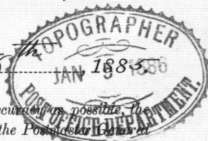


**POST OFFICE DEPARTMENT,  
TOPOGRAPHER'S OFFICE,**

Washington, *Dec 21 87*



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 Post-Office Department requests you to fill up the spaces and answer the questions below, and return the same, verified by your signature and dated, under cover to this Office.

Respectfully,

*W. L. Nichols*  
Topographer P. O. Dept.

To POSTMASTER AT *Minerva*

*Mason Co.,*

*Kentucky*

The (P. O. Dept.) name of my Office is *Minerva Mason Co Ky*

\* Its local name is *Minerva*

It is situated in \_\_\_\_\_ part of \_\_\_\_\_ Township, or in \_\_\_\_\_ quarter of Tract No. \_\_\_\_\_  
Township, County of *Mason*, State of *Kentucky*

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

The name of the nearest creek is *Bracken Creek*

This Office is *Five* miles from said river, on the *South* side of it, and is *One* miles from said nearest creek, on the *N.E.* side of it.

The name of the nearest Office on route No. *20119* is *Stuckahoe*, and its distance is *4 5/8* miles, by the traveled road, in a *Eastern* direction from this my Office.

The name of the nearest Office, on the same route, on the other side, is *This is end of Route* and its distance is \_\_\_\_\_ miles in a \_\_\_\_\_ direction from this my Office.

The name of the nearest Office off the route is *Keen Leaf*, and its distance by the most direct road is *3 1/2* miles in a *South* direction from this my Office.

This Office is at a distance of *12 1/2* from the *Maysville* Station of the *Maysville & Lexington* Railroad, on the *West* side of the railroad.

State, under this, the names of all other Offices near your Office, in different directions from it, and their distances from it by the most direct roads.

*Augusta N.W. 8 Miles, Dover, North 5 Miles, Germantown S.W. 4 1/2 Miles, Washington S.E. 9 Miles, Maysville 12 1/2 Miles East*

\* If the town, village, or site of the Post Office be known locally by another name than that of the Post Office, state that other name here, that it may be identified on any published map of the State (or Territory), if appearing thereon.

† A diagram of the township (or, where the land is not so divided, a sketch map,) showing the precise location of your Office, together with the adjoining Post Offices, towns, or villages, the roads, railroads, and larger streams or creeks, in addition to the above verbal description, will be useful, and is desired.

A correct map of the locality and adjacent country might be furnished by your County Surveyor, but this must be without expense to the Post Office Department; it being, however, for the general interest and advantage of the community to have the Post Offices correctly located on the maps, it may be expected that this will be cheerfully furnished on proper application.

State (on margin of this sheet) whether there is on file at your county seat (court-house), or in the hands of your County Surveyor, a Map of the county.

State also the present Surveyor's name and Post-office address.

(Signature of Postmaster.)

*John B. Hawes P.M.*

(Date,) *Dec 31<sup>st</sup> 1887*

F.M.P.

DIVISION OF  
EQUIPMENT AND SUPPLIES

Post Office Department  
FOURTH ASSISTANT POSTMASTER GENERAL  
Washington

July 16 '17

Postmaster, Minerva,  
Mason 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.

Fourth Assistant Postmaster General.

The name of my post office is

Minerva

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 center part of Minerva Township,  
or in \_\_\_\_\_ quarter of tract \_\_\_\_\_ Number. \_\_\_\_\_ Name \_\_\_\_\_ Township,  
County of Mason State of Kentucky

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

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

The name of the nearest office on my route is Dover, and its distance is 5 miles, by the traveled road, in a N. direction from this, my office.  
N., S., E., or W.

The name of the nearest office on my route, on the other side, is Augusta, and its distance is 9 miles, in a W. direction from this, my office.  
N., S., E., or W.

The name of the nearest office not on my route is Summerton, and its distance is 7 miles, by the traveled road, in a SW direction from this, my office.  
N., S., E., or W.

The post-office building is on the E. side of the Maysville Railroad, and at a distance of 13 from the track.

The railroad station name is

Maysville Ky

My post office is Minerva, air-line distance, 5 1/2 from the nearest point of my county boundary.

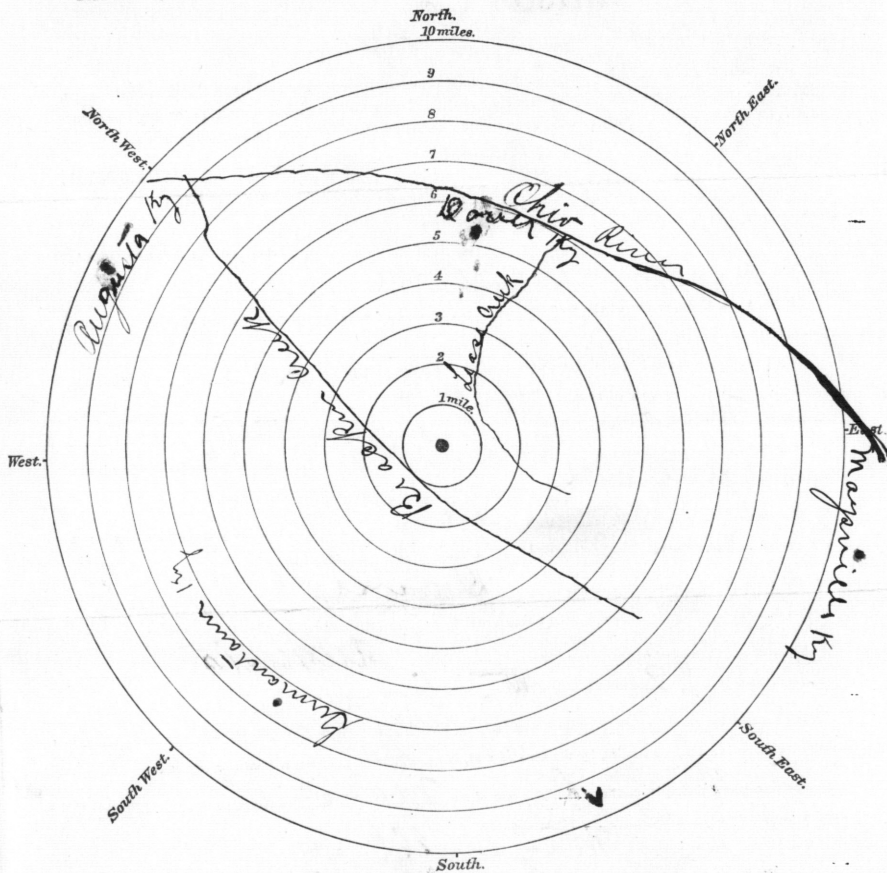
Postmaster: Clarence L. Mains

Date: \_\_\_\_\_

# 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.

5-6225



# Post Office Department

FOURTH ASSISTANT POSTMASTER GENERAL

POST OFFICE Washington  
Fourth Assistant P. M. G.

NOV 24 1939

Division of Topography

RETURN TO  
DIVISION OF TOPOGRAPHY

SEP 22 1939

Postmaster,

MINERVA

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.

FOURTH ASSISTANT POSTMASTER GENERAL

1. Street address of post office \_\_\_\_\_ County Mason
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 Bracken How far: Shortest air distance? 1/2 mi By road? 3/4 mi
5. Nearest U. S. or State highway #10 Direction from P. O. S Distance 3 1/2 mi
6. Name of nearest railroad station Dover Name of railroad C + O
7. Distance by road to railroad station 5 1/2 mi Direction from post office N by E
8. Shortest air distance to nearest tracks 5 mi Direction from post office N
9. Streams or bodies of water nearest to your office:

Name	Direction from post office	Distance
<u>Ohio River</u>	<u>N</u>	<u>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>Dover, Ky</u>	<u>Mason</u>	<u>N</u>	<u>5 mi</u>
<u>Maysville, Ky</u>	<u>Mason</u>	<u>E</u>	<u>12 mi</u>
<u>Germanatown, Ky</u>	<u>Mason</u>	<u>SW</u>	<u>6 mi</u>
<u>Augusta, Ky</u>	<u>Bracken</u>	<u>NN</u>	<u>8 mi</u>

11. How is mail supplied to your office? Rural Route From where? Augusta  
(Railroad, star route, rural route, etc.)

Postmaster:

This is a duplicate of communication addressed to you on JUL 20 1939

Attention is called to paragraph 2, Section 440, Postal Laws and Regulations of 1932 which specifies that all communications from the Post Office Department shall be answered promptly.

(Date)

(Signed) Clarence L. Mains Postmaster.

Post office Minerva



**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.)

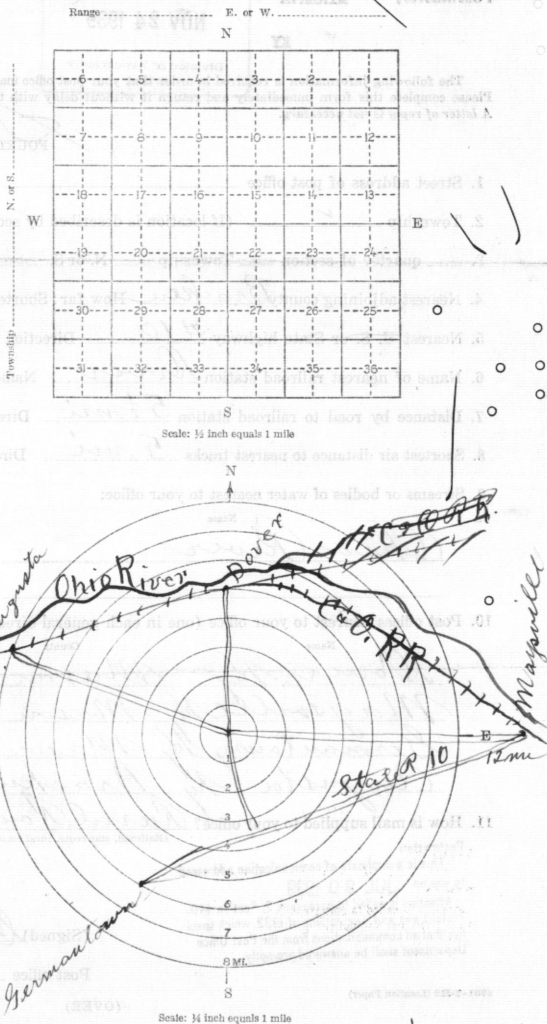
- Adjacent post offices (show with small dots and name).
- Railroads (show by single line with cross marks; name).
- Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- Rivers, creeks, lakes, etc. (show by wavy lines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



Hew

## Post Office Department

FOURTH ASSISTANT POSTMASTER GENERAL

Washington

RETURN TO  
DIVISION OF TOPOGRAPHY

Postmaster,

MINERVA KENTUCKY

OCT 24 1945

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.

## NEW SITE

FOURTH ASSISTANT POSTMASTER GENERAL

1. Street address of post office \_\_\_\_\_  
 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 \_\_\_\_\_ How far: Shortest air distance? 1 mile By road? 1 mile  
 5. Distance: P.O. from old site 2.44 Direction: P.O. from old site North  
 6. Nearest U. S. or State highway ky no 10 Direction from P. O. South Distance 3 miles  
 7. Name of nearest railroad station Dover Ky Name of railroad CSO  
 8. Distance by road to railroad station 5 miles Direction from post office North  
 9. Shortest air distance to nearest tracks 5 miles Direction from post office North  
 10. Streams or bodies of water nearest to your office:  
 Name \_\_\_\_\_ Direction from post office \_\_\_\_\_ Distance \_\_\_\_\_  
Ohio River North 5 miles  
 11. Post offices nearest to your office (one in each general direction):  
 Name \_\_\_\_\_ County \_\_\_\_\_ Direction from your office \_\_\_\_\_ Distance by road \_\_\_\_\_  
Dover Ky Mason North 5 miles  
Augusta Ky Bracken West 8 miles  
Germantown Ky Bracken South West 6 miles  
Mayville Ky Mason East 13 miles  
 11. How is mail supplied to your office? Rural Route From where? Dover Ky  
 (Railroad, star route, rural route, etc.)



(Date) 10-29-45  
 (Signed) Stanley Gibbons Postmaster.  
 Post office Minerva Ky  
 15-5077

(OVER)

**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.)

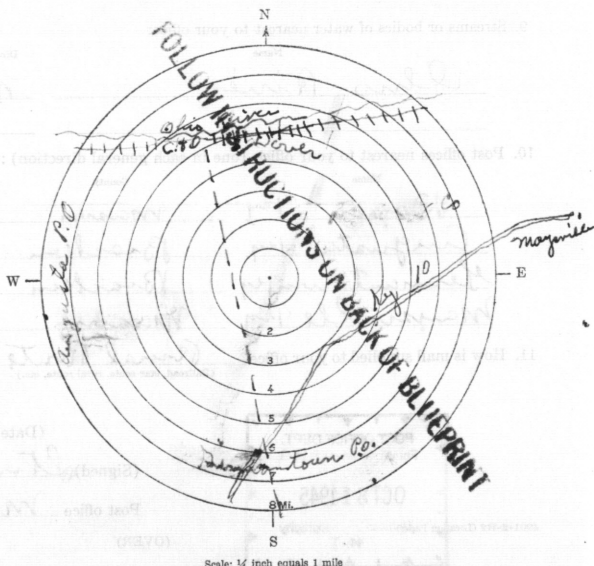
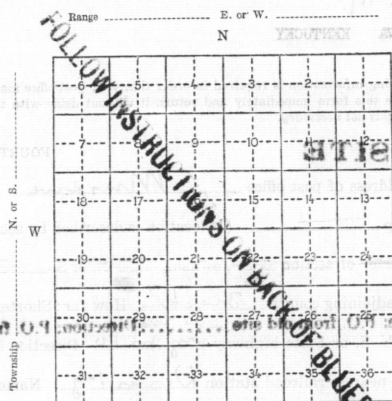
- Adjacent post offices (show with small dots and name).
- Railroads (show by single line with cross marks; name).
- Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- Rivers, creeks, lakes, etc. (show by wavy lines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

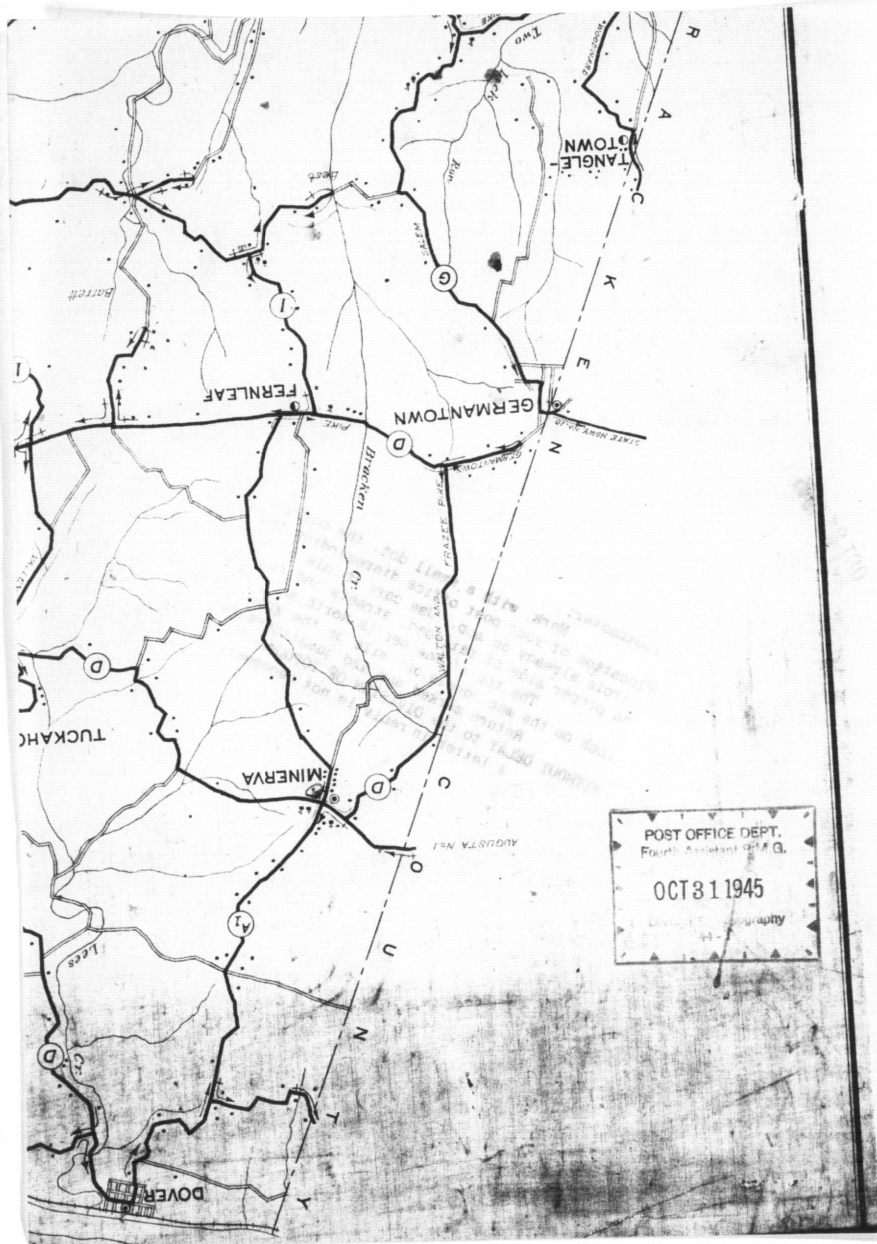
## CIRCULAR DIAGRAM

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.)





POST OFFICE DEPT.  
Fourth Assistant Postmaster

OCT 31 1945

U.S. DEPT. OF COMMERCE

1021  
(Revised 3-1-46)

LOCATION OF POST OFFICE

Division of Postmasters

**Post Office Department**  
FIRST ASSISTANT POSTMASTER GENERAL

Washington 25, D. C.

December 13, 1946.

Mr. Stanley Gibbons,  
Postmaster,  
Minerva, Kentucky

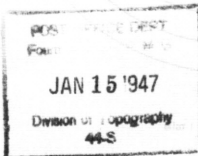
SUBJECT: ☐ Establishment  
☐ Reestablishment  
☒ Change of site

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,

First Assistant Postmaster General.

1. Name of office Minerva County Bell Mason
- 1a. Any other name by which locality is known No
2. Township \_\_\_\_\_ (If applicable, fill in line 3.)
3. \_\_\_\_\_ quarter of section \_\_\_\_\_ Township \_\_\_\_\_ N. or S. \_\_\_\_\_ Range \_\_\_\_\_ E. or W. \_\_\_\_\_
4. Nearest adjoining county Bracken How far? Shortest map distance 1 mi. By road 1 mi.
- 4a. If site is being changed: Distance from old site 75 yds Direction from old site North
5. Nearest U. S. or State highway Highway 10 Direction from P. O. South Distance 3 miles
6. Name of nearest railroad station Dover Ky Name of railroad Chesapeake & Ohio
7. Distance by road to railroad station 5 miles Direction from post office North
8. Shortest air distance to nearest tracks 5 miles Direction from post office North
9. Streams or bodies of water nearest to the office:
- | Name              | Direction from post office | Distance       |
|-------------------|----------------------------|----------------|
| <u>Ohio River</u> | <u>North</u>               | <u>5 miles</u> |
10. Post offices nearest to the office (one in each general direction):
- | Name               | County         | Direction from post office | Distance by road |
|--------------------|----------------|----------------------------|------------------|
| <u>Dover</u>       | <u>Mason</u>   | <u>North</u>               | <u>5 miles</u>   |
| <u>Augusta</u>     | <u>Bracken</u> | <u>North west</u>          | <u>8 miles</u>   |
| <u>Bellmantown</u> | <u>Bracken</u> | <u>West</u>                | <u>6 miles</u>   |
| <u>Maysville</u>   | <u>Mason</u>   | <u>East</u>                | <u>13 miles</u>  |
11. Method of mail supply Rural Route (Railroad, star route, rural route, etc.) From where Dover & Augusta
12. Congressional district: Present site 1st Dist Proposed site Same



Stanley Gibbons  
(Signature in full)  
Asst. Master  
(Postal title)  
12-17-46  
(Date)

16-7077-1



**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 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.)

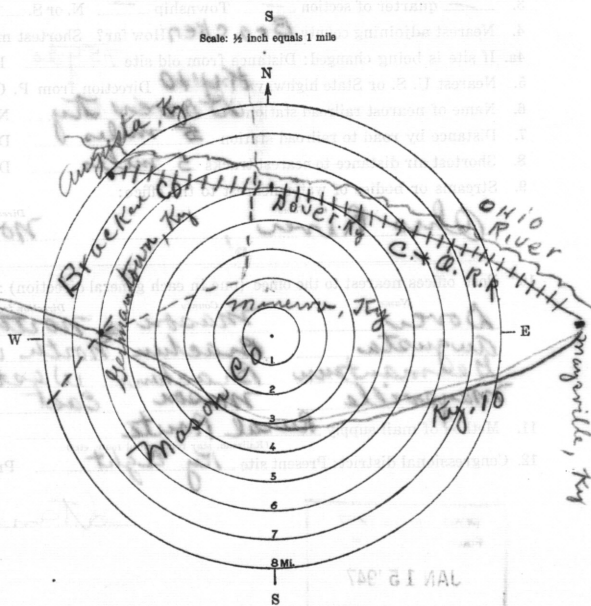
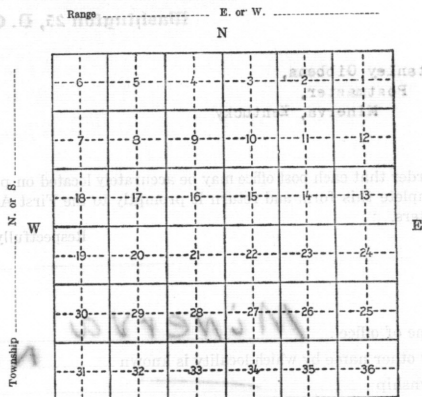
- Adjacent post offices (show with small dots and name).
- Railroads (show by single line with cross marks; name).
- Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- Rivers, creeks, lakes, etc. (show by wavy lines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



1021  
(Revised 12-1-48)

Division of Postmasters

LOCATION OF POST OFFICE

Post Office Department

FIRST ASSISTANT POSTMASTER GENERAL

Washington 25, D. C.

June 9, 1949

Mr. Stanley Gibbons,  
Postmaster,  
Minerva, Kentucky. Re: Your letter of June 6, 1949.

Dear Mr. Gibbons:

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,

First Assistant Postmaster General.

1. Office and State Minerva, Kentucky County Mason
- 1a. Any other name by which locality is known \_\_\_\_\_
2. Township \_\_\_\_\_ (If applicable, fill in line 3.)
3. \_\_\_\_\_ quarter of section \_\_\_\_\_ Township \_\_\_\_\_ N. or S. \_\_\_\_\_ Range \_\_\_\_\_ E. or W. \_\_\_\_\_
4. Nearest adjoining county Bracken How far? Shortest map distance 1 Mile By road 1 Mile
- 4a. If site is being changed: Distance from old site 50 yards Direction from old site North
5. Nearest U. S. or State highway Ky. 10 Direction from P. O. South Distance 3 Miles
6. Name of nearest railroad station Dover, Ky Name of railroad C & O
7. Distance by road to railroad station 5 Miles Direction from post office North
8. Shortest air distance to nearest tracks 5 Miles Direction from post office North
9. Streams or bodies of water nearest to the office:
- | Name                 | Direction from post office | Distance       |
|----------------------|----------------------------|----------------|
| <u>Ohio River</u>    | <u>North</u>               | <u>5 Miles</u> |
| <u>Bracken Creek</u> | <u>West</u>                | <u>5 Miles</u> |
10. Direction of nearest post offices (one in each general direction):
- | Name               | County         | Direction from your post office | Distance by road |
|--------------------|----------------|---------------------------------|------------------|
| <u>Dover, Ky</u>   | <u>Mason</u>   | <u>North</u>                    | <u>5 Miles</u>   |
| <u>Augusta, Ky</u> | <u>Bracken</u> | <u>West</u>                     | <u>9 Miles</u>   |
| <u>Maysville</u>   | <u>Mason</u>   | <u>East</u>                     | <u>13 Miles</u>  |
| <u>Germanatown</u> | <u>Bracken</u> | <u>Southwest</u>                | <u>6 Miles</u>   |
11. Method of mail supply Rural Route From where Dover, Ky.  
(Railroad, star route, rural route, etc.) Augusta, Ky.
12. Congressional district: Present site 8th Proposed site 8th



Stanley Gibbons  
(Signature in full)  
Postmaster  
(Postal title)  
June 13 1949  
(Date)

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

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

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.)

- 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).

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.)

