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Post Office Department
FOURTH ASSISTANT POSTMASTER GENERAL
Washington

RETURN TO
DIVISION OF TOPOGRAPHY

Postmaster,

SEP 15 1939

MORRISTOWN,

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.

L. W. Burdum
FOURTH ASSISTANT POSTMASTER GENERAL.

- Street address of post office Main County Belmont
- Township Union (If location is described by section, township, and range, fill in line 3.)
- NW quarter of section 20 Township 8 N. or S. _____ Range 5 E. or W. _____
- Nearest adjoining county Guernsey How far: Shortest air distance? 8 mi. By road? 8.75 mi.
- Nearest U. S. or State highway U.S. 40 Direction from P. O. South Distance 30 Ft.
- Name of nearest railroad station Bethesda Name of railroad Baltimore & Ohio.
- Distance by road to railroad station _____ Direction from post office South
- Shortest air distance to nearest tracks _____ Direction from post office South
- Nearest streams or bodies of water (state whether river, creek, branch, lake, ocean, etc.):

Name	Direction from post office	Distance
<u>Ohio River</u>	<u>East</u>	<u>20 Miles</u>

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

Name	County	Direction from your office	Distance by road
<u>Flushing</u>	<u>Belmont</u>	<u>North</u>	<u>7 Miles</u>
<u>Bethesda</u>	<u>Belmont</u>	<u>South</u>	
<u>Saint Clairsville</u>	<u>Belmont</u>	<u>East</u>	<u>9 Miles</u>
<u>Hendrysburg</u>	<u>Belmont</u>	<u>West</u>	<u>5 "</u>

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

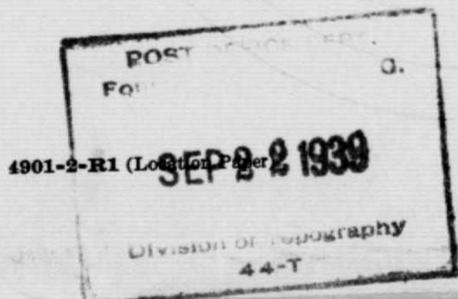
(Date) Sept 20 1939

(Signed) Lawrence Buffington
Postmaster.

Post office Morristown, Ohio.

5-11674

(OVER)



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.)

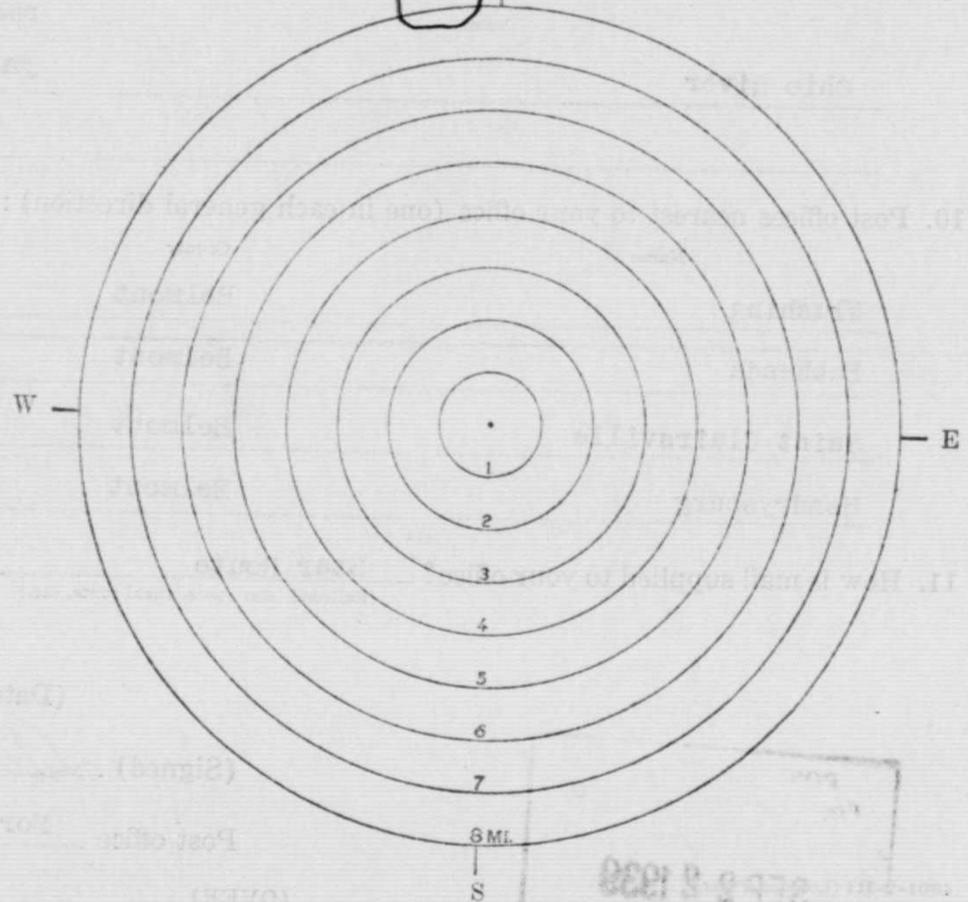
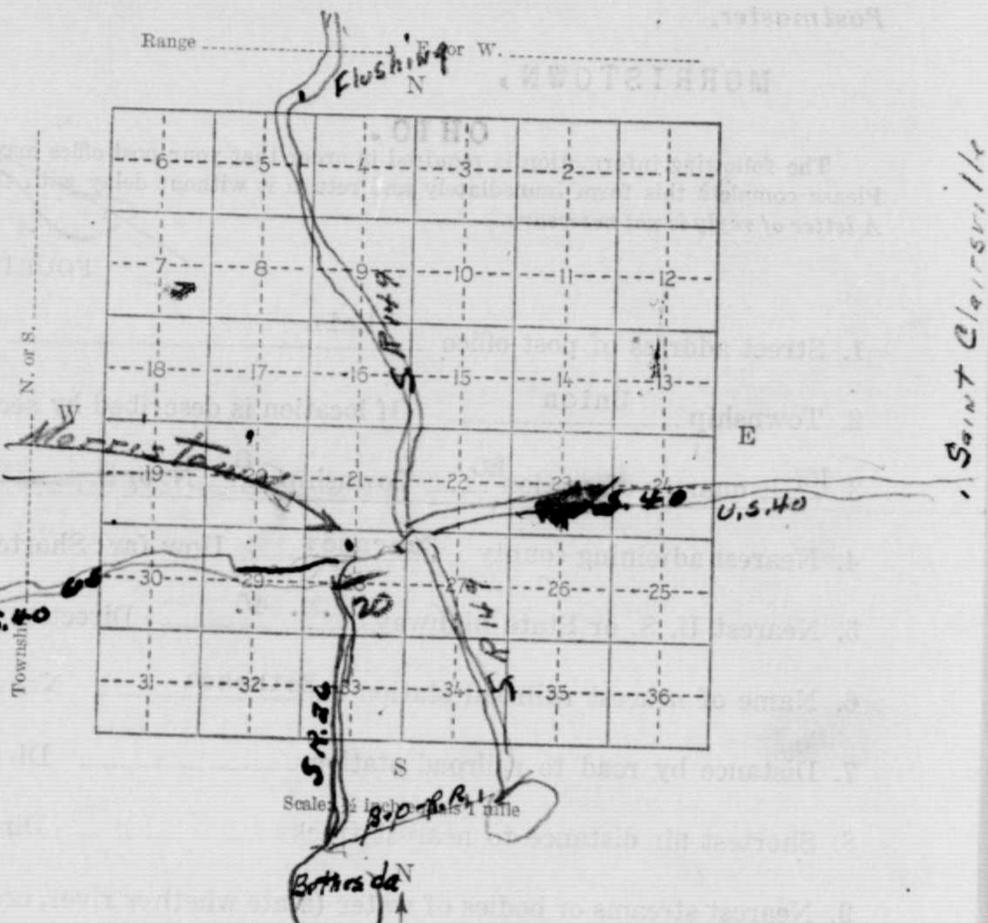
- Adjacent post offices (show with small dots and name).
- Railroads (show by single line with cross marks; name).
- Highways (show by double lines close together and mark U. S. and State numbers; name in margin the post office to which each road leads).
- Rivers, creeks, lakes, etc. (show by wavy lines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



2nd Request

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DIVISION OF TOPOGRAPHY

POST OFFICE DEPARTMENT
OFFICE OF THE
FOURTH ASSISTANT POSTMASTER GENERAL
WASHINGTON



Sir:

In order that this 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,

C. J. Gray

Fourth Assistant Postmaster General.

TO POSTMASTER AT Morristown,
Belmont Co.,
Ohio

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

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 P. O. is situated in the N 2/2 quarter of Section No. 20, in Township 8 (north or south), Range 5 (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 Egypt
This Office is 20 miles from said river, on the west side of it, and is 5 miles from said nearest creek, on the east side of it.

My Office is on Mail Route No. Star 31226
My Office is a Special Office supplied from Bethesda, 4 miles distant.
The name of the nearest Office on my route is Bethesda, and its distance is 4 miles, by the traveled road, in a South direction from this, my Office.
The name of the nearest Office, on the west side, on the other side, is Hendysburg and its distance is 6 miles in a west direction from this, my Office.

The name of the nearest Office off the route is Fleming, and its distance by the most direct road is 7 miles in a North direction from this, my Office.

The name of the nearest railroad is B + O 4 miles

If on the line of or near the railroad, on which side and how far from the track is your Office located? _____

(Signature of Postmaster.) A. L. McWilliams

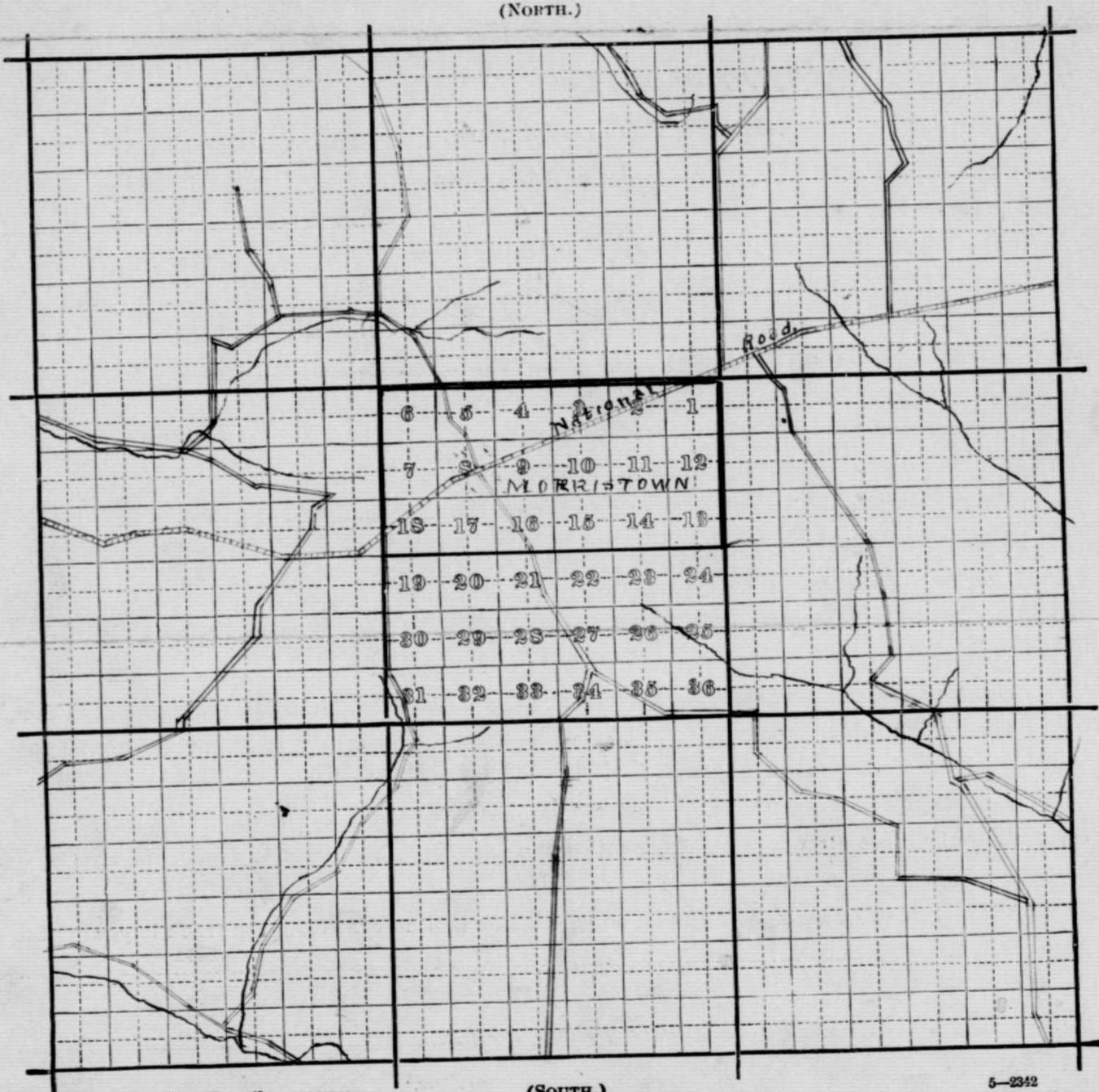
(Date.) 12/27/07

Diagram showing the site of the *Morristown* Post Office
 in Township *8* (N. or S.), Range *5* (E. or W.),
 of *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

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Please answer soon.

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Post Office Department,

TOPOGRAPHER'S OFFICE,

Washington, April 9th, 1878.

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 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, &c.,

M. A. Metcalf

Topographer P. O. Dept.

To POSTMASTER AT

*Morristown
Belmont Co.,
Ohio*

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

* Its local name is *Morristown*

It is situated in the *north west* quarter of Section No. *20*, in Township

8 (north or south), Range *5* (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 *Stillcratter*

This Office is _____ miles from said river, on the _____ side of it, and is _____ miles from said nearest creek, on the _____ side of it. *East Loydsville 0.5m*

The name of the nearest Office on route No. *National Road*, and its distance is _____ miles, by the traveled road, in a _____ direction from this my Office. *met - Leedingsburgh O. 5m*

The name of the nearest Office, on the same route, on the other side, is *Saint Clairsville* and its distance is *10* miles in a *Eastern* direction from this my Office. *O*

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.

This Office is at a distance of *3 1/2* from the *Belmont* Station of the *Palt + Ohio* Railroad, on the *North* 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.

* 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, that it may be identified on the map of the State (or Territory).

A diagram of the township and sections (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, will be useful, and is desired.—(See diagram blank accompanying this, to be filled up.)

(Signature of Postmaster.)

M. A. Metcalf

(Date.)

Apr 16 1878

over

We are not on any regular mail
route. We have "mail Messengers"
from Pelicent. O. We are 4
miles from a station on Cleveland
Inscarwas Valley & Mahoning R.R. now
being built. Mr. Mahon's Creek
(one fork of it) heads at the north
end of town

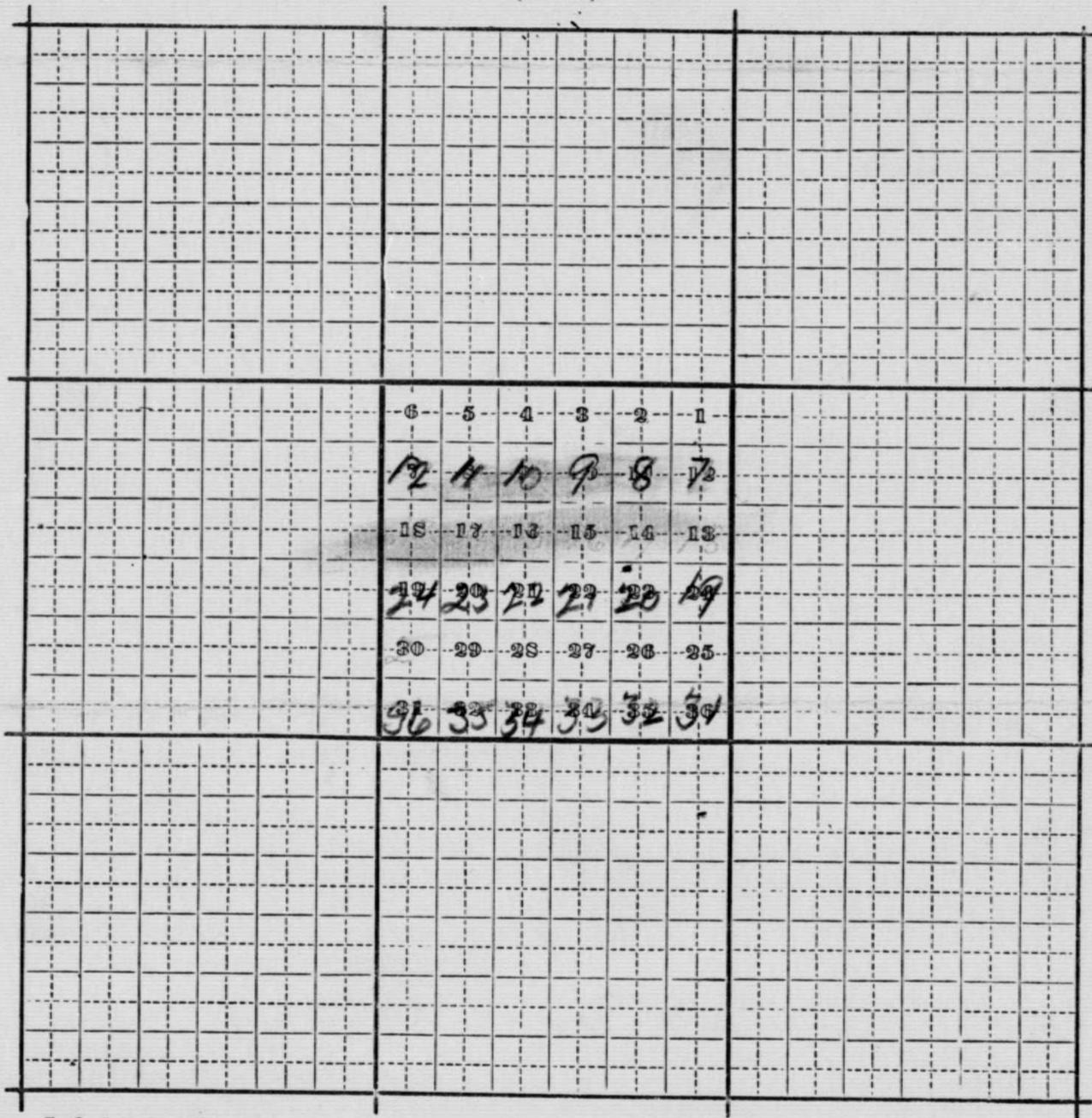
Respectfully

M. A. Metcalf
P.M.

Diagram showing the site of the *Morris town* Post Office
 in Township *8* Range *5* of *Principal*
Meridian, County of *Belmont*, State
 of *Ohio*, 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. If on, or near a railroad, mark the railroad and adjacent Station accurately.

(NORTH.)



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

(SOUTH.)

As you will observe I have changed the number of sections, "our county surveyor" tell me they are numbered in that way.