

Post Office Department,

OFFICE OF THE FOURTH ASSISTANT POSTMASTER GENERAL,
DIVISION OF APPOINTMENTS.

WASHINGTON, D. C., FEB 27 1904, 190

SIR: Before the Postmaster General decides upon the application for the establishment of a post office at Cottage Hill, County of Franklin, State of Kentucky, 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. H. Bristow

Fourth Assistant Postmaster General.

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

STATEMENT.

The proposed office to be called Cottage Hill

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 Franklin State of Ky
It will be _____ near route No. 29693, being the route from Shum. Ky to Milton Ky, on which the mail is now carried six times per week.
Will it be directly on this route?—Ans. no
If not, how much would its supply on this route increase the distance necessarily traveled by the carrier in going once over the route? would have to go 3 miles and return extra.
If not on any route and a "Special Office" is wanted, from what office to be supplied? Milton Ky
The name of the nearest office to the proposed one, on one side, is Milton
its distance is five miles in a N. E direction from the proposed office.
The name of the nearest office, on the other side, is Shum
its distance is 4 miles in a South direction from the proposed office.
The name of the other nearest office to the proposed one is Shum. Ky
its distance by the most direct road is 9 miles in a East direction from the proposed office.
The name of the most prominent river near it is Ohio
The name of the nearest creek is Gilmore
The proposed office will be 1 mile miles from said river, on the south side of it, and will be 1/4 miles from said nearest creek, on the east side of it.
The name of the nearest railroad is Penn. & O. R.
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. _____
Give the population to be supplied by the proposed office.—Ans. 175
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 14th day of March, 1904.

(17) Sign full name.) Archibald E. King 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 at nearest office.)

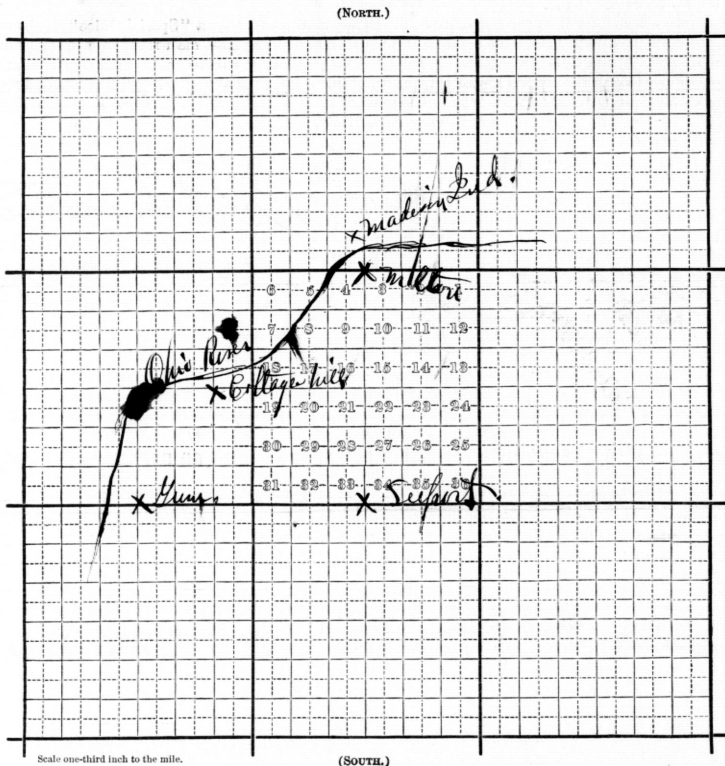
John R. Inglis
Postmaster at Milton Ky

(OVER.)

"At 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."

Diagram showing the site of the Cottage Hill Post Office,
 in Township _____ (N. or S.), Range _____ (E. or W.) of _____ Principal
 Meridian, County of Grundy, State _____
 of Ky, 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:

"ORDERED, 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.