 2 1/2 miles in a West direction from this, my Office.

My Office is at a distance of 150 ft from the track of the J.N. R.R. _____ Railroad, on the East side of the railroad.

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

(Signature of Postmaster) Ina H. White

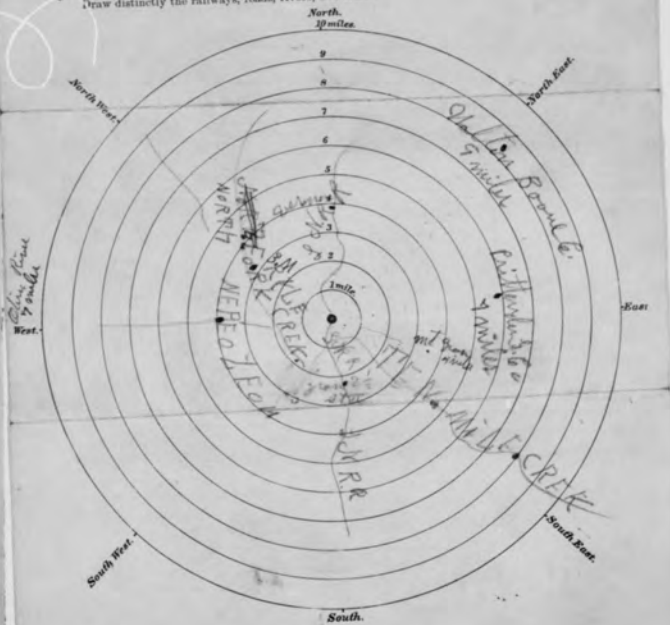
(Date) 12/2/08

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, write the name of such office, and state its distance from your site.

Draw distinctly the railways, roads, rivers, and creeks.



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.)

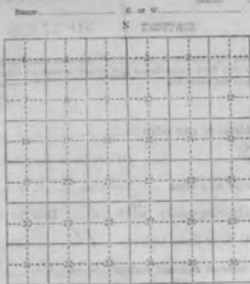
- Adjacent post offices (show with small dots and names).
- Roads (show by single line with cross marks name).
- Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- Rivers, creeks, lakes, etc. (show by wavy lines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



Scale: 1/2 inch equals 1 mile

