

TOPOGRAPHER  
JAN 4 1899  
P. O. DEPT.

Post Office Department,

TOPOGRAPHER'S OFFICE,

Washington, D. C., Dec 14, 1898,

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 Haake*

Topographer P. O. Dept.

TO POSTMASTER AT *Verona,*  
*Boone Co,*  
*Ky,*

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

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: ~~Verona~~

My Office is situated in *east* part of *Boone* Township, or in \_\_\_\_\_ quarter of Tract No. \_\_\_\_\_ Township, County of *Boone* State of *Ky*

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

The name of the nearest creek is *Buttsick Run*

My Office is *13* miles from said river, on the *east* side of it, and is *2 1/2* miles from said nearest creek, on the *west* side of it.

My Office is on Mail Route No. *1, 4, 8, 11, 12*

My Office is a Special Office supplied from *1, 4, 8, 11, 12* 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 *5.5* from the track of the *1, 4, 8, 11, 12* 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) *John N. Dickerson*

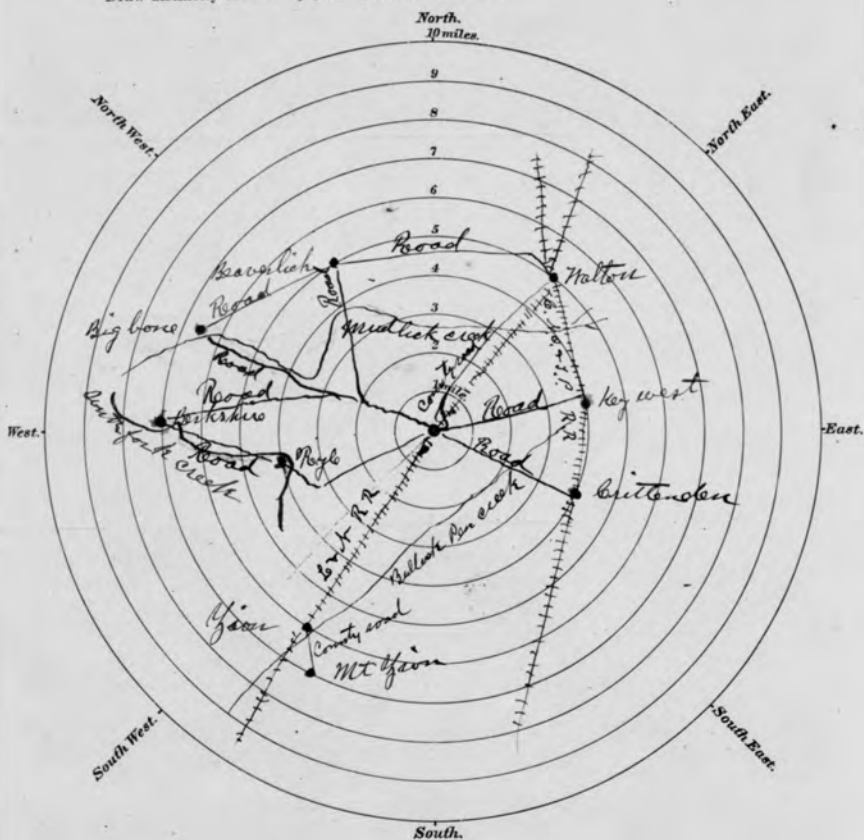
(Date) \_\_\_\_\_

## 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 the proposed one, and their names plainly written.

If it should be necessary to designate an office which is over 10 miles from the proposed one, place the dot outside of the 10-mile circle, write the name of such office, and state its distance from the proposed one.

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



PROPOSED LOCATION OF POST OFFICE

IN REPLYING  
MENTION INITIALS AND DATE

Post Office Department  
FIRST ASSISTANT POSTMASTER GENERAL



Postmaster,

Verona, Ky.

Sir:

With reference to the proposed change in site of the post office named below, and in order that the office if changed to the proposed location 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 the First Assistant Postmaster General, Division of Postmasters' Appointments, as soon as possible.

Respectfully,

FIRST ASSISTANT POSTMASTER GENERAL.

Verona (Post Office) Boone (County) Ky. (State)

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 .....

The post office, if changed to the proposed site, would be 290 ft. air-line distance, North from its present location. (N., S., E., or W.)

The post office would be situated in the ..... quarter of section No. .... in Township ..... (N. or S.)

Range ..... of the ..... principal meridian, County of ..... State of .....

The name of the nearest river is Ohio and the post-office building would be at a distance of 10 miles on the East side of it. (N., S., E., or W.)

The name of the nearest creek is Mud Lick and the post-office building would be at a distance of 3 1/2 miles on the East side of it. (N., S., E., or W.)

The name of the nearest office on the same route as this post office is Chittenden Ky and its distance is 5 miles, by the traveled road, in a West direction from the proposed site of this office. (N., S., E., or W.)

The name of the nearest office on the same route, on the other side, is Barkshire Ky and its distance is 5 1/2 miles, in a West direction from the proposed site of this office. (N., S., E., or W.)

The name of the nearest office not on the same route as this post office is Mutton Ky and its distance is 5 1/2 miles, by the traveled road, in a North direction from the proposed site of this office. (N., S., E., or W.)

The post office building would be on the West side of the F. & N. Railroad, and at a distance of 900 from the track. The railroad station name is Verona Ky

The post office would be 2 1/2 miles air-line distance, South from the nearest point of my county boundary. (N., S., E., or W.)

Signature of Postmaster D. H. West

Date Sept 19 - 1916



On what date do you desire to move the office to the new site? Oct. 1st 1916  
 What is the reason for the change in location? As desired to be in my own Bldg.

How many patrons of the post office reside within a radius of one mile thereof? About 100  
 How many patrons would reside within a radius of one mile of the office at the proposed site?  
Same number - 100 -

(If the proposed site is on a railroad, the following certificate should be filled out and signed.)

Verona Ky Sept. 19, 1916  
(Post office.) (State.) (Date.)  
 I, W. B. Mc Cormick, agent at Verona Ky  
(Name.) (Station.)  
 of the L + N Railroad, hereby certify that  
 the proposed site of the post office at Verona Ky  
Boone County, Ky, is  
960 feet from this station by the shortest route open to public travel.  
W B M. McCormick  
 Railroad Agent.

**QUESTIONS.**

Give cancellations at your office in proper blanks for the last four quarters available.

Ascertain from the most reliable source, and state whether the proposed change in site would increase or decrease the distance necessarily traveled by the carrier or carriers now supplying your office (both rural and star route) in going once over the route or routes from office to office, without regard to residence of carrier, and if so, give the exact distance.

If on more than one route, give increase or decrease on each route.

If the change in site will permit or necessitate the carrier deviating from the road now traveled, how many boxes now supplied would be omitted?

How many boxes would probably be erected on the new road?  
no

Indicate on the diagram on second page the present and the proposed line of travel, with distances from point to point.

**REPLIES.**

Cancellations: 13166-17872 14723 15220  
Qr. Qr. Qr. Qr.  
 Mail Messenger Service.....  
 Star Route No. none  
 Rural Route No. 1-300 ft shorter  
 Steamboat Route No. none  
 Electric Route No. none  
 Mail crane..... 960 ft increase of 370 ft  
 Decrease (how much?).....  
 Increase (how much?) 370 ft  
 Boxes to be omitted..... none  
 Boxes to be erected..... none

Signature D. Hess West  
 Date: Sept. 19 - 1916

**Post Office Department**  
**FOURTH ASSISTANT POSTMASTER GENERAL**  
**Washington**

K

RETURN TO  
 DIVISION OF TOPOGRAPHY

Postmaster,

JUL 20 1939

**VERONA,**

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. Mordern*  
 FOURTH ASSISTANT POSTMASTER GENERAL

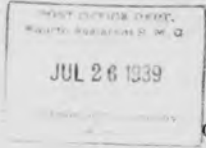
- Street address of post office \_\_\_\_\_ County Boone
- Township \_\_\_\_\_ (If location is described by section, township, and range, fill in line 3.)
- \_\_\_\_\_ quarter of section \_\_\_\_\_ Township Gallatin \_\_\_\_\_ N. or S. \_\_\_\_\_ Range \_\_\_\_\_ E. or W. \_\_\_\_\_
- Nearest adjoining county Grant How far: Shortest air distance? \_\_\_\_\_ By road? 2 1/2 miles
- Nearest U. S. or State highway 20/6 Direction from P. O. West Distance about 300 ft.
- Name of nearest railroad station Verona Name of railroad L. & N.
- Distance by road to railroad station about 500 ft. Direction from post office E.
- Shortest air distance to nearest tracks \_\_\_\_\_ Direction from post office \_\_\_\_\_
- Nearest streams or bodies of water (state whether river, creek, branch, lake, ocean, etc.):

Name	Direction from post office	Distance
<u>Mad Lake Creek</u>	<u>West</u>	<u>4 mi</u>
<u>Bullhead Run</u>	<u>East</u>	<u>2 1/2 "</u>
<u>Ohio River</u>	<u>West</u>	<u>7 "</u>

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

Name	County	Direction from your office	Distance by road
<u>Walton</u>	<u>Boone</u>	<u>North</u>	<u>5 miles</u>
<u>Crittenden</u>	<u>Grant</u>	<u>East</u>	<u>5 "</u>
<u>Glencoe</u>	<u>Gallatin</u>	<u>South</u>	<u>13 "</u>

- How is mail supplied to your office? Railroad + mail auto From where? \_\_\_\_\_  
(Railroad, star route, rural route, etc.)



(Date) July 24  
 (Signed) Lloyd West  
 Post office Verona Postmaster  
 (OVER) fy.

**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 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.)

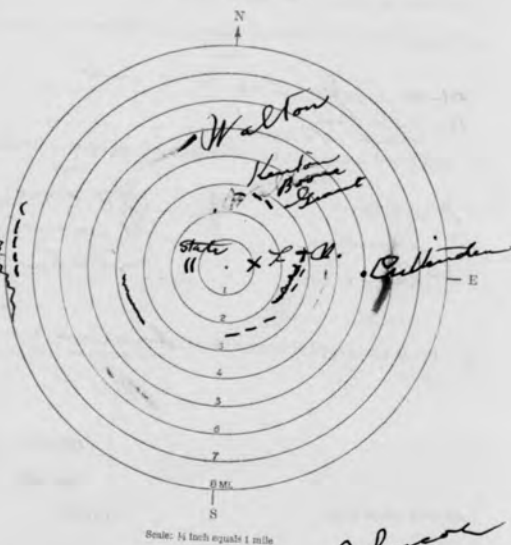
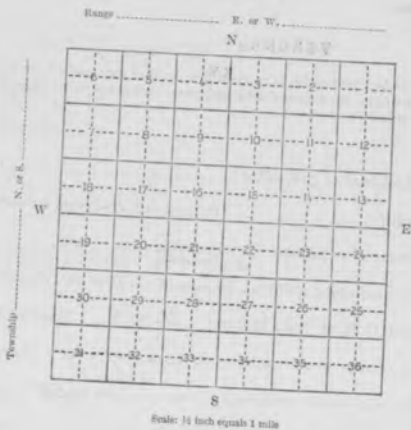
- Adjacent post offices (show with small dots and name).
- Railroads (show by single line with cross marks; name).
- Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- Rivers, creeks, lakes, etc. (show by wavy lines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



1921  
(Revised 12-1-46)

Division of Postmasters

Deputy

Post Office Department

Washington 25, D. C.

RECEIVED  
FIRST ASST. P. M. G.  
MAR 15 1950  
DIV. OF POSTMASTERS

Verona

LOCATION OF POST OFFICE

REPLYING INITIALS AND DATE

P-2-FBS

March 10, 1950.

SUBJECT:  Establishment  
 Reestablishment  
 Change of site

Mrs. Frances S. McCormick  
Acting Postmaster  
Verona, Kentucky.

(Re: your letter, March 7, 1950)

Dear Mrs. McCormick

In order that each post office may be accurately located on postal maps, it is requested that you carefully complete this form and return it promptly to the First Assistant Postmaster General, Division of Postmasters.

Respectfully,  
*J. C. Buske*

~~Director~~ Postmaster General  
Deputy

1. Office and State Verona, Kentucky County Boone
- 1a. Any other name by which locality is known no (If applicable, fill in line 3.)
2. Township \_\_\_\_\_ N. or S. \_\_\_\_\_ Range \_\_\_\_\_ E. or W. \_\_\_\_\_
3. \_\_\_\_\_ quarter of section \_\_\_\_\_ Township \_\_\_\_\_ N. or S. \_\_\_\_\_ Range \_\_\_\_\_ E. or W. \_\_\_\_\_
4. Nearest adjoining county Grant How far? Shortest map distance 1 1/2 mi. By road 2 miles
- 4a. If site is being changed: Distance from old site 195 yds. Direction from old site W.
5. Nearest U. S. or State highway no. 16 Direction from P. O. South Distance 75 yds.
6. Name of nearest railroad station Verona Name of railroad L & T
7. Distance by road to railroad station 375 yds. Direction from post office South
8. Shortest air distance to nearest tracks same Direction from post office South
9. Streams or bodies of water nearest to the office:  
Name Ohio River Direction from post office North-west Distance 7 miles
10. Direction of nearest post offices (one in each general direction):
- | Name                     | County       | Direction from your post office | Distance by road |
|--------------------------|--------------|---------------------------------|------------------|
| <u>Walton, Ky</u>        | <u>Boone</u> | <u>North-East</u>               | <u>5 miles</u>   |
| <u>Crittenden, Ky</u>    | <u>Grant</u> | <u>South</u>                    | <u>5 1/2 "</u>   |
| <u>Brown Station, Ky</u> | <u>"</u>     | <u>West</u>                     | <u>6 "</u>       |
| <u>Union, Ky</u>         | <u>Boone</u> | <u>North</u>                    | <u>10 "</u>      |
11. Method of mail supply Railroad (Railroad, air, cable, coach route, etc.) From where Verona, Ky.
12. Congressional district: Present site 4 fifth Proposed site Fifth

*Mrs. Frances S. McCormick*  
Acting Postmaster  
Mar. 13, 1950  
(Date)

POST OFFICE DEPT.  
First Assistant P. M. G.  
MAR 29 1950  
Division of Topography  
44 T



**IMPORTANT.**—A map showing the location of the 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 the 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 the post office.

#### SQUARE DIAGRAM

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

Let the dot in the center of the circle represent the 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.)

