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Post Office Department
 FOURTH ASSISTANT POSTMASTER GENERAL
 Washington

RETURN TO
 DIVISION OF TOPOGRAPHY

Postmaster,

GLENCOE,

SEP 15 1939

OHIO.

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.

[Signature]
 FOURTH ASSISTANT POSTMASTER GENERAL.

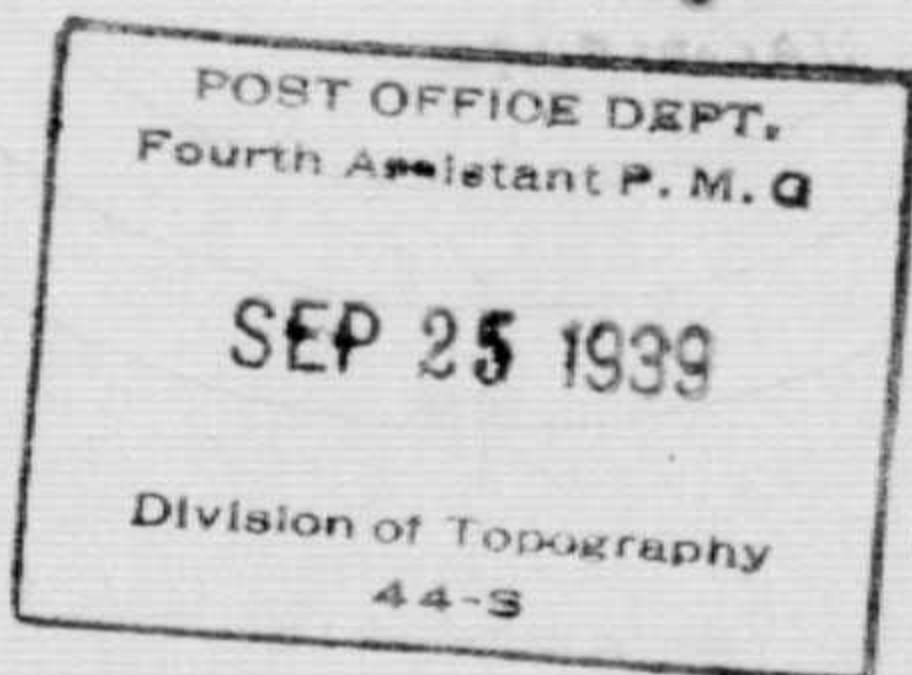
1. Street address of post office Main County Belmont
2. Township Richland (If location is described by section, township, and range, fill in line 3.)
3. — quarter of section — Township — N. or S. — Range — E. or W. —
4. Nearest adjoining county Harrison How far: Shortest air distance? 13 By road? 16
5. Nearest U. S. or State highway #9 Direction from P. O. west Distance 4 miles
6. Name of nearest railroad station Glencoe Name of railroad B & O
7. Distance by road to railroad station 300 ft. Direction from post office East
8. Shortest air distance to nearest tracks 100 ft. Direction from post office south
9. Nearest streams or bodies of water (state whether river, creek, branch, lake, ocean, etc.):

Name	Direction from post office	Distance
<u>Mc Mahon Creek</u>	<u>North</u>	<u>300 ft.</u>

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

Name	County	Direction from your office	Distance by road
<u>Warmock Ohio</u>	<u>Belmont</u>	<u>West</u>	<u>4 miles</u>
<u>St. Clairville "</u>	<u>"</u>	<u>North</u>	<u>7 miles</u>
<u>Stewartsville</u>	<u>"</u>	<u>East</u>	<u>2 miles</u>
<u>Jacobsburg</u>	<u>"</u>	<u>South</u>	<u>5 miles</u>

11. How is mail supplied to your office? Railroad & star route From where? Star route from Bellair and Barnesville
(Railroad, star route, rural route, etc.)



(State) Sept. 23, 1939
 (Signed) [Signature]
 Post office GLENCOE, Ohio

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 or 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.)

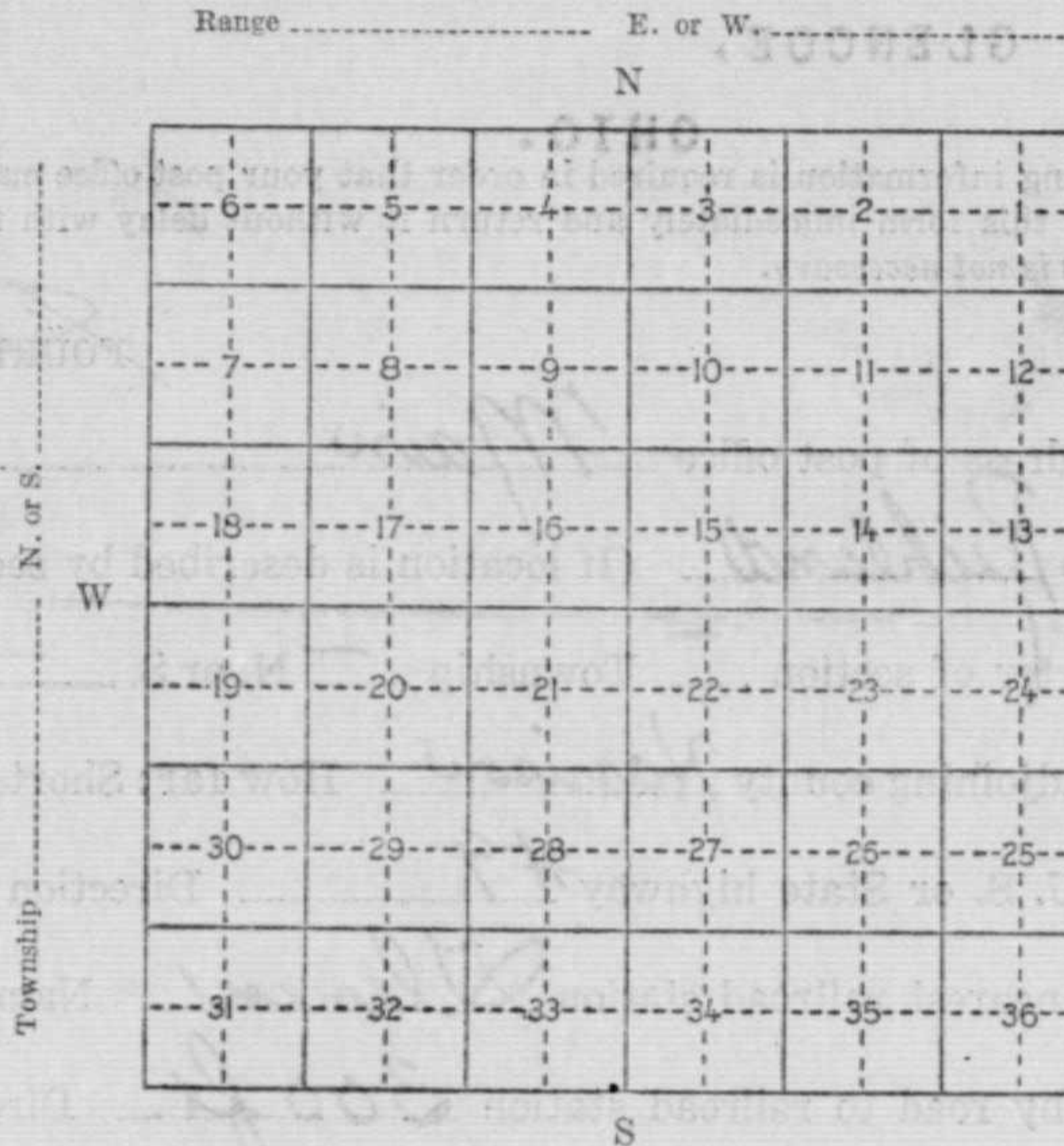
- a. Adjacent post offices (show with small dots and name).
- b. Railroads (show by single line with cross marks; name).
- c. Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- d. Rivers, creeks, lakes, etc. (show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

CIRCULAR DIAGRAM

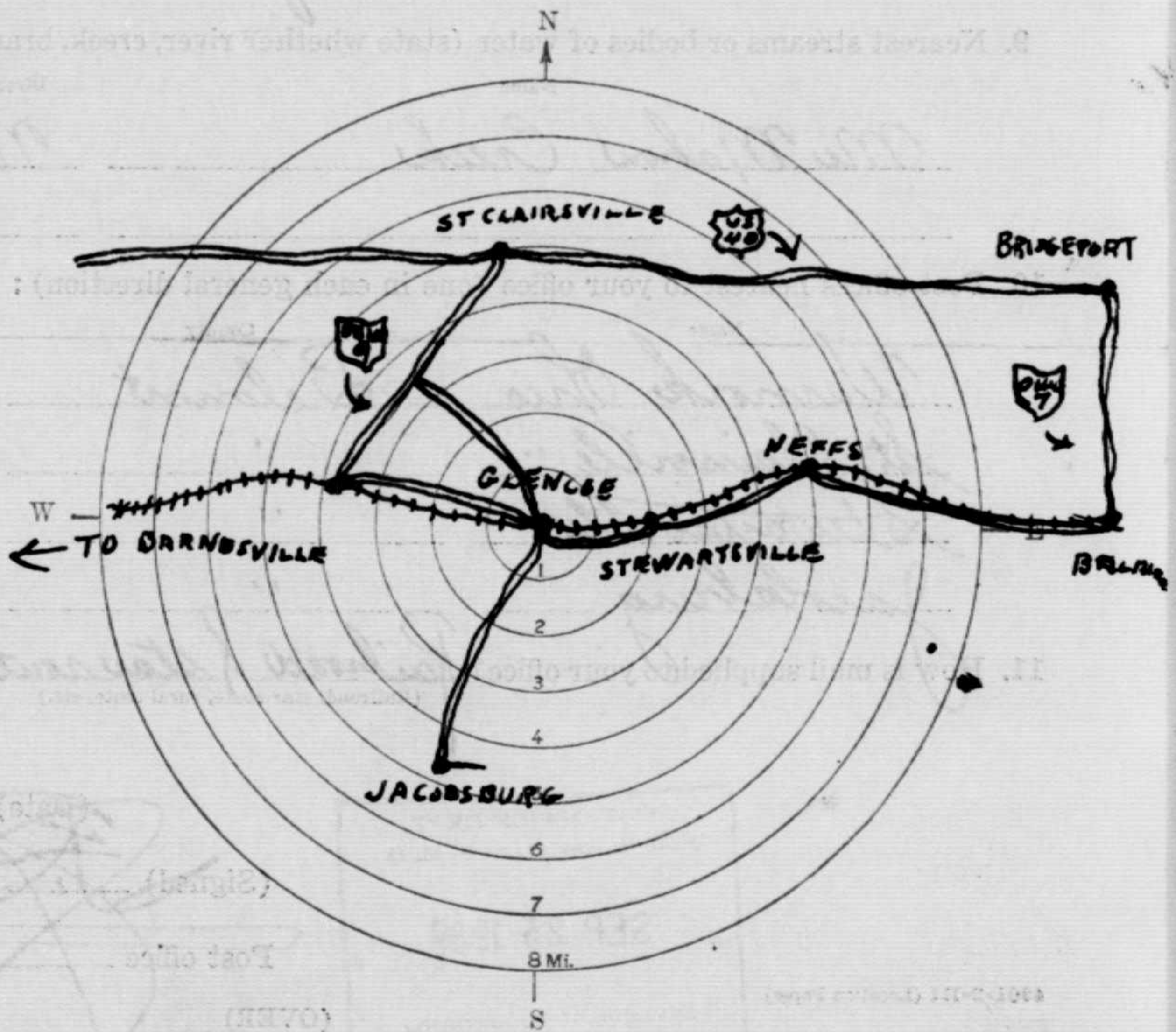
Use this diagram if your post office is NOT located in an area described by section, township, and range.

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: 1/4 inch equals 1 mile



Scale: 1/4 inch equals 1 mile

R.M.

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POST OFFICE DEPARTMENT

OFFICE OF THE

FOURTH ASSISTANT POSTMASTER GENERAL

WASHINGTON AUG 14 1907

DIVISION OF TOPOGRAPHY



Sir:

In order that your 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 Glencoe,
Belmont Co,
Ohio.

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

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: West 20

The P. O. is situated in the West quarter of Section No. 35, in Township 5 (north or south), Range 3 (east or west), County of Belmont State of Ohio

The name of the most prominent river near it is Ohio

The name of the nearest creek is Mc Mahan

This Office is 10 miles from said river, on the West side of it, and is 100 yards 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 B & O R.R. 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 Werners, and its distance by the most direct road is 3 miles in a West direction from this, my Office.

The name of the nearest railroad is B & O

If on the line of or near the railroad, on which side and how far from the track is your Office located? B & O South 10 rods

(Signature of Postmaster.) J. L. Bower

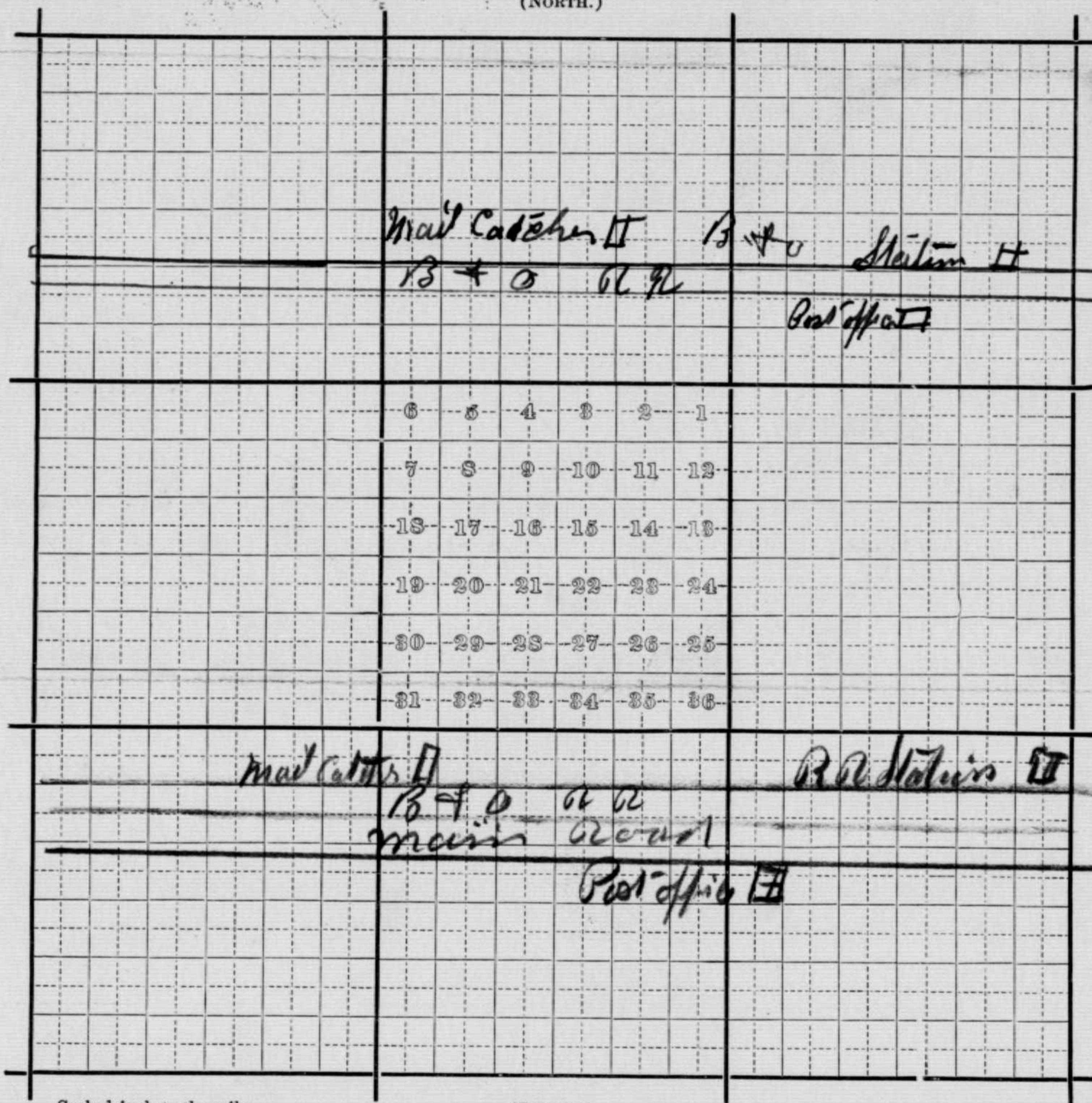
(Date.) 9-17-07

Diagram showing the site of the Glencoe Post Office
 in Township 5 (N. or S.), Range 3 (E. or W.),
 of West Principal Meridian, County of Belmont, State
 of Ohio, with the adjacent Townships and Post Offices.

It is requested that the exact site of your Post Office, as also the roads to the adjoining
 Offices, and the rivers and creeks, be marked on this diagram, to be returned as soon as possi-
 ble to the Topographer's Office, Post Office Department. If on, or near a railroad, mark
 the railroad and adjacent Station accurately.

In localities not surveyed by the U. S. Land Office, a **sketch** map is requested.

(NORTH.)



Scale $\frac{1}{4}$ inch to the mile.

(SOUTH.)

5-2342

MYB

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Post Office Department,

TOPOGRAPHER'S OFFICE,

Washington, D. C., August 23, 1897.

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, &c.,

Arrow Haake
TOPOGRAPHER P. O. DEPT.

Topographer P. O. Dept.

To POSTMASTER AT Glencoe
Belmont Co.
Ohio

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

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: J. W.

The P. O. is situated in the J. W. quarter of Section No. 35, in Township Richland No. 7 (~~north~~ south), Range 4 (~~east~~ west), County of Belmont, State of Ohio

The name of the most prominent river near it is Ohio
The name of the nearest creek is Monahans
This Office is 9 miles from said river, on the west side of it, and is 150 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 _____, _____ 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.

The name of the nearest railroad is B. O.

If on the line of or near the railroad, on which side and how far from the track is your Office located? westside 25 ft from B. O. R.R.



(Signature of Postmaster.)

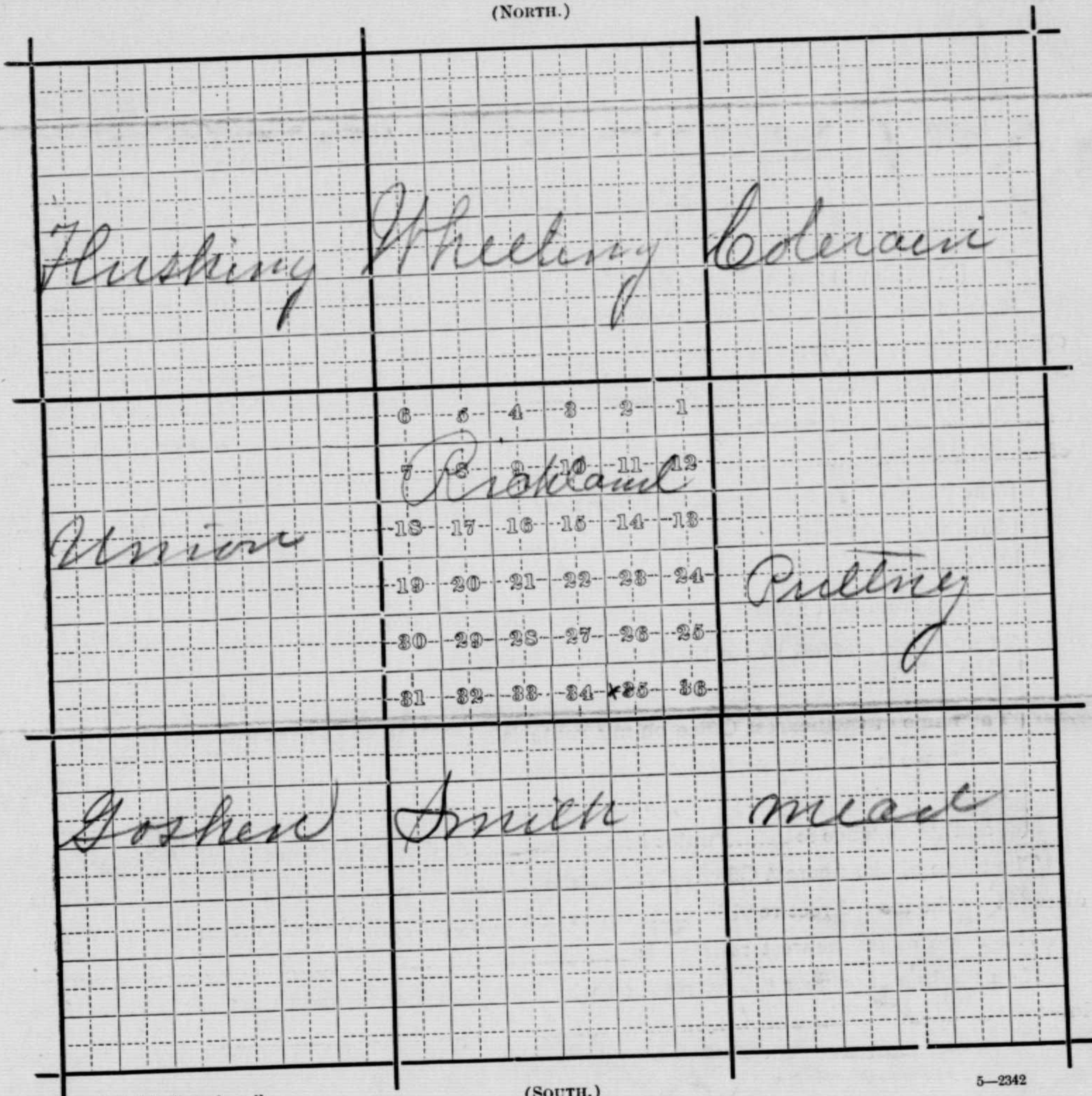
J. C. Sutton
(Date.) Aug 25 - 1897

Diagram showing the site of the Glencoe Post Office
 in Township No 7 (~~N~~ or S.), Range 4 (~~E~~ or W.),
 of 81 Principal Meridian, County of Belmont, State
 of Ohio, with the adjacent Townships and Post Offices.

It is requested that the exact site of your Post Office, as also the roads to the adjoining
 Offices, and the rivers and creeks, be marked on this diagram, to be returned as soon as possi-
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5-2342