
**Pennsylvania Bureau of Historic Preservation
Instructions for General Cemetery Survey**

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Pennsylvania Bureau of Historic Preservation

Instructions for General Cemetery Survey

Permission:

Before entering any property, please gain permission to conduct the survey. Obtaining written permission will protect the surveyor legally. A sample permission form is located in Appendix B.

TIPS ON DETERMINING OWNERSHIP

Locating the individual or company that maintains ownership of the cemetery site may be a difficult first step, but it is integral to gain permission to access a site before beginning the survey process. Sites that are open to the public may list contact information or ownership in a plaque on the premises, but many of the small farmstead cemeteries will not be accessible without prior permission, nor will they contain information focused on ownership.

Some sites, such as those that are abandoned, may present specific issues when attempting to locate the owner. One suggestion is to speak with local landowners to determine who owns the land you are seeking to enter, but if this fails, the courthouse may be the best resource. USGS maps may be helpful to determine the correct township or borough, which is helpful for locating the correct properties at the courthouse.

The county courthouse should hold ownership information in the form of deeds, but one must first appropriately locate the parcel to determine ownership. For cemeteries located in city limits, officials may have information that could lead to documents denoting ownership.

If none of these avenues yield the desired information, placing a newspaper ad or posting to an internet resource may be helpful. Provide basic information about the location, the appropriate questions, and your contact information. If after this step you have gained no further information, then you may be at a loss because entering a private property without permission could still cause legal entanglements.

SUGGESTED TOOLS LIST

Signed Permission Letter
Clip Board, Rubber Bands or Large Paper Clips
Paper Tablet – for notes
General Survey Form – multiple copies
Instruction Manual to General Survey Form
Pencils

Pencil Sharpener

Pens

Maps of Area – noting nearest town with restroom facilities, phone, food, etc.

Digital Camera (see photography guidelines on page 15)

Compass

Flashlight or Mirror – assist in reading inscriptions

Probe (i.e. “Smart Stick” sold by T&T Tools or your local plumbing supply dealer, ask for tile probes)

Gloves

Safety Equipment:

Water – a few gallons to drink and to assist in reading inscriptions

First-aid kit

Cellular Phone

Insect Repellent

Boots

Sunscreen and Hats

Antibacterial Soap and/or Hand Sanitizer

Bee or Wasp Spray

LOCATION AND CONTACT INFORMATION DEFINITIONS

Site:

Definition: The current official name of the burial ground or cemetery being surveyed.

Method: As recorded in official documents. **The Site Code will be assigned by CRGIS** once the survey has been submitted.

Survey Date:

Definition: The date when the General Survey from is completed.

Method: Year, month, day (yyyy-mm-dd; 2004-08-13).

Out Parcel:

Definition: An out parcel is a part of a larger parcel (unit of connected land that is under ownership). The out parcel is property that has been separated and ownership is not retained by the owner of the larger parcel. In other words, it is a unit of property that lies within the bounds of one parcel but it is not owned by the owner of this surrounding parcel. For example, a farmstead cemetery may be owned by the original owners of the farm even though the surrounding farm property has been sold.

Method: To determine if a cemetery has been out parceled, refer to the deed and make sure that it was not out parceled in any older copies because this is sometimes forgotten as deeds are updated.

Mapping Instructions

Definition: There are two types of mapping, the location map and the site map.

Location Map:

Definition: The location map consists of a map that locates the site within the county and township or borough. This map must also establish the site's relation to roads and other geographical important features, such as rivers and streams.

Method: Denote the placement of the cemetery site on this map, but please indicate more than just a dot. Some good sources of online maps include the CRGIS, <http://www.topozone.com> and <http://maps.google.com>. GPS data are welcome. When noting the location on the map provide latitude and longitude or GPS coordinates and accurately indicate the shape and size of the site. Using the U.T.M. coordinates may be a helpful and effective manner of mapping the location. Remember to attach a copy of the map to the survey upon submission.

U.T.M. Coordinates: Zone, Northing, Easting

Definition: Universal Transverse Mercator is a metric grid system based on predetermined "ZONES." The Zone number for a given topo map can be found in the bottom left border, look for "1000-meter Universal Transverse Mercator grid tics, zone 17, shown in blue." Each of the blue tick marks around the border of the topo mark 1,000 meter increments north of the equator or 1,000 meter increments east of the zone's western baseline. An example of an UTM coordinate is "zone 17 4439080mN 675520mE." If grid lines are drawn across the map connecting the blue tick marks, a scale can be used to locate the site by measuring the number of meters north and east of the grid square's bottom left corner. Append the number of meters north and east of the grid squares bottom left corner to the number located on the border at each tick mark, (4439 + 080mN = 4439080mN, 675 + 520mE = 675520mE).

PART I DEFINITIONS

Design/style/layout

Before cemetery movements began in Pennsylvania, other types of cemeteries existed, such as Native American burials, church cemeteries, frontier graves, and domestic family burial grounds. Many of these cemetery types persisted beyond the impetus and closure of the three main cemetery movements. These cemeteries did/do not follow a prescribed design or pattern popularized by a movement. For example, family burial grounds on farms or homestead lands were usually located a good distance from the residence, and these followed no design pattern, though some basic characteristics are common. Church yards followed rules attached to specific sects, but many followed European traditions of burying their dead in the direct vicinity of the

church. They tended to place graves in straight lines to accommodate as many burials as possible.

Rural Cemetery Movement 1833-1875: Two important precedents, New Haven's New Burying Ground and the Pere Lachaise in Paris, influenced the rural cemetery movement. New Haven Burying Ground (1796) introduced the idea of a nonsectarian burial ground free from church and municipal oversight in a park-like setting. Pere Lachaise (1804) offered a deliberately designed landscape for the mourning through the incorporation of English romantic landscapes of varied topography, picturesque curving drives, separated pathways, classical monuments and a series of carefully constructed scenes that removed the urban dweller from the noise and congestion of the city. The pastoral environment allowed for both a period of reflection for the dead and a place of relaxation and enrichment for the living.

In the 1830's the three major cities in the United States (Boston, New York, Philadelphia) had established large cemeteries on sites carefully chosen for accessibility and natural beauty. These cemeteries were privately owned and operated and displayed monuments, obelisks and mausoleums enclosed by carved granite curbing and iron fencing designed by the finest architects in the city for the wealthy and peaceful resting places for the average citizen. From the precedent of National Historic Landmark Laurel Hill Cemetery in Philadelphia, the rural cemetery movement flourished in Pennsylvania with National Register listed rural cemeteries in Easton, Lancaster, Harrisburg and Pittsburgh to name just a few. The preservation of rural cemeteries is daunting due to the lack of endowed plots, the variety of materials and landscaping responsibilities and the overall size of the resource.

Monument style: three dimensional markers, monuments and sculpture

Lawn Park 1900-present: The Lawn-Park cemetery movement began after the Civil War and continued into the 1920's. These cemeteries are typified by a pastoral, park-like setting but not on the scale of the carefully constructed views of a rural cemetery since many communities began to develop park systems, such as Fairmount Park in Philadelphia, which provided recreational opportunities without the presence of burials. These new lawn-parks were more formal in appearance with family monuments set in large lawn areas and few trees and shrubs interrupted the large expanses of lawn. Technological advances, such as the lawnmower and improved granite cutting, and changing attitudes towards death were strong influences on the new balance of formalism with nature. Either sections or the entirety of these new lawn-parks was devoted to specific religious or ethnic groups, reversing some of the non-denominational aspects of the earlier movements.

Monument style: three-dimensional monuments, sculpture and close-to-the-ground markers.

Common Materials: Granite, stone and bronze.

Memorial Park: The final phase of cemetery development is the Memorial Park that began with the 1913 establishment of Forest Lawn Memorial Park in Glendale, California and continues on today. Though pastoral in some respects, the suburban influence is evident in memorial parks with an emphasis on uniformity with a greater emphasis on open lawns, either flush burial markers or uniform rows of straight plots, coupled with uniform back-to-back placement of headstones similar in size and limited or no vegetative development. Strict guidelines monitor these memorial parks to maintain the imposed uniformity. There is even an emphasis on automotive rather than pedestrian circulation networks.

Monument style: two-or three-dimensional, central section sculpture and flush-to-the-ground markers.

Common Materials: Marble and granite.



PART II DEFINITIONS

Markers & Graves

Definition: There is a difference between a marker and grave. A grave, unless designed for multiple interments, is designed for one individual, and in this form is used to denote an individual. One grave may have multiple markers, such as a headstone and footstone or mention on a family marker and a headstone. For the purposes of this survey, it is important to recognize that the number of graves and markers may not always be the same.

Cemetery Boundaries

Definition: Any fence, curbing, or other structure that marks the boundaries of the monument plot. The enclosure may incorporate multiple markers or tombs within the boundary, depending upon how the Individual vs. Group Plot was defined.

Curb: A low edging that surrounds the cemetery. A curb is 6 inches high or less.

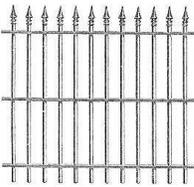
Fence: A high (>six inches) wooden or metal structure that surrounds the cemetery.

Wall: A high (>six inches) masonry structure that surrounds the cemetery.

None: No enclosure is evident.

Method: Check the appropriate box.

Fence Styles



Picket



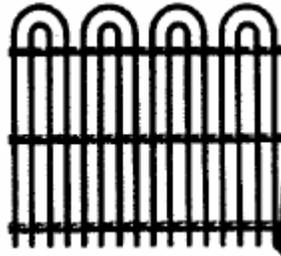
Hairpin



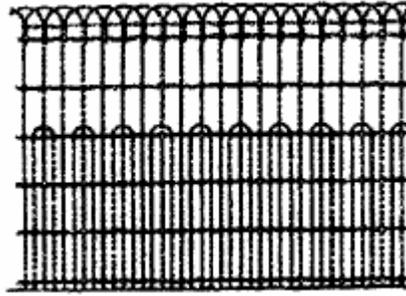
Hairpin and Picket



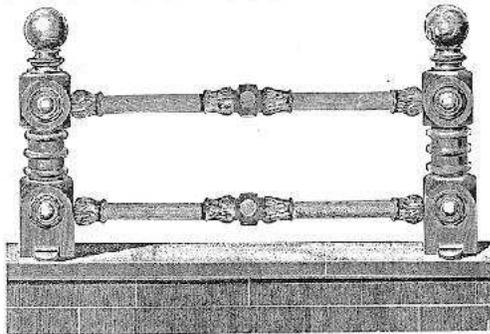
Bow and hairpin



Bow and Picket



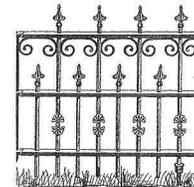
Woven Wire



Gas Pipe Railing



Milled Point



Scalloped

(Drawings used with permission of the Chicora Foundation, Colombia, South Carolina)

Circulation B

Definition: The pathways or roads that are used within the cemetery for walking or vehicular traffic.

Paved: Ground covered with a firm level hard surface of shell, stone, brick, asphalt, or concrete.

Unpaved: Ground surface consists of soil, vegetation, or grass.

Method: Check the box that applies.

MARKER INFORMATION

First Death Date:

Definition: The date of the earliest interment shown on a marker inscription.

Method: Year, month, day (yyyy-mm-dd; 1875-03-25).

Last Death Date:

Definition: The date of the latest interment shown on a marker inscription.

Method: Year, month, day (yyyy-mm-dd; 1875-03-12).

Marker Materials

Definition of materials:

* Definition adapted from: Winkler, E.M. *Stone in Architecture Properties, Durability,*rd Ed. Berlin: Springer-Verlag, 1994.

** Definition adapted from: Bucher, Ward. *Dictionary of Building Preservation,* New York: John Wiley & Sons, 1996.

*** Definition adapted from: American Society for Testing and Materials. *Annual Book of ASTM Standards Vol. 4.05.* W. Conshohocken, PA: ASTM, 1998.

Argillite: A rock derived either from siltstone, claystone, or shale that has undergone a somewhat higher degree of induration than is present in those rocks with an intermediate position to slate.*

Brick: A solid masonry unit of clay or shale, molded into a rectangular shape while plastic and burnt in a kiln.

Bronze: A reddish-brown metal alloy composed of 58-95% copper, with the remaining 5-42% of tin and sometimes other metals such as lead or zinc. **

Cast Stone: A cement based material molded to look like stone or patterned units.

Concrete: A hard, compact artificial composite of cement, sand, gravel and water. Most often gray, white, or colored. Sometimes later added as a base or collar to fragile marble markers.

Fieldstone: Loose blocks separated from ledges by natural processes and scattered through or upon the soil. Also includes glacial boulders and/or pebbles. *

Granite: A hard igneous crystalline rock, consisting of small, yet visible, grains of other minerals.

- a. Black
- b. Gray
- c. Pink

Greenstone: Includes rocks that have been metamorphosed or otherwise so altered that they have assumed a distinctive greenish color owing to the presence of one or more of the following minerals: chlorite, epidote, or actinolite. ***

Iron-Cast: A hard, brittle, high carbon content (2.5-4%) iron formed by casting in foundry molds. **

Iron-Galvanized: Zinc coated iron.

Iron-Wrought/Rolled: Iron with a small amount of carbon that has had its atoms aligned by beating and stretching the iron ingots. **

Lead: A soft malleable heavy, elemental metal, shiny when cut but quickly oxidizes to a dull gray. **

Limestone: A medium to fine-grained sedimentary rock consisting mainly of calcium carbonate often containing fossil remains. May be cream, tan, or dark grey.

Marble: A metamorphic (recrystallized) limestone composed predominantly of crystalline grains of calcite or dolomite or both, having interlocking or mosaic texture. *** White or variously colored and sometimes streaked or mottled; can take a high polish. Usually white and crystalline.

Sandstone: A medium to fine-grained sedimentary rock composed of consolidated sand grains, mainly quartz, oriented in superimposed layers or “beds”. Usually ranging in color from reddish brown to brown to tan.

- a. Blue/Gray
- b. Brown
- c. Red/Orange
- d. Tan

Slate: A dark, sometimes colored, fine-grained metamorphic rock that cleaves naturally into thin, smooth-surfaced layers.

- a. Black
- b. Gray/Blue
- c. Green
- d. Purple/Red

Wood: The fibrous material of trees. **

Zinc: A brittle, shiny, diamagnetic elemental metal with a fibrous structure. **

Other: A material not listed above. Describe in space provided.

Argillite	Gray Granite	Pink Granite
		
Bronze (on Granite)	Iron-Galvanized	Marble
		

Marble	Sandstone-Brown	Sandstone-Red
		
Marble in Concrete	Slate-Gray/Blue	Slate-Purple/Red
		

Marker Types

Definition: Typology is the study of types or the systematic classification of form based on distinguishing traits or characteristics that distinguish. All members of a type must possess the essential components that define that type and are based on formal, not functional characteristics.

Monument:

Definition: Structures pertaining to death or the burial of the dead.

Method: Decide whether the monuments are simple markers, complex markers, or tombs. Check the appropriate boxes for all markers that are present.

Simple: A single element marker.

Headstone /no or missing footstone: An upright slab, embedded in the ground.

Headstone/footstone: An associated pair of upright slabs, usually of the same shape but different height embedded in the ground, which defines the grave.

Footstone only: A plot where there is only a footstone remaining. Be careful that the marker is a footstone (once associated with a headstone) and is not a small headstone for a child's grave.

Block: A cast or quarried stone square or rectangular mass, often wider than tall and which may be tapered at the top.

Stele: A carved or inscribed stone slab or pillar used for commemorative purposes, taller and thinner than a headstone, often with a pediment cap. Base not required.

Slab over Crypt: A horizontal slab, usually containing an iron ring, marking the subterranean entrance to a crypt.

SIMPLE			
Headstone/footstone	Headstone only	Block	Stele
			

Compound: A multiple element marker.

Headstone in Base/No Footstone: An upright slab, embedded in an original separate masonry base. (Single, double or triple inscription)

Headstone in Base with Footstone: An associated pair of upright slabs, usually of the same shape but different height embedded in an original separate masonry base, which defines the grave. (Single, double or triple inscription)

Table: A horizontal tablet supported by individual uprights, often in the form of a table.

Block on Base: A cast or quarried stone square or rectangular mass, often wider than tall and which may be tapered at the top embedded, pinned or otherwise secured to a separate stone base.

Platform: A horizontal tablet supported by a low solid wall base.

Bedstead: Combination of Headstone and Footstone connected by side rails giving the impression of a bed. Often planted with flowers or groundcover.

Pyramid: A freestanding architectural form with four adjacent triangular walls that meet at a common apex and rest on a quadrilateral base.

Pedestal: A support for other architectural elements that consists of any combination of base, surbase, die or dado.

Pedestal with Obelisk: A monumental, four-sided stone shaft on a pedestal, usually monolithic and tapering to a pyramidal tip.

Pedestal with Column: A full or truncated single pillar on a pedestal standing alone as a monument.

Pedestal with Cross: A pedestal supporting a large sculptural cross where a column or obelisk would otherwise exist.

Pedestal with Other: A pedestal supporting any other combination of architectural or sculptural form.

Obelisk on Base: One or more base levels supporting a monumental, four-sided stone shaft on a pedestal, usually monolithic and tapering to a pyramidal tip.

Column on Base: One or more base levels supporting a full or truncated single pillar.

Cross on Base: One or more base levels supporting a large sculptural cross where a column or obelisk would otherwise exist.

Other on Base: One or more base levels supporting any other combination of architectural or sculptural form.

COMPOUND			
Headstone in Base	Table	Bedstead	Block on Base
			
COMPOUND			
Pedestal w/ Column	Pedestal w/ Cross	Pedestal	Obelisk on Base
			

Tomb: Any monument that contains one or more burial vault(s). (see photographs, below).

Wall vault: Multiple tiers of individual burial vaults of brick vault or stone slab construction, arranged to form a single block or perimeter enclosure wall.

Mausoleum: A mortuary structure with accessible interior space containing wall or subterranean burial vaults and a chapel.

Other: A structure not described above. If “Other” is chosen, describe it in the comment section.

Wall Vault	Mausoleum	Platform Tomb
		

Orientation

Definition: The compass direction that the majority of inscriptions or fronts of the structures face.

Marker: The front is defined as that side of the markers with inscription, special architectural treatment, or other emphasis. If the markers are laying flat on the ground or on the monument, take the direction faced should the marker be lifted upright. Also be sure to note the direction the inscription of the footstone faces. Even if hidden, the inscription side is usually evident.

Tomb: The front of the tomb is defined as the main entry through which the body enters and/or the location of the inscription tablet. Where the tablet is horizontal, the front is located at the foot of the tomb or marker.

Method: Check the one that best describes the cemeteries orientation.

Condition of Markers

Definition of some conditions:

Failed Repair: A past repair that is no longer functioning as designed because of separation, contamination or other obvious problem. (Don't call an 'ugly' repair failed, unless it is no longer *functioning* as designed.)

Graffiti: Intentionally inscribed or applied marking on the tomb/marker.

Laden with Lichen: Leathery vegetative complex, made up of alga and a fungus growing in symbiotic association. Can be many colors and can be simple or quite dramatic looking, damaging the top layers of the crystalline structures of stone markers.

Vegetation: Harmful presence of macro plant forms or the roots thereof in between features of the plot or between components of a monument. Simple grasses or weeds surrounding a monument would not constitute 'harmful presence'.

Even if other conditions were not serious enough to be surveyed, always rate the following legibility conditions. This is a mandatory field and must be determined.

Method: Count the number of markers that fit into the condition categories and record in the appropriate field. A helpful index of German scripted letters is found in Appendix A.

Signatures of Architect/Carver

Definition: The original stone mason, designer and/or carver of the marker or tomb, if known. Names are sometimes found on the bottom of the face (sometimes just beneath the soil level), on the top or side edges or at the base of monuments. There have been past surveys that have researched carvers, and if the data is available, use the Welch or Stone references. (May be added at a later date)

Method: Identification by signature or archival information. List the name of the individual or company in form.



Secondary Markers

Definition: Markers that indicate affiliations or participation in an organization.

Endowed Markers: An endowment marker denotes that an endowment was purchased for long term care and maintenance of the grave or plot. Endowment markers are usually consistent in design within a specific cemetery and are often provided by the cemetery company that manages the cemetery.

Flags: United States flags indicate graves of deceased veterans. Flags are usually not permanent and decorate graves for Memorial Day observances. Flags may also indicate military branch, division or battalion, or specific war in which deceased served the country. Flags may also represent non-military groups such as police, firefighters, or fraternal organizations.

Emblem/Organizational Markers: Emblem and organizational markers recognize a wide variety of affiliations from military to non-military organizations (including religious, fraternal, sisterhood, union, civic, etc...). Markers may be affixed to a gravestone or inserted into ground on a rod. One of the more complete lists of organizational abbreviations on markers is compiled by the Association for Gravestone Studies.

Plates/Plaques: Similar to markers but usually affixed to the base of a gravestone. A plate may also be used to identify the name of a family plot. Usually cast in bronze or other metal.

None: No secondary markers are present.

ATTACHEMENT INFORMATION

Photography standards:

All photographs must meet the standards established for the National Register of Historic Places and National Historic Landmarks Survey Photo Policy.

“Electronic images files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the U>S.

Nation Archives and Records Administration. The size of each images must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white.”

The file name for each electronic image saved on the CD-R must correspond with the attached photo log. Naming photos will use the following method.

APPENDICES

Appendix A – German Script

A a

Ä ä

B b

C c

D d

E e

F f

G g

H h

I i

J j

A a

Ae ae

B b

C c

D d

E e

F f

G g

H h

I i

J j

K k
L l
M m
N n
O o
Ö ö
P p
Q q
R r
S s
T t
U u
Ü ü
V v

K k
L l
M m
N n
O o
Oe oe
P p
Q q
R r
S s
T t
U u
Ue ue
V v

W w

X x

Y y

Z z

ß

W w

X x

Y y

Z z

SS

*Appendix A was provided by the Stein Collectors International.

<http://www.steincollectors.org/Library/articles/fraktur/fraktur.htm>

**Another helpful source for translating German gravestones is the Stones of Faith, Pennsylvania Germans and Their Gravestones, which can be found at

<http://www.pagstones.com/>

Sample Permission Form

(adapted from www.savinggraves.org)

Pennsylvania Historical and Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

The undersigned land owner hereby grants permission to the following Volunteer Surveyor named below and other persons acting in a volunteer capacity under the supervision of said Volunteer to gain access to survey _____ Cemetery, located in the county of _____, in the state of Pennsylvania.

Printed Name of Owner: _____

Signature of Owner: _____

Date Signed: _____

Owner's Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

Location of Cemetery on Property: _____

Special Instructions to Volunteer Surveyor _____

The volunteer named below agrees to perform the tasks set out herein to the best of his/her ability, promising to act in good faith to survey the above named cemetery, to be responsible for the acts of any persons working under the volunteer's supervision, to exercise due and diligent care to prevent injury to the site or any persons, and to be responsible for any damages or injuries sustained at the site (either to the site itself or the volunteers or persons working under the supervision of the volunteer).

The volunteer named below certifies that neither he/she nor any person operating under the volunteer's supervision shall remove from the location any stone, monuments, markers, artifacts, ornamentation, enclosure or other objects.

Signature of Volunteer

Date Signed: _____

Printed Name of Volunteer: _____

Volunteer' Contact Information:

Address: _____

Phone Number of Volunteer: _____

Email Address of Volunteer: _____