

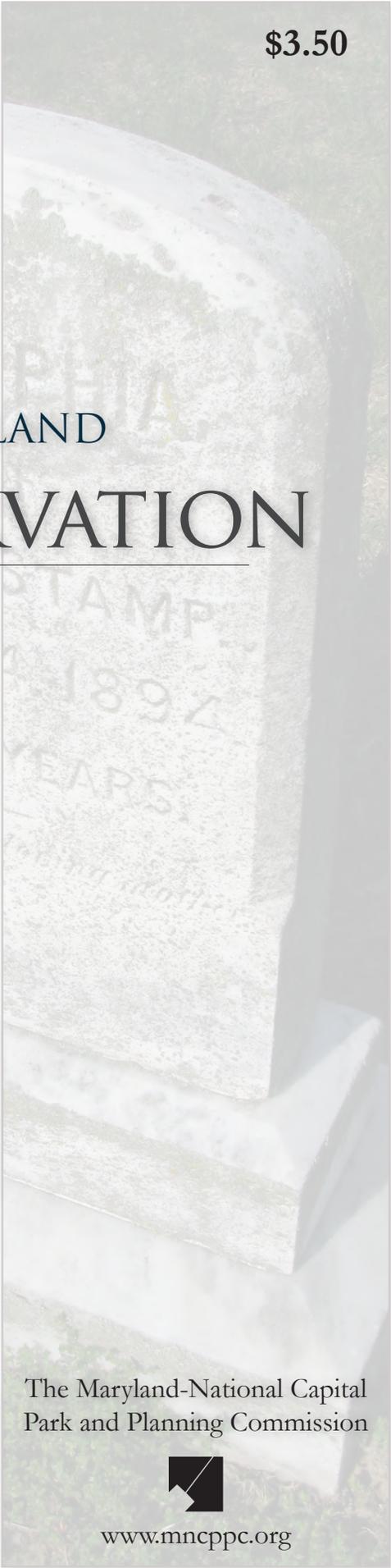
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PRINCE GEORGE'S COUNTY, MARYLAND

CEMETERY PRESERVATION

MANUAL

DECEMBER 2010



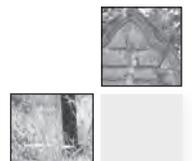
The Maryland-National Capital
Park and Planning Commission



www.mncppc.org

ABSTRACT

- Title:** Prince George's County, Maryland, Cemetery Preservation Manual
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- Abstract:** Historic cemeteries contain information on the county's social, cultural, and historic heritage. Cemeteries provide genealogical data and information on the history of a particular place, religious practice, and lifestyle. They also display the folk art of tombstone carving and preserve the natural features of the landscape. Regrettably, many cemeteries—especially family burial plots—have been abandoned and suffer from neglect.
- This manual provides information on the types of cemeteries present in Prince George's County, why it is important to preserve cemeteries, how to develop a cemetery preservation plan, where to look for funding, and how to research and survey historic cemeteries. Guidance is offered on basic preservation techniques, including initial clean-up, regular maintenance, gravestone cleaning, repairs, resetting gravestones, and selecting a skilled conservator.
- The appendices provide a glossary of terms commonly used in cemetery research, survey, and preservation, how to identify cemetery features, sample survey forms, cemetery laws, and a bibliography. Through this manual, M-NCPPC hopes to bolster local cemetery preservation efforts and generate additional support for the protection of historic burial grounds.

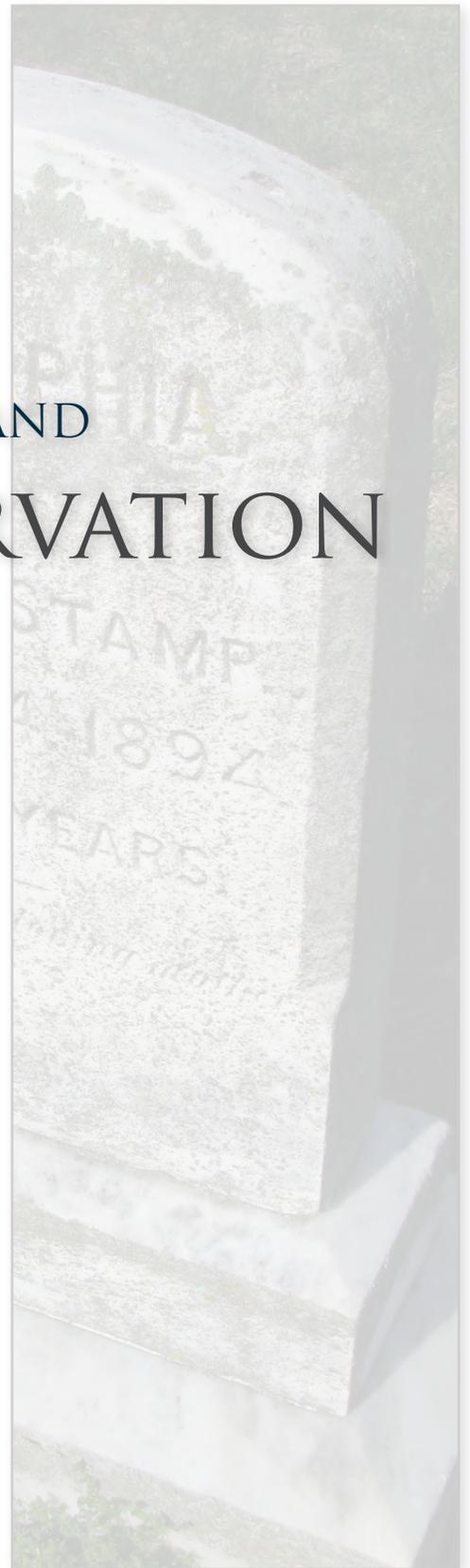


PRINCE GEORGE'S COUNTY, MARYLAND

CEMETERY PRESERVATION MANUAL



The Maryland-National Capital Park and Planning Commission
Prince George's County Planning Department
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The Maryland-National Capital Park and Planning Commission is a bicounty agency, created by the General Assembly of Maryland in 1927. The Commission's geographic authority extends to the great majority of Montgomery and Prince George's Counties: the Maryland-Washington Regional District (M-NCPPC planning jurisdiction) comprises 1,001 square miles, while the Metropolitan District (parks) comprises 919 square miles, in the two counties.

The Commission has three major functions:

- The preparation, adoption, and, from time to time, amendment or extension of the General Plan for the physical development of the Maryland-Washington Regional District;
- The acquisition, development, operation, and maintenance of a public park system; and
- In Prince George's County only, the operation of the entire county public recreation program.

The Commission operates in each county through a Planning Board appointed by and responsible to the county government. All local plans, recommendations on zoning amendments, administration of subdivision regulations, and general administration of parks are responsibilities of the Planning Boards.

The Prince George's County Department of Planning (M-NCPPC):

- Our mission is to help preserve, protect and manage the county's resources by providing the highest quality planning services and growth management guidance and by facilitating effective intergovernmental and citizen involvement through education and technical assistance.
- Our vision is to be a model planning department of responsive and respected staff who provide superior planning and technical services and work cooperatively with decision-makers, citizens and other agencies to continuously improve development quality and the environment and act as a catalyst for positive change.

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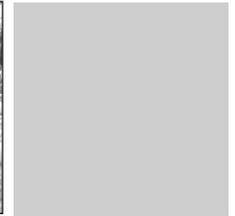
TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION & PURPOSE	1
CHAPTER 2: HISTORICAL BACKGROUND & CEMETERY TYPES.....	3
History	3
Cemetery Types	
Native American Burial Grounds	4
Family Burial Plots	4
Slave Cemeteries	5
Christian Cemeteries.....	5
Jewish Cemeteries	6
Association Cemeteries	6
Memorial Parks.....	6
Veterans' Cemeteries	7
African-American Cemeteries	7
CHAPTER 3: WHY PRESERVE CEMETERIES?	9
Cemetery Preservation.....	10
CHAPTER 4: PLANNING FOR PRESERVATION	11
Permission & Safety	
Establish Ownership	11
Obtain Permission	12
Cemetery Safety	13
Cemetery Etiquette.....	13
Planning For Preservation	
Developing a Cemetery Preservation Plan	14
Cemetery Preservation Plan Outline	14
Organization.....	15
Developing a Budget and Funding Sources	15
Fundraising Strategies.....	16
Nonprofit Organizations	16
Governmental Financial Incentives.....	16



CHAPTER 5: SURVEY & RESEARCH	17
General Cemetery Survey	18
Cemetery Inventory Form	18
Individual Marker Survey	19
A Note on Gravestone Rubbings	20
Historical Research	21
Local Repositories	21
Historic Designation	22
Cemetery Map	22
Other Types of Surveys	24
 CHAPTER 6: BASIC PRESERVATION TECHNIQUES	 25
Training Opportunities	26
The Initial Cleanup	26
Landscape and Vegetation	27
Regular Landscape Maintenance	27
Gravestone Cleaning	28
Recommended Cleaning Procedure	28
Marker and Monument Repairs	30
Resetting Gravestones	30
Resetting Broken Gravestones	31
Unmarked Burials or Missing Markers	31
Masonry Repairs	32
Repointing	33
Selecting a Conservator	33
Contractor Checklist	34
 CHAPTER 7: CONCLUSION	 35
Perpetual Maintenance and Community Awareness	35
Cemetery Activities	36
 Appendix A: Glossary of Cemetery Terms	 37
Appendix B: Cemetery Feature Identification	41
Appendix C: Cemetery Survey Forms	45
Appendix D: Cemetery Laws and Historic Protection	59
Appendix E: Bibliography	65





CHAPTER 1

INTRODUCTION & PURPOSE

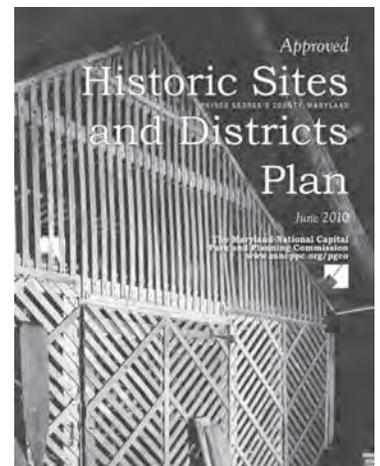
Graves and cemeteries are important features of our cultural landscape. Marking a burial place reflects a human need for a hallowed site of remembrance. Although a grave commemorates the physical remains or spiritual passing of an individual, cemeteries are communal expressions of observance. Cemeteries are the outgrowths of the communities that create them. They are focal points for family, religious, or ethnic celebrations that honor the dead and foster a sense of group identity among the living. As settlement patterns and communities' attitudes toward death have changed, so have the sacred spaces associated with remembering the dead. For these reasons, cemeteries provide insight into the beliefs and values of past generations.

There are nearly 250 cemeteries listed in the *Prince George's County Historic Sites and Districts Plan*. These cemeteries reflect a wide range of burial customs and illustrate the development and cultural heritage of the county. Despite laws that afford special protection to burial grounds, cemeteries are threatened by abandonment, neglect, and development. Fortunately, there is great interest among local communities, cultural heritage organizations, and citizens in protecting the county's historic cemeteries. This cemetery preservation manual was developed by the Maryland-National Capital Park and Planning Commission (M-NCPPC) in response to requests from community groups and individuals for information on proper cemetery preservation and maintenance procedures. It is hoped that this manual will bolster local cemetery preservation efforts and generate additional support for the protection of historic burial grounds.

The purpose of the *Prince George's County Cemetery Preservation Manual* is to assist cemetery owners, government agencies, community organizations, descendants, and interested citizens in preserving and maintaining historic burial grounds. This manual provides an overview of the history of local burial customs and describes common cemetery types found in Prince George's County. As many cemeteries in the county are threatened by abandonment or neglect, this manual presents steps to assist in the conservation and maintenance of historic cemeteries.



Mount Carmel Cemetery in Upper Marlboro.



The 2010 Approved Historic Sites and Districts Plan.

Volunteer vs. Preservation Specialist

Certain cemetery preservation activities are ideally suited to volunteers, whereas others require the assistance of a professional preservation specialist. Look for the following symbols in the margins of this manual to identify these types of activities.



This symbol denotes activities that can be undertaken by **volunteers**, although some procedures may require training.



This symbol denotes activities that require the assistance or expertise of a trained **preservation specialist**.

The *Prince George's County Cemetery Preservation Manual* addresses many common cemetery preservation questions including:

- Why are cemeteries important to preserve?
- How can I learn more about the history of a particular cemetery?
- How do I begin a cemetery preservation project?
- What are the recommended procedures for basic cemetery maintenance?
- What are the recommended treatments for sunken, tilted, or broken tombstones?
- When should I seek professional assistance?
- Where can I find more information about cemetery preservation?

Cemetery preservation efforts can be enjoyable and rewarding activities that engage communities in local culture and history. The information presented in the *Prince George's County Cemetery Preservation Manual* can assist groups and individuals to save these important aspects of the county's cultural heritage.

The *Prince George's County Cemetery Preservation Manual* is not intended to be a comprehensive technical manual for cemetery preservation techniques. Instead, the manual suggests an approach that can be employed by organizations and individuals to undertake a cemetery preservation effort. It provides information on common cemetery issues and recommendations for basic maintenance and preservation procedures. This handbook also outlines more advanced preservation techniques that should be undertaken by preservation specialists or professional conservators; however, the recommended treatments are briefly described so that individuals and organizations can evaluate a conservator's proposed approach to cemetery preservation. Where appropriate, this guide also highlights additional resources that may be consulted for more in-depth advice or instructions.

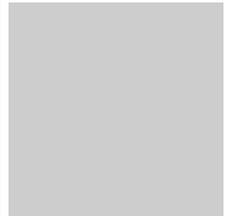


The Naylor Family Cemetery near Westwood.



Skinner Cemetery restoration.





CHAPTER 2

HISTORICAL BACKGROUND & CEMETERY TYPES

HISTORY

The history of Prince George's County is represented in its diversity of burial customs and cemetery types. From Native American burial grounds to twentieth-century memorial parks, the cemeteries in Prince George's County demonstrate how settlement patterns and family, religious, and communal practices have changed over time. The most common types of cemeteries, and the customs they represent, are summarized in this section.



Clockwise from left: National Hebrew Cemetery in Capitol Heights; Washington National Memorial Park in Suitland; Evergreen Cemetery in Bladensburg; and the Sewall-Daingerfield Cemetery in Bowie.

Additional Resources

For more information on the Native American practice of ossuary burial in the Maryland Tidewater Region, see *Feast of the Dead* by Dennis C. Curry (Archeological Society of Maryland, 1999). The book is available through the Archeological Society of Maryland web site: <http://www.marylandarcheology.org/>.

CEMETERY TYPES

Native American Burial Grounds

The land that is now Prince George's County was occupied by Native Americans for thousands of years before European settlement. Archeological investigations of settlements near the confluence of Piscataway Creek and the Potomac River have provided insights into Native American burial practices.

The bodies of the deceased were buried temporarily or exposed on a scaffold to allow the flesh to decay—a process known as defleshing. The skeletal remains were then permanently interred in communal graves called ossuaries. The ossuary pit was lined with animal skins and contained burial gifts. These practices were observed until the time of European contact. Native American burial grounds are commonly unmarked, but have been periodically uncovered by ground disturbing activity.

Family Burial Plots

Family burial plots in Prince George's County were a product of necessity. For families living on isolated plantations or farms during the county's early settlement in the eighteenth century, it was often impractical to transport the dead to the nearest town or churchyard; therefore, the deceased were interred on the planter's property. Whenever possible, family burial plots were placed on the edge of a field or at the highest point of the property. Initially, small wooden markers were used to denote the graves. Later, headstones carved from sandstone, marble, or granite replaced the wooden markers. Typically, the burial ground would be surrounded by a wood fence or stone wall. Shade trees were often planted nearby and other ornamental plantings created a garden-like setting.

Family burials on plantations and farms remained common through the Civil War as the tobacco-based economy reinforced the dispersed settlement pattern in the county; however, church burials became more common as communities built more places of worship. After the Civil War, plantations were replaced with smaller family farms. While interments continued on family farms into the twentieth century, the practice became less common as the farms gave way to residential communities.



From the left: The Connick Family Cemetery in Brandywine; the Talbert-Hall Family Cemetery in Glenn Dale; the William Beanes Grave in Upper Marlboro; and the Clagett Family Cemetery in Accokeek.



Slave Cemeteries

Slave burials are difficult to identify as they rarely contain permanent markers or enclosures. Unfortunately, only a few slave cemeteries have been discovered in Prince George's County. However, firsthand accounts from the nineteenth century and oral histories suggest that slave burials on plantations occurred with some regularity. It is known from the discovery of slave cemeteries in other regions that white planters often devoted a small area of their plantations for slave burials. Most plantation slaves were buried within these designated areas; however, trusted or lifelong servants may have been buried near their master's family burial



The site of an archeological investigation to determine the presence of an unmarked slave cemetery on a former plantation near Upper Marlboro.

plot. Needless to say, slaves had little control over their rites of burial. Graves in slave cemeteries were often unmarked, although small wood or stone markers were occasionally used. Many of the customs and traditions associated with slave burials have been lost, as have the locations of unmarked slave cemeteries.

Christian Cemeteries

Many cemeteries in Prince George's County are associated with religious congregations and their places of worship. The early European settlers of the county were members of a number of Christian denominations, and were buried in church graveyards exclusively reserved for fellow parishioners. Anglican, Protestant, and Catholic cemeteries were often located directly adjacent to the church. This placement enabled parishioners to be buried near the altar and symbolized the continuity of the faith. Over time, population growth in the county necessitated regional cemeteries as well as those attached to churches. Although removed from their places of worship, these larger cemeteries remain an integral part of religious traditions and rites and are considered sacred spaces.

In many church cemeteries, early graves were laid out in a random fashion, but over time, markers were more commonly placed in a linear arrangement. Often, graves were also arranged in small family plots within church cemeteries. Markers are commonly oriented along an east/west axis—a practice derived from the belief that upon Judgment Day, a body will arise facing east in anticipation of the Second Coming. In the nineteenth century, Christian cemeteries began to reflect a more optimistic attitude toward the afterlife and hopefulness for the resurrection. Catholic cemeteries, in particular, feature rich statuary aesthetics including images of Jesus, the Virgin Mary, crosses, and angels. In general, church cemeteries of all Christian denominations developed rich religious symbolism and iconography.

Did You Know?

According to *Stones and Bones: Cemetery Records of Prince George's County, Maryland*, the earliest family cemetery that has been identified in the county dates to 1702. The gravestone was formerly located on Partnership, a plantation established by Benjamin Hall, and marks the burial place of Hall's daughter, Eleanor.

Did You Know?

The oldest church in Prince George's County is St. Paul's Episcopal Church in Baden. According to *Stones and Bones: Cemetery Records of Prince George's County, Maryland*, the oldest burial recorded in the church archives occurred in 1825. It is presumed that many earlier burials took place in the church graveyard, but the wooden crosses or fieldstones that marked those graves have since disappeared.



From top: St. Mary's Roman Catholic Church in Piscataway and Cheltenham United Methodist Church.





The National Capital Hebrew Cemetery in Capitol Heights.



Ivy Hill Cemetery in Laurel.



The Cedar Hill Memorial Park in Suitland.

Jewish Cemeteries

Prince George's County has Jewish cemeteries dating from the late nineteenth century. Unlike Christian burial grounds, Jewish cemeteries are typically not located adjacent to a house of worship. The Jewish cemeteries in Prince George's County, such as the National Capital Hebrew Cemetery in Capitol Heights and the B'nai Israel Congregation Cemetery in Oxon Hill, are found in formerly rural areas close to Washington, D.C. where the congregations were located. Symbols commonly featured on Jewish headstones include the Star of David, the Menorah, the Yahrzeit (the lamp of the soul), tablets representing the Ten Commandments, and the Cohanim Hands (a symbol of the tribe of Aaron). Visitors to Jewish cemeteries often leave pebbles on the tombstones as a sign of respect and remembrance.

Association Cemeteries

In the nineteenth century, secular benefit societies or businesses often provided burial benefits for their members or employees. An example of an association cemetery in Prince George's County is Ivy Hill. In the early nineteenth century, the Laurel Mill Company set aside three acres of land as a cemetery for its deceased workers and their families. The employee graves in the Ivy Hill cemetery were marked with simple wooden crosses, which have since disappeared. Cemeteries were also associated with state and county institutions. The Maryland House of Reformation and Instruction of Colored Children (now the Boys Village of Maryland) in Cheltenham and the Prince George's County Almshouse near Forestville both had cemeteries on their grounds.

Memorial Parks

Beginning in the mid-nineteenth century, rural park-like cemeteries provided a new form of burial grounds. These privately or publicly owned cemeteries emphasized natural landscapes through grand entry gates, winding paths, gentle hills, ornamental planting, and trees. The park-like settings reflected the changing attitudes toward death. A diversity of monuments and elaborately decorated tombstones signaled optimism about the afterlife. Images of hope and immortality abound in these bucolic landscapes, providing comfort to the living. Instead of being solely a resting place for the dead, cemeteries became tranquil, contemplative settings. An example of this type of memorial park in Prince George's County is the Cedar Hill Cemetery in Suitland. Over time, the grandeur of the mid-nineteenth century memorial parks was scaled back. Municipal or private cemeteries from the twentieth century are often uniform in landscaping and tombstone design, resembling a large open lawn. Modern memorial parks may also encompass columbaria, or a structure of vaults with recesses for cinerary urns. Examples include Fort Lincoln Cemetery in Brentwood, the Maryland National Memorial Park in Laurel, and the Mount Lebanon and George Washington Cemeteries in Adelphi.



Veterans Cemeteries

The nation's first cemetery devoted exclusively for military burials was Arlington National Cemetery, established in 1864. Since then, numerous jurisdictions have set aside land for veterans cemeteries. These burial grounds are typically similar to landscaped memorial parks and often feature simple white headstones that honor the departed soldiers and their families. The Maryland Veterans Cemetery is located in Cheltenham in Prince George's County. Veterans' markers and war monuments can also be found in other cemeteries throughout the county.



The Maryland Veterans Cemetery in Cheltenham.

African-American Cemeteries

African-American cemeteries play a critical role in the understanding of Prince George's County's African-American heritage. After the Civil War, burial patterns mirrored the racial segregation and discrimination present in society at large. African-American interments were often limited to marginal, unmarked burial grounds. As separate black communities, churches, and civic institutions developed and matured in the late nineteenth and early twentieth centuries, African-Americans established their own cemeteries. The loss of many nineteenth-century buildings associated with African-American communities gives heightened importance to these burial places. African-American cemeteries from the post-Civil War period in particular relate the history of mutual support that sustained African-American communities in the face of exclusion from white society. Often, isolated cemeteries once associated with African-American churches and communities are the only mileposts left along the journey of the transition from bondage to freedom.



Ridgley Methodist Church, Landover.



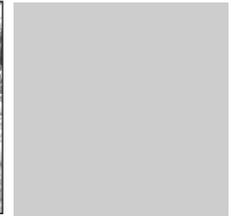


Cherry Hill Cemetery, Beacon Heights.



Western Star Lodge Site and Cemetery, Associated with Dorsey Chapel, Brookland Methodist Church in Glenn Dale.





CHAPTER 3

WHY PRESERVE CEMETERIES?

Historic cemeteries contain information on the county's social, cultural, and historic heritage. Cemeteries provide genealogical data and information on the history of a particular place, religious practice, and lifestyle. They also display the folk art of tombstone carving and preserve the natural features of the landscape. Regrettably, many cemeteries—especially family burial plots—have been abandoned and suffer from neglect.

The isolated, rural settlement pattern that necessitated family burial plots no longer exists in Prince George's County. In the ensuing decades and centuries, the custom of family burials abated and the cemeteries became inactive, meaning they no longer received human burials. When land holdings containing family burial plots passed out of the family, the cemeteries often fell into disuse and were forgotten. After these cemeteries were abandoned, markers became overgrown, deteriorated, or fell over. While abandonment largely affects family burial plots, there are also church cemeteries and private memorial parks in Prince George's County that suffer from neglect or vandalism. The poor condition of these cemeteries limits their ability to convey their historical and cultural significance.



Examples of gravestones in poor condition.



An overgrown burial plot.



Arrow shows location of marker hidden by overgrowth.

CEMETERY PRESERVATION

“Preservation” is defined as the retention of historic features through conservation, maintenance, and repair. By preserving a cemetery, community groups or individuals take steps to protect the cemetery’s form, features, and details. In the case of historic cemeteries, preservation can include measures such as cleaning the site, repairing or re-installing fences, maintaining landscaping, cleaning markers, and resetting and repairing gravestones. As will be discussed in later sections, some of these techniques are best performed by professional conservators. But there are tasks that are ideal for trained volunteers. Additionally, the initial phases of cemetery preservation, including documentation, research, and planning, are essential steps that can be carried out by interested community members. Through these efforts, a cemetery can be stabilized and restored as a contributing element of Prince George’s County’s cultural landscape. Preserving a cemetery ensures that it will continue to convey its inherent social, cultural, and historic values to future generations of county residents.



Example of broken and displaced tombstones.

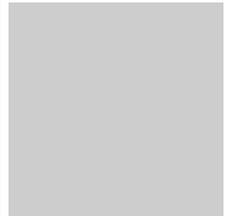


Example of damaged tomb.



Brickwork of tomb undergoing repair.





CHAPTER 4

PLANNING FOR PRESERVATION

PERMISSION & SAFETY

Establish Ownership

The first step prior to beginning any cemetery preservation project is to establish the ownership of the cemetery. Actively maintained cemeteries may be posted with the owners' contact information and church cemeteries may be located directly adjacent to the associated house of worship, but abandoned cemeteries often lack a readily apparent owner. Unfortunately, determining the ownership of abandoned cemeteries (which often have an urgent need for care) can be difficult. The owners of the adjacent or surrounding property may or may not own the parcel that encompasses the cemetery. In many instances, when a large tract encompassing a small burial plot was subdivided, the cemetery was placed in a separate lot and dedicated to a municipality, the descendants of the interred, or a homeowners association.



The Magruder Family Cemetery in Bowie.

Additional Resources

For more information on researching cemetery ownership, consult the following resources:

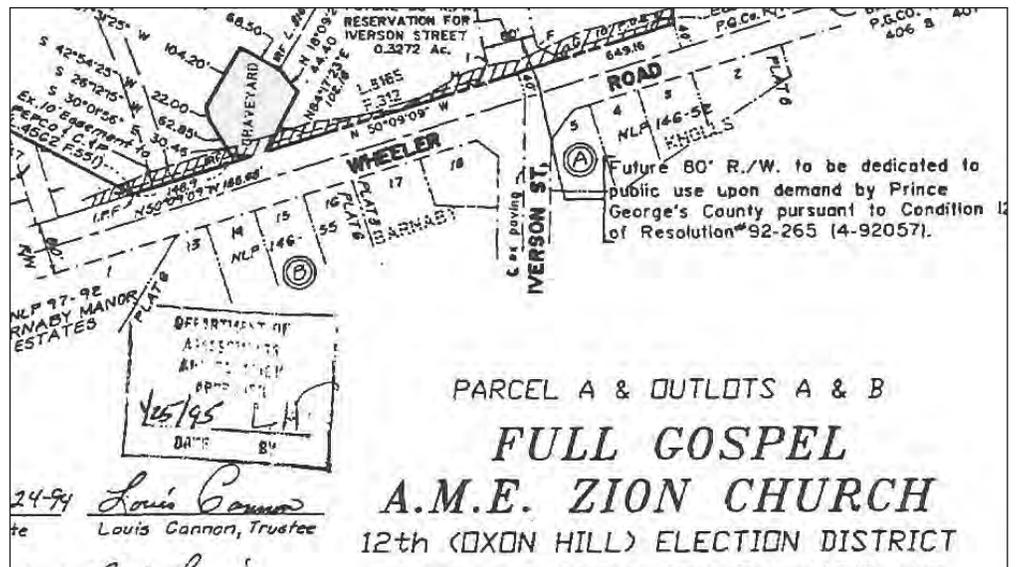
- *Your Guide to Cemetery Research* by Sharon DeBartolo Carmack (Cincinnati, OH: Betterway Books, 2002)
- Consult the following resources for deeds, plats, and additional land records:
Maryland State Archives:
<http://www.msa.md.gov/>
- Maryland Land Records Online:
<http://mdlandrec.net/>
- Prince George's County Land Records Division: <http://www.princegeorgescountymd.gov>



The Old Oxon Hill Methodist Church Cemetery in Oxon Hill.



Talking with nearby landowners may reveal information about the ownership of abandoned cemeteries. If the owners of the adjacent properties do not own the cemetery, living descendants of the interred may know who does. However, research into deeds (written legal records of land transactions) may be required to establish ownership. Deeds can be researched at the Maryland State Archives in Annapolis, or through MDLandRec.net, an online repository for Maryland land records. Also, the Prince George's County Land Records Division may be able to assist with inquiries regarding deeds. A cemetery deed not only records the names of the buyers and sellers, but may also contain a legal description of the cemetery boundaries or a plat map. Therefore, land records can provide a picture of how the property has changed over time. In addition to deed research, funeral homes, local historical and genealogical societies, churches, or knowledgeable long-time residents are potential sources of information about the cemetery's owner.



A plat map showing highlight of Addison Family Cemetery adjacent to the A.M.E. Zion Church.
Source: Prince George's County Circuit Court [MSA C 2381-16389, 1994]

Obtain Permission

Before entering a cemetery, a visitor must obtain permission from the property owner. Maryland law requires cemetery owners to provide reasonable access to relatives of the deceased or interested persons for the purposes of restoring, maintaining, and viewing burial sites. However, the property owner is not liable for damages or injury that may occur to the person visiting the cemetery. It is extremely important that no preservation work of any kind be conducted without first obtaining permission from the cemetery owner. A person requesting access to a burial site for the purposes of preserving and maintaining the cemetery should enter into a written agreement with the owner specifying the work to be performed and the responsibilities of the visitor. A sample agreement form that can be used as a model is provided in Appendix C.



Cemetery Safety

Generally, it is not a good idea to enter a cemetery alone. Cemeteries, particularly abandoned or deteriorated sites, can pose a number of safety concerns including insects and animals, noxious plants such as poison ivy, broken glass and trash, unstable ground, and exposure to the elements. Be aware of your surroundings as other people may be visiting the cemetery. Many abandoned cemeteries are located in remote locales and assistance may not be readily available in case of an emergency. Always work with a partner. Wear weather-appropriate clothing, work gloves, and sturdy footwear; apply sunscreen and bug spray; carry water; bring a cell phone; and keep a first aid kit on hand. These precautionary steps will make the cemetery visit more pleasant and productive.



Cemeteries can pose safety concerns, such as noxious plants.

Cemetery Etiquette

A cemetery should be a quiet place of reflection and remembrance. It is important to treat burial grounds with respect. Furthermore, it is against Maryland law to destroy, damage, deface, or remove human remains, gravestones, or cemetery features such as fences, ornamentation, trees, and plants. A cardinal rule when visiting cemeteries is to “take only photos and leave only footprints.” Follow any posted rules of the cemetery in addition to these cemetery etiquette tips:

- Treat the cemetery with the respect it deserves.
- Maintain a quiet, reflective atmosphere.
- Supervise children and pets.
- Report vandalism to the cemetery caretaker or the police.
- Do not sit, lean, or place items on markers or monuments.
- Do not remove any part of a marker or monument.
- Do not remove memorial items placed on grave sites by other visitors.
- Do not remove plant life from the cemetery or introduce new plants.
- Do not litter; remove any trash from the cemetery.

It is also important to become familiar with local, state, and federal laws pertaining to cemeteries. A list of relevant statutes is described in Appendix D.





Additional Resources

Rockville Cemetery:

For more information on the restoration of Rockville Cemetery, consult the following resources:

- Rockville Cemetery Design Guidelines: www.rockvillemd.gov/historic/rkv-cemetery-guidelines.pdf.
- Peerless Rockville: <http://www.peerlessrockville.org/>.

Model Preservation Plan:

In 2003, Congressional Cemetery in Washington, D.C., produced a detailed preservation plan for restoration. This plan can serve as a model for other cemetery plans. It is available online: http://www.congressionalcemetery.org/BuildingsGrounds/Conservation/eporttoCongress_2003.pdf

PLANNING FOR PRESERVATION

Developing a Cemetery Preservation Plan

It is critical to develop a written plan of action before beginning any preservation work in a cemetery. Resist the urge to rush immediately to treatment; the results can be well-intended, but ultimately detrimental, repairs. A preservation plan establishes the goals and priorities of the preservation effort and articulates the reasons for undertaking particular activities. A suggested outline for a cemetery preservation plan follows.

The Rockville Cemetery in Montgomery County offers an example of a successful cemetery preservation planning effort. In 2000, Rockville Cemetery was recognized as one of the county's ten most endangered sites as it had suffered from decades of neglect. In response, concerned organizations and community members formed a nonprofit organization, the Rockville Cemetery Association (RCA), that assumed ownership of the cemetery. RCA developed a preservation plan that called for surveying and documenting conditions, restoring headstones, and providing for ongoing maintenance. The cemetery was also designated as a local historic district, and the City of Rockville assisted RCA in developing comprehensive design and maintenance guidelines for the cemetery. In 2006, the Rockville Cemetery Historic District Guidelines were recognized with an Educational Excellence Award from the Maryland Historical Trust for providing a model for dealing with the unique challenges facing historic cemeteries.

Cemetery Preservation Plan Outline

1. Introduction:

Provide a brief description of the proposed project and define the need for the preservation effort.

2. History and Existing Conditions:

Relate the historical background of the cemetery and survey and document the current conditions of all cemetery features.

3. Goals and Objectives:

Establish goals or broad statements that describe the problems the preservation effort will address. A goal might be to develop a program to maintain existing historic features or to prepare a landscape plan that is in keeping with the historic context of the site.

Define objectives or proposed solutions to the problems; objectives should offer specific measurable outcomes of the preservation effort. An example of an objective is to clean or stabilize a certain number of markers or to repair a fence.

4. Methodology:

Describe the specific activities that will achieve the objectives.

Provide a rationale for all activities and rank them in the order of priority. Include a timeline for each activity.



5. Organization and Funding:

State who will be responsible for the implementation of the plan and identify funding sources to support the preservation effort.

6. Evaluation:

Determine how the success of the preservation plan will be measured. The evaluation should gauge the effectiveness of the methodology in accomplishing the objectives and goals.

Organization

Cemetery preservation efforts often rely on a cadre of dedicated volunteers. Enlisting the support of other community members will generate excitement for the preservation effort and ensure the long-term preservation of the cemetery. Volunteers are essential for all phases of a cemetery preservation effort, including planning, surveying, and documenting; assisting with cleanups and ongoing maintenance; fundraising; and organizing educational activities. There are several established heritage preservation groups in Prince George's County that can assist in identifying potential volunteers. These include Prince George's Heritage, the Prince George's County Historical Society, the Prince George's County Chapter of the Afro-American Historical and Genealogical Society, and the Prince George's County Genealogical Society. Other potential sources of volunteers include local chapters of the Daughters of the American Revolution, Kiwanis Clubs, Lions Clubs, church groups, schools, Boy Scout and Girl Scout Troops, and veterans associations. Although these organizations may not be able to provide direct support, they can potentially assist in outreach to other interested community members.

In the planning phase, it is important to realistically assess the capabilities of the volunteer group. Most volunteers are eager to help but are unaware of proper preservation procedures. Prepare to spend time educating the group. Cemetery preservation workshops are valuable experiences for first-time volunteers.

Developing a Budget and Funding Sources

Funding is often difficult to obtain for a cemetery preservation project. Even with a dedicated volunteer force, cemetery preservation projects require money for cleaning supplies, repair materials, and obtaining the services of professional conservators. For an initial restoration effort, the Saving Graves Cemetery Preservation Alliance (<http://www.savinggraves.net/>) suggests budgeting at least ten cents per square foot. Cleaning, resetting, or leveling stones may cost upwards of \$25 to \$60 a stone. Preservation issues requiring more extensive repairs will be more expensive. Therefore, before preservation work can begin, it is important to establish funding sources and a budget. A cemetery preservation plan will greatly assist in approaching potential donors; it articulates the goals of the project and demonstrates the seriousness and dedication of the group.

In planning a fundraising effort, start locally. The cemetery owners are logically the first people to approach for funding; however, they may be limited in their ability to contribute. Neighboring property owners may be willing to underwrite the effort. Neighborhood groups or homeowners associations that have a vested interest in improving derelict cemeteries should also be approached. Other potential funding sources include local businesses and corporations, chambers of commerce, other professional associations, and civic organizations.



Additional Resources

Heritage preservation groups in Prince George's County include:

- The Prince George's County Historical Society: <http://www.pghistory.org/>
- The Prince George's County Chapter of the Afro-American Historical and Genealogical Society: <http://pgcm.aahgs.org/>
- Prince George's Heritage: <http://www.PrinceGeorgesHeritage.org/>
- The Prince George's County Historical and Cultural Trust
- The Prince George's County Genealogical Society: <http://www.rootsweb.ancestry.com/~mdpgcgs/>





Additional Resources

Nonprofits:

For more information on forming a nonprofit organization, consult the Maryland Secretary of State's web site on nonprofit organizations: <http://www.sos.state.md.us/Charity/Non-Profit.aspx>

Government

Financial Incentives:

For more information on government programs offering financial incentives for historic preservation, consult the following web sites:

- Prince George's County Historic Preservation Commission:
http://www.pgplanning.org/About-Planning/Our_Divisions/Countywide_Planning/Historic_Preservation.htm
- Maryland Historical Trust Financial Assistance Programs:
<http://mht.maryland.gov/financial.html>

Fundraising Strategies

Cultivating a base of donors takes persistence and patience. Below are some suggested strategies for fundraising:

- Be creative in fundraising efforts.
- Seek support broadly—it never hurts to ask.
- Host educational/fundraising events in the cemetery to raise awareness.
- Develop outreach materials such as a brochure or web site.
- Engage local media to highlight the need.
- Post a sign at the cemetery seeking donations.
- Establish an “adopt a cemetery” program.
- Recognize and thank donors repeatedly.

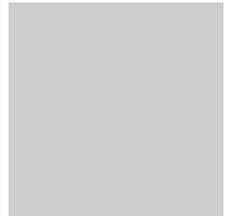
Nonprofit Organizations

In order to receive charitable donations and funding from private foundations or the government, a cemetery preservation group may need to form a nonprofit organization. Incorporating as a nonprofit requires an outlay of time and expense, but it provides access to additional funding opportunities. Alternatively, a cemetery preservation group can affiliate with an existing nonprofit organization.

Governmental Financial Incentives

Prince George's County offers two historic preservation financial incentives to properties that are designated as historic sites. The Prince George's County historic preservation tax credit offers a ten percent credit to cemetery owners for approved rehabilitation work, such as repairing a historic fence. The Prince George's County Historic Property Grant Program is also available to support preservation activity. At the state level, the Maryland Historical Trust makes capital grants available to nonprofit organizations and local jurisdictions for projects including acquisition, rehabilitation, and restoration of historic cemeteries included in or eligible for the National Register of Historic Places.





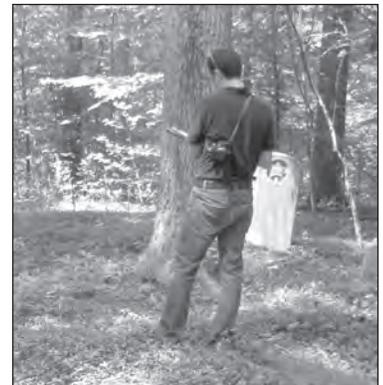
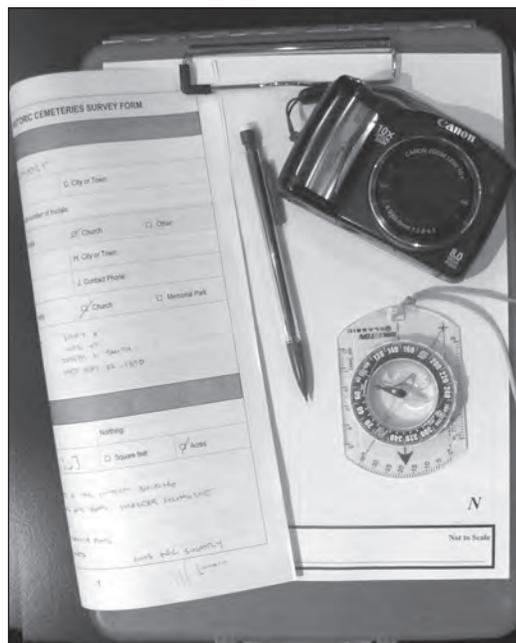
CHAPTER 5

SURVEY & RESEARCH

The first step toward developing a preservation plan is to document the history and current condition of the cemetery. In fact, thorough documentation is the most important step that can be done to preserve a cemetery. The survey and documentation process follows the steps listed below:

1. General cemetery survey
2. Individual marker survey
3. Historical research
4. Cemetery map
5. Other surveys (e.g. vegetation or archeological surveys)

Cemetery surveys and research provide a permanent record of the graveyard that informs the goals and objectives of the preservation effort.





Additional Resources

Documenting Cemeteries: For more information on documenting cemeteries, see the National Register of Historic Places Guidelines for Evaluating and Registering Cemeteries and Burial Places. The guidelines are available online at <http://www.nps.gov/history/nr/publications/bulletins/nrb41>



Photographic documentation of a cemetery.

General Cemetery Survey

The purpose of a general survey is to establish baseline information about the cemetery. A general cemetery survey provides a basic understanding of the landscape, the cemetery's design or layout, and significant features. The physical features of the cemetery should be recorded in a narrative form and documented through photographs during the general survey. These features include:

- Topography including the slope and elevation.
- Natural features such as landforms and water bodies.
- Organization of cemetery plots.
- Circulation system of roads, driveways, and pathways.
- Prominent views and vistas.
- Vegetation including trees, shrubs, and ornamental plantings.
- Gates, fences, and hedges.
- Typical plot-defining features such as iron fencing and concrete curbing;
- Prevalence of mausoleums, vaults, or above-surface tombs.
- Indication of the range and variety of individual grave markers.
- Benches, planters, lighting fixtures, ornamental sculpture, and fountains.
- Maintenance and service features.
- Buildings such as chapels, gatehouses, and columbaria.

Cemetery Inventory Form

A cemetery inventory form, or on-site questionnaire, can assist volunteers in recording and organizing the information. Maintaining a photograph log will also assist in organizing the visual record. A sample cemetery survey form and photograph log is included in Appendix C. The survey data and photographs can easily be stored and retrieved on a computer using word processing, database, and image software programs. After the fieldwork is complete, it is important to develop a system of organization so that the information collected will be actionable. A common organization method is to assign each cemetery feature a unique identification number that will be included on all subsequent forms, photographs, and maps.

PRINCE GEORGE'S COUNTY HISTORIC CEMETERIES SURVEY FORM			
I. Basic Information			
A. Cemetery Name:			
B. Address:		C. City or Town:	
D. Planning Area:		E. Known number of burials:	
F. Current Ownership: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Church <input type="checkbox"/> Other:			
G. Owner Address:		H. City or Town:	
I. Contact Name:		J. Contact Phone:	
K. Historical Ownership: <input type="checkbox"/> Municipal <input type="checkbox"/> Family <input type="checkbox"/> Church <input type="checkbox"/> Memorial Park			
L. Brief Historical Background:			
II. Environmental Setting			
A. Location (UTM):		Easting:	Northing:
B. Estimated Size:		<input type="checkbox"/> Square feet	<input type="checkbox"/> Acres
C. Description of Location & Orientation:			

A sample on-site inventory form.



Individual Marker Survey

An individual marker survey is more time intensive than a general survey. It may be an ongoing effort that coincides with other phases of the preservation effort. Through an individual marker survey, the attributes and condition of each marker in the cemetery are recorded. These attributes include:

- Identification number (assigned by surveyor).
- Location of marker within the cemetery.
- Type of marker (headstone, footstone, vault, obelisk, etc.).
- Size of marker.
- Type of stone (sandstone, marble, granite, concrete, etc.).
- Name of the deceased and death date.
- Transcription of tombstone engraving.
- Name of the carver, if known.
- Description of ornamental carvings and motifs.
- General condition of the marker.
- Specific problems (fallen over, tilted, cracked, etc.).
- Associated features (e.g. coping, urns, or fences).

Markers that are overgrown or obscured by dirt or biological growth should not be cleaned at this point. Instead, the markers should be identified as obscured or illegible. Similar to a cemetery inventory form, a tombstone inventory form can assist in organizing and recording the information. A sample tombstone inventory form is included in Appendix C. In addition to written documentation, each tombstone should be



Stone material: *Marble*

Condition: *Good*

Type of marker: *Headstone*

Transcription of engraving:

*SACRED
to the memory of
JAMES NAYLOR, of Jas.
Born 16, Oct. 1804.
Died 10, June 1878.
He was a good Citizen, a kind
Neighbor, a faithful Friend,
a Loving Father & Husband,
and a devoted Christian.
There remaineth therefore a rest
to the people of God
Heb. IV. 9.*

photographed. Care should be taken to photograph markers from near surface level and at times and under conditions when the high contrast of light and shadow will give sharpness and clarity to inscriptions and sculptural relief. Each marker should be assigned a unique identification number, which can be used to label inventory forms and photographs. The marker survey information and photographs can easily be stored and retrieved on a computer using word processing, database, and image software programs.



Additional Resources

Photographing Gravemarkers:

For tips on photographing gravemarkers, see *Making Photographic Records of Gravestones* by Daniel and Jessie Lie Farber, available through the Association for Gravestone Studies: <http://www.gravestonestudies.org/>.

Sample of Conditions to Record:



Broken



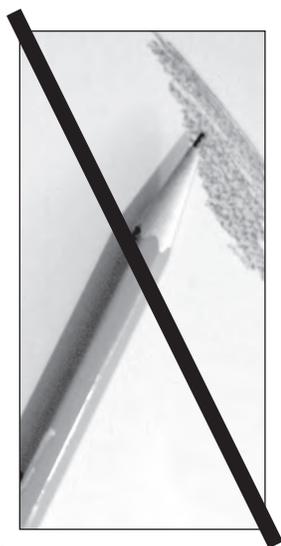
Cracked/Missing Pieces



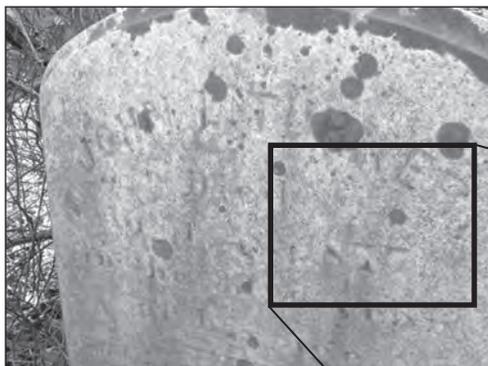
Stained/Soiled

A Note on Gravestone Rubbings

Gravestone rubbing is the process of reproducing a gravestone's inscription on paper by rubbing chalk, crayon, or charcoal over it. Rubbing can quickly reproduce a life-size reproduction of the stone. It is a popular graveyard activity that has sparked many people's initial interest in cemetery preservation. While rubbing may seem harmless, it can damage the tombstone. The friction and pressure hastens the natural erosion of the inscription that occurs with exposure to weather. Fragile tombstones are especially susceptible to this deterioration. Rubbings also leave remnants of wax or charcoal on the tombstone. Encouraging rubbing perpetuates the false notion that tombstones are impervious to damage. Therefore, **gravestone rubbings are not recommended.** Similarly, the use of shaving cream to highlight inscriptions is not recommended because it causes chemical damage. High-resolution digital photography is a safe alternative to rubbing that still allows a surveyor or visitor to record the inscription.



For many years, students and enthusiasts of gravestone art have taken "rubbings" of favorite stones. While this seems like a worthwhile activity, **it is in fact, quite controversial and not recommended.** Repeated rubbings degrade the stone and can cause damage. The practice of making gravestone rubbings is being banned in many states and in many cemeteries.

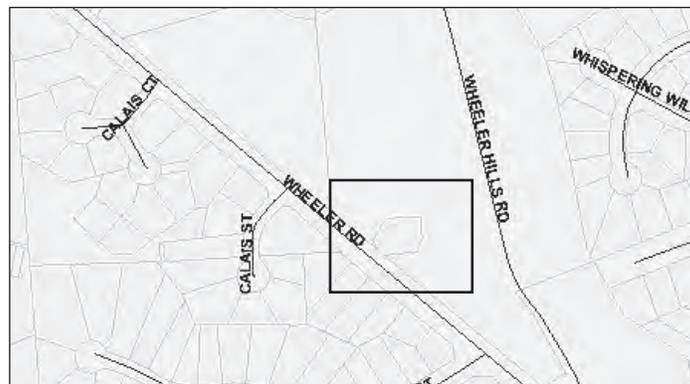
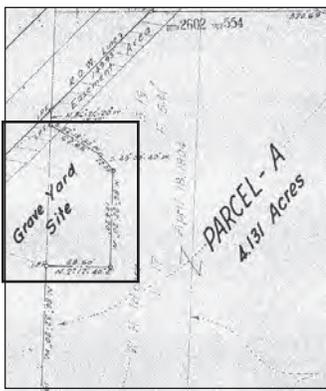


Take high-resolution digital photos of marker inscriptions. Zoom in on areas where marker inscription is illegible.



Historical Research

An understanding of the history of the cemetery will inform preservation goals and objectives. Information on the history of a cemetery and biographical information on the interred can be gleaned from a wide variety of sources. Historic maps may show the locations of previously forgotten cemeteries as well as changes to cemetery boundaries over time. Deeds and plat maps will also likely contain boundary descriptions. Published county, local, and family histories may contain references to burial places and provide biographical information on the deceased. Where they have survived, family records, such as Bibles, diaries, or letters are likely sources for information on family burials plots. Churches, funeral homes, and memorial parks also maintain records that can provide information on burials. Other potential sources include newspaper obituaries and death notices, mortality schedules, wills, military service records, and monument makers' records.



Addison Family Cemetery research, 1911 plat and 2009 GIS Map.

Local Repositories

The following repositories are good places to begin research into the history of a cemetery in Prince George's County:

Prince George's County Historical Society— Frederick S. DeMarr Library of County History

Greenbelt Public Library Building
11 Crescent Road, Greenbelt, MD 20770
301-220-0330; <http://www.pghistory.org/library.html>; info@pghistory.org

The Prince George's County Genealogical Society Library

12219 Tulip Grove Drive, Bowie, MD 20715;
301-262-2063
<http://www.rootsweb.ancestry.com/~mdpgcgs/library/index.htm>; pgcgs@juno.com

The Prince George's County Genealogical Society has also published *Stones and Bones: Cemetery Records of Prince George's County, Maryland*. The book (also available in an electronic database) contains background information and tombstone transcriptions for many of the county's historic cemeteries. *Stones and Bones* is an essential starting point for historical research.



Additional Resources

Historical and Family Research:

The Maryland State Archives also offers a beginner's guide to historical and family history research on their web site: <http://www.msa.md.gov/msa/refserv/genealogy/html/genstart.html>.

Did You Know?

In addition to providing historical information about cemeteries, local repositories, as well as other public libraries and historic sites, are excellent places to share the documentation you produce as a part of the cemetery survey. Making this information publicly available at these sites will ensure its long-term survival and use. It may also generate interest in your cemetery preservation project.





Additional Resources

To find more information on historically significant sites listed in the National Register of Historic Places and the Maryland Inventory of Historic Properties, consult the following web sites:

- National Register of Historic Places: http://mht.maryland.gov/Survey_MIHP_Search.html
- Maryland Inventory of Historic Properties: <http://mht.maryland.gov/nr/index.html>

An *Illustrated Inventory of Historic Sites in Prince George's County* is available at http://www.pgplanning.org/Projects/Ongoing_Plans_and_Projects/Historic_Preservation/Illustrated_Inventory.htm

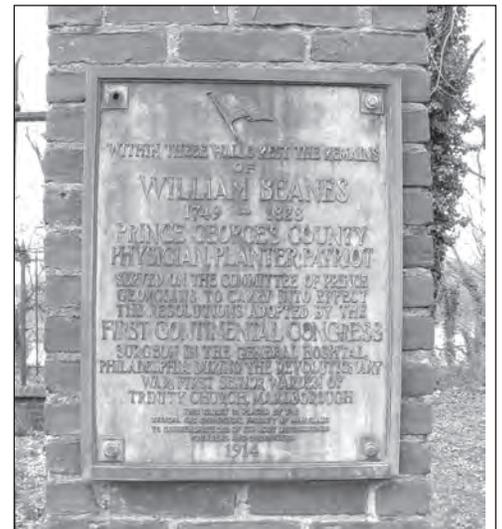
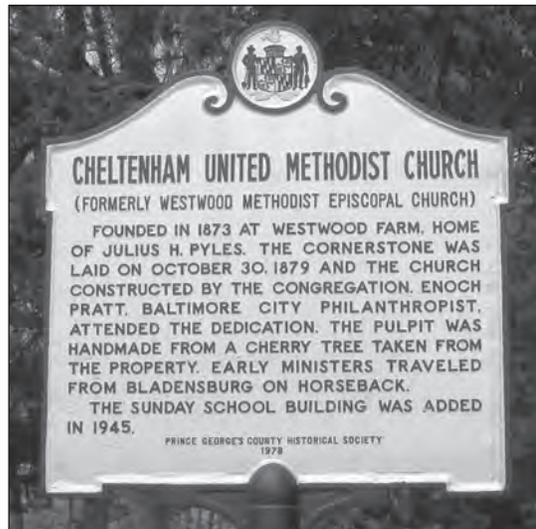
Left: Cheltenham United Methodist Church, Cheltenham

Right: Dr. William Beanes Grave, Upper Marlboro

Historic Designation

The survey, documentation, and historic research may reveal that the cemetery is a historically significant place that is worthy of recognition and protection. In Prince George's County, a cemetery may be designated as a historic site if it meets certain criteria for historical, cultural, architectural, or design significance. Historic sites are protected by the county Historic Preservation Ordinance under the purview of the Historic Preservation Commission. A historically significant cemetery may also be entered in the Maryland Inventory of Historic Properties.

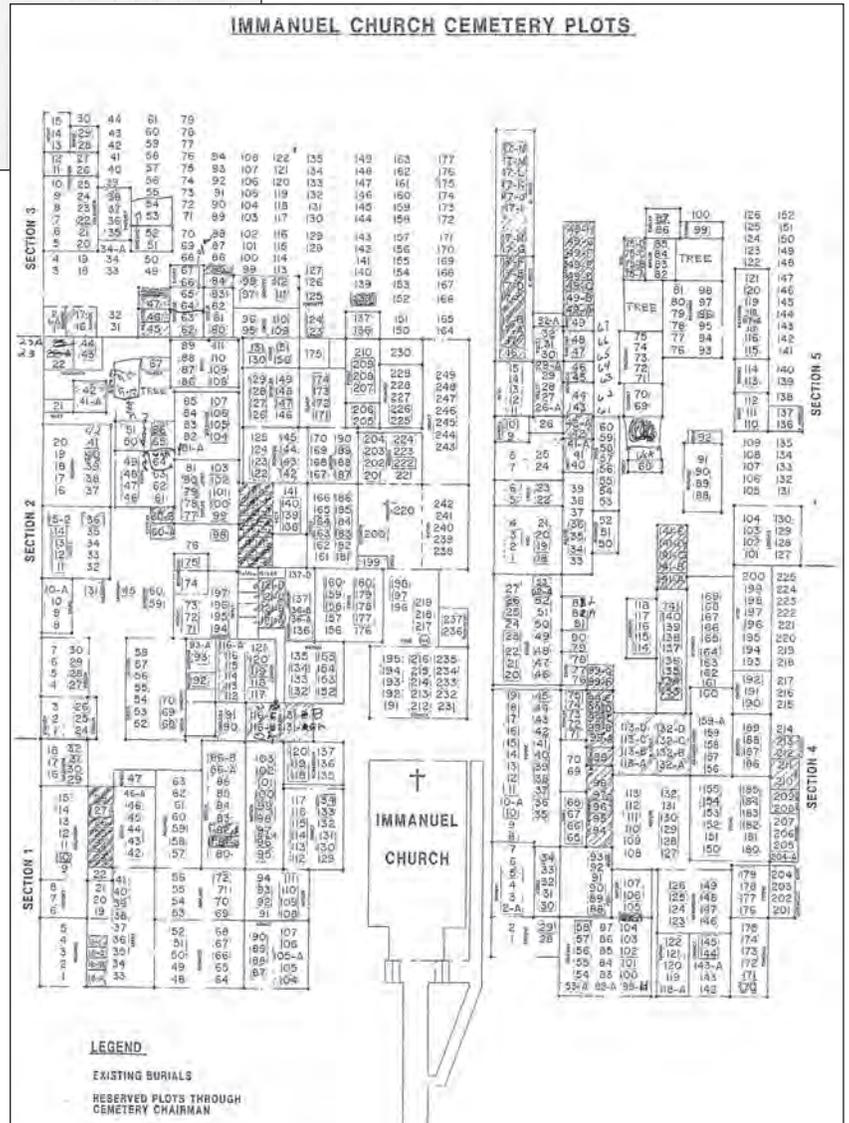
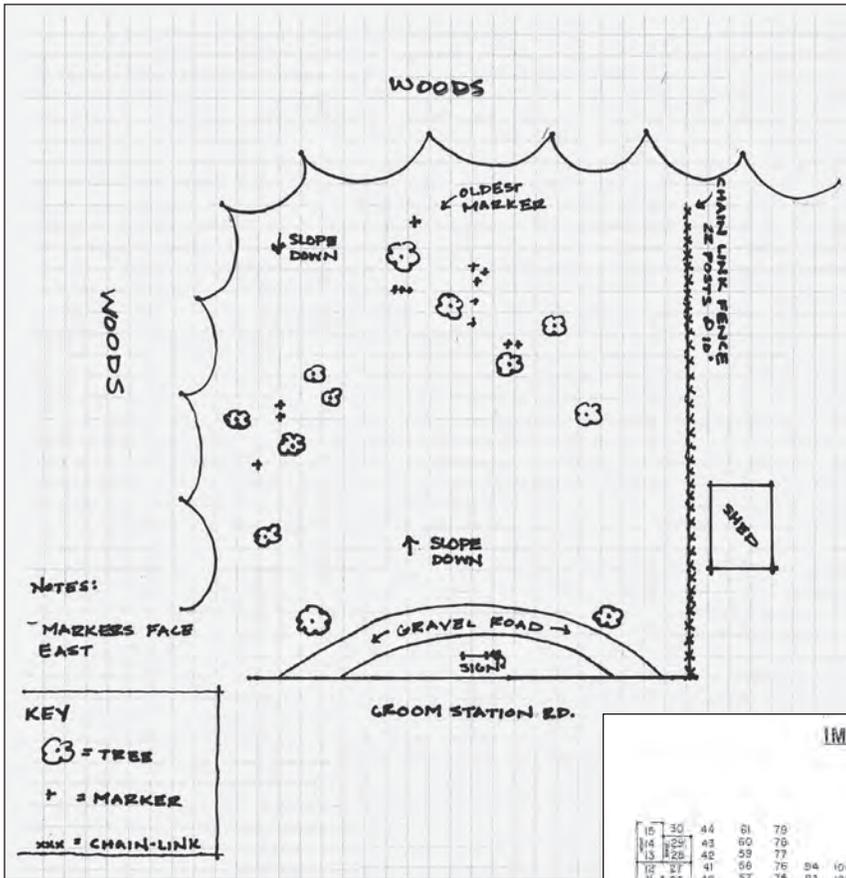
Maintained by the Maryland Historical Trust, the inventory is a broad-based repository of information on historic sites in Maryland, including historic cemeteries. Additionally, if the cemetery is a locally or nationally significant site, it could qualify for the National Register of Historic Places. The National Register is the official list of the nation's historic places worthy of preservation. Listing a cemetery in the National Register is an honorary designation that can galvanize local efforts to save endangered cemeteries.



Cemetery Map

An accurate map of the cemetery will have many useful applications during the creation and implementation of the preservation plan. Historic maps can be used to inform the cemetery map, but the information should be verified and updated to reflect current conditions. Maps can be hand drawn using grid paper or produced using computer-based mapping programs. The cemetery map should show the location of trees, shrubs, fences, gates, and other landscape features. The maps should also depict buildings, including chapels, gatehouses, columbaria, and maintenance sheds, and the circulation system of roads, driveways, and pathways. The map should also depict the location and orientation of each marker. It is helpful to use simple symbols to denote the monument type. Each physical feature should be assigned a unique control number that corresponds with the survey documentation and photographs. Examples of two cemetery maps (one hand drawn, the other computer-generated) are shown on the next page.







Other Types of Surveys

Although the general survey, individual marker survey, and preparation of the cemetery map can be carried out by volunteers, vegetation and archeological surveys require professional assistance.

During the general survey, the examiner may have noted the locations of prominent plantings, such as trees and shrubs. A more intensive vegetation survey may reveal historic plantings near gravestones or interspersed throughout the cemetery. In overgrown cemeteries, it may be difficult to distinguish between scrub trees and weeds and plants designed to memorialize the burial place. Rare and heirloom plant varieties were often planted in graveyards. A plant historian, master gardener, or horticulturalist will be able to identify significant vegetation that should be preserved. The resulting documentation, including a tree map, can be useful for insurance purposes since historic plants can be difficult or expensive to replace. A plant expert can also provide advice on the proper care of trees and plantings.

Another type of survey that requires professional assistance is an archeological investigation. An archeologist may be able to assist in identifying unmarked graves using techniques such as soil compaction tests and ground penetrating radar imagery. Archeological investigations can also assist in defining the historic boundaries of a cemetery plot and identifying buried landscape features, such as foundations, pathways, and walls.

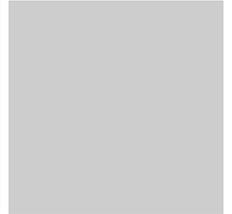


Boone's Roman Catholic Cemetery, Cheltenham.



McNamee Family Cemetery, College Park.





CHAPTER 6

BASIC PRESERVATION TECHNIQUES

The process of surveying, documenting, and preparing a cemetery preservation plan will identify basic preservation issues and propose appropriate preservation techniques. Regular maintenance is the best preservation procedure. When abandonment and neglect have resulted in severe damage to fences, landscape features, vegetation, markers, or monuments, responsible repairs should be undertaken as quickly as possible. Safety should be the most immediate concern in any preservation effort. Regardless of the preservation issue, there are a few essential rules that should be followed in planning a course of action:

- First, do no harm: use the gentlest and least intrusive methods available.
- Do nothing that cannot be undone.
- Design all work to retain and preserve the historic character of the cemetery.
- Repair rather than replace damaged historic features.
- Quick or easy fixes are not always the best options.
- Assume unmarked graves exist and avoid ground disturbing activities.
- When in doubt, consult a professional.
- Document all changes.

Documenting every change through written records and photography will ensure an accurate record of the cemetery preservation effort and will assist future researchers and conservators in understanding changes to the cemetery.

V

Training Opportunities

Several organizations offer training in proper cemetery preservation techniques, including:

- The National Center for Preservation Technology and Training (<http://www.ncptt.nps.gov/>);
- The Association for Gravestone Studies (<http://www.gravestonestudies.org/>);
- The Association for Preservation Technology International (<http://www.apti.org/>); and
- The National Preservation Institute (<http://www.npi.org/>).

The Annual Preservation and Revitalization Conference cosponsored by Preservation Maryland (<http://www.preservationmaryland.org/>) and the Maryland Historical Trust (<http://mht.maryland.gov/>) frequently offers a session on cemetery preservation. These seminars and workshops are excellent opportunities to educate volunteers or caretakers. These organizations' web sites also provide a wealth of information on cemetery preservation best practices.

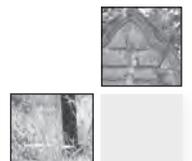
V

The Initial Cleanup

Simply cleaning up a badly overgrown cemetery can transform it from an eyesore to a community asset. An initial cleanup should occur before undertaking any other preservation measures. This can be accomplished by a group of supervised volunteers in a few days. The cleanup can include mitigating immediate safety concerns, picking up litter and trash, mowing, and removing overgrown brush. The purpose of the initial cleanup is not to achieve a manicured appearance, but to stabilize and secure the cemetery. There are a few general rules to be followed during the cleanup:

- Do not remove any trees, shrubs, vines, flowers, or groundcovers that may have been planted as memorials.
- Consider obtaining the services of a plant expert to identify historic plantings during the initial cleanup.
- Do not move any fallen markers or fragments of broken markers—leave these in place for now. The fallen markers or fragments may reveal information about nearby graves. This information could be lost if the markers are moved

Repairing the fence or installing a historically appropriate enclosure after the initial cleanup can enhance the security of the cemetery and protect it from vandals. Requesting that local law enforcement officials occasionally monitor the cemetery will also help with security. Installed where appropriate, signage, lighting, trash receptacles, and benches can also encourage other community members to become stewards of their local cemetery.



Landscape and Vegetation

The preservation of natural landforms and topographic features including terraces and walls can protect a cemetery from damage caused by erosion. Roads, driveways, and walkways are also key features in cemetery design. Over time, the course of the roads may have been modified, or the original paving material may have eroded away. The original alignment, width, contours, and paving materials of the circulation system should be maintained. Qualified civil engineers or landscape architects should oversee the repair and restoration of major landscape features. Damaged ancillary landscape features such as gates, burial plot enclosures, fences, benches, and lighting fixtures should be repaired using like materials or replaced in-kind. Again, these projects are best suited for conservation professionals.

Vegetation, including grass, trees, shrubs, vines, flowers, and ground cover are distinctive features of a cemetery. Trees and plants like magnolias, oaks, dogwoods, boxwood shrubs, roses, azaleas, lilies, daffodils, periwinkle, and English ivy were often planted as memorials to the deceased. These plants were selected for their spiritual meaning, religious symbolism, or beauty. Before eradicating plants, consider if they contribute to the historic character of the cemetery. If historically significant plants are not threatening markers or other cemetery features, they should be preserved in place. Where plants are causing damage, or may result in the spread of noxious invasive species, they should be cut back. Regular maintenance of the lawn and plants will ensure the long-term preservation of the cemetery.

Regular Landscape Maintenance

The following tips for regular landscape maintenance will enhance the appearance of the cemetery and assist in its long-term preservation:

- Do not mow immediately next to markers.
- Install a blade guard on the lawnmower.
- Use caution with weed eaters—the nylon thread can scar markers.
- Use hand-held clippers to trim vegetation around markers.
- Do not use herbicides or fertilizers around markers.
- Remove dead trees or branches.
- Prune overgrown shrubs or vines.
- Remove small scrub trees and shrubs.
- Eradicate plants that are damaging markers.
- Consider planting historically-appropriate groundcover around markers.
- Do not burn brush around the cemetery.

If a caretaker or gardening service is hired to maintain the cemetery, make sure that the grounds keepers are informed of proper preservation techniques.



Top: A magnolia tree in the McNamee Family Cemetery in College Park.

Bottom: Mature shade trees, flowering trees, and daffodils in the Duwall Family Cemetery near Upper Marlboro.





Gravestone Cleaning

Over decades and centuries, gravestones inevitably acquire a patina, or surface deposits that evidence the stone's age. This patina is often conflated with dirt. Carefully consider the reason for cleaning a gravestone. Aggressive cleaning techniques designed to make stone shine like new not only detract from the cemetery's sense of history, but they can severely damage the stone. Even if it is done gently, cleaning inevitably erodes away a thin layer of stone, making the marker susceptible to future erosion or decay. Therefore, gravestone cleaning should only be done when surface soiling, atmospheric pollution, or biological growth is causing deterioration of the stone. These conditions can harm gravestones in a number of ways:

- Particulates, whether airborne or from the soil, can seep into soft stones and alter their chemical composition.
- Algae, lichen, and fungi are hazardous to gravestones because they trap moisture underneath the surface. They also secrete acids that dissolve certain types of stones.
- Ivy, ferns, and moss have roots that can penetrate stone and break it apart.

Soil, pollution, or biological growth that is damaging the stone should generally be removed.

However, if the stone is unstable, its surface is grainy or crumbling, the stone is cracked, or the stone is separating into flakes, do not attempt to clean the stone!

Recommended Cleaning Procedure

Required Tools:

- A source of running water. Gravestone cleaning requires a constant source of clean water. A garden hose is ideal. Do not use spray nozzle attachments or a power washing system.
- Plastic pails and spray bottles.
- Soft, wooden-handled natural bristle brushes in a variety of sizes. Wooden handles are less likely to inadvertently damage stones than plastic.
- Wooden Popsicle sticks (available in many craft stores).

Procedure:

- Before cleaning, test the treatment on a small, hidden portion of the gravestone; wait a few days to evaluate the result. If the treatment causes the stone to become unstable (i.e. breaking apart or crumbling), do not proceed!
- Cut any vines or plants growing from the gravestone off at the base using a pruning shears. If the vine is large, apply an herbicide with a small paintbrush to the exposed plant. Do not allow the herbicide to come in contact with the gravestone. Allow the chemical to kill the plant; this may take a few days.



- Lightly scrape any loose biological growth (including lichen, mosses, and algae) off the gravestone using a wooden Popsicle stick. Do not yank plants from cracks in the stone or dig at the plants; they may require wetting to become loose. Thoroughly wet the entire stone with running water from a hose.
- Continue to use a Popsicle stick to clear away remaining biological growth. A small brush can also help remove biological growth or dirt from recesses in the stone.
- Gently scrub the stone with a soft natural bristle, wooden-handled brush.
- Rinse the brush and the stone frequently with clean water—never use a dry brush on a dry stone. Always use clean water to avoid rubbing grit across the surface of the stone.
- Clean the marker on all sides from bottom to top to avoid stains and streaks.
- When finished brushing, rinse the stone thoroughly with running water.
- Allow the gravestone to dry.

There are several pitfalls that should always be avoided during gravestone cleaning:

- Do not attempt to clean any stone that is fragile or unstable.
- Do not attempt to return the gravestone to its original brightness.
- Do not clean the stone if there is a possibility of freezing temperatures in the next 24 hours.
- Do not use household soaps, detergents, cleaners, or bleach to clean gravestones.
- Do not pressure wash or sandblast gravestones.
- Do not use wire brushes or metal tools.
- Do not apply sealants to gravestones to prevent future soiling or growth. Sealants trap moisture inside the stone, which leads to deterioration.
- Do not clean tombstones frequently; a single cleaning lasts many years.

If water and gentle brushing fails to remove the pollution or biological materials, consider using a mild, non-ionic soap or an antimicrobial cleaning agent. Following similar steps as above, a diluted solution of non-ionic soap/antimicrobial agent and water can be applied with a soft natural bristle brush after soaking the entire stone with water. However, prior to cleaning the entire surface with any product, be sure to conduct a patch test on a small section of the gravestone.

Additional Resources

For additional information on cleaning techniques and specialized cleaning agents, consult the following resources:

- *A Graveyard Preservation Primer*, by Lynette Stangstad. This authoritative book on cemetery restoration techniques is available from the Association for Graveyard Studies: <http://www.gravestonestudies.org/>.
- The Chicora Foundation, a nonprofit heritage preservation organization in South Carolina, offers detailed instructions on marker cleaning and repair: <http://chicora.org/cemetery-preservation.html>.
- D/2 Architectural Antimicrobial is a commonly used cleaning agent. For purchasing information please visit the product web site (<http://www.d2biologicalsolution.com/>) or consult with a specialist at your local home improvement store.



P

Marker and Monument Repairs

Other common preservation issues frequently encountered with historic cemeteries include missing headstones, sunken markers, fallen-over markers, tilted markers, and markers with cracks or missing pieces. These issues are illustrated below with a brief description of the recommended preservation technique. The repair and reconstruction of fallen, tilted, or broken markers, however, is best left to a professional conservator. There are several criteria for marker or monument repair that a knowledgeable conservator should follow:

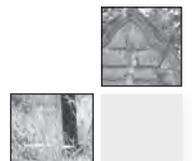
- The repair should respect the historic character of the marker.
- The repair should be historically accurate.
- The repair should be compatible with the original material of the marker.
- The repair should closely match the appearance of the original material.
- The repair material (i.e., mortar or adhesives) should be weaker than the original stone. In the event of further damage or breakage, the repair—not the stone—should give way.

P

Resetting Gravestones

Sunken, tilted, or fallen over markers are among the most common problems in older cemeteries. Large, heavy gravestones have a tendency to sink into the ground over time. Gravestones may also shift from their bases, causing them to lean or tilt. In extreme cases, a gravestone may become dislodged from the ground completely. Resetting a gravestone is the process of stabilizing and restoring the base so that the marker stands perpendicular to the ground. Only a stone that poses an immediate threat to the safety of visitors, whose inscription is markedly obscured by its sunken state, or is at risk of being broken because of its extreme lean should be reset. Do not reset a stone to correct a minor tilt. Resetting is best performed by a professional conservator and work crew. Gravestones can be extremely heavy and may require lifting supports to reset. Always use caution when attempting to move a stone; treat all gravestones as if they are fragile.

In most cases, to reset a stone, a conservator will excavate the area around the stone or remove the stone from the ground entirely. One side of the excavation is left compact. The conservator will then prepare a base for the tombstone, typically of brick, or brick fragments if the bottom of the gravestone is pointed. This base will distribute the weight of the gravestone evenly, preventing it from sinking or tilting. The gravestone is placed on the base and the excavation is filled with a layer of gravel to assist with drainage and topped with compacted soil.



Resetting Broken Gravestones

Gravestones that have snapped at ground level cannot be reset in their original bases. A common solution to this problem is to create a new base out of concrete for the stone fragment. The new base is essentially a poured concrete box set within the ground with a slot created for the tombstone fragment. However, the gravestone should not be set directly into the concrete! Instead, after the concrete base has set, the conservator will apply a mortar mix to retain the stone in the slot. This mortar should be softer than the stone so any failure is likely to occur in the mortar, preventing the stone from breaking again. An example of a 'soft' mortar is a 1:3 mix of natural hydraulic lime and sand; however, a professional conservator will be able to develop an appropriate mix based on the stone type.

Unmarked Burials or Missing Markers

Open areas of a cemetery may contain unmarked burials or graves that are missing their markers. The presence of unmarked graves may be suggested by historic documentation, such as burial plats or cemetery records. Other indications of unmarked graves or missing markers include depressions or mounds and gaps in rows or clusters of markers. Certain plants or stones can also indicate unmarked graves.

Probing is a simple technique that can be used to locate fallen or broken markers that have been buried underground. Prioritize small areas of the cemetery where historical documentation, a void in a row of tombstones, or depressions suggest markers may have once stood. A probing stick is a rod of metal or fiberglass, about three to four feet in length with a handle at one end. Do not use longer probes or augers as they may penetrate the burial chambers. Probing requires a methodical, patient approach. Gently push the probe into the ground at 6- to 12-inch intervals following a grid. When the probing stick encounters a hard object, mark the spot with a utility flag. Careful digging by hand may reveal the buried gravestone or gravestone fragments. Although it is a simple technique, probing requires practice to distinguish between potential gravestones and other underground features. Probing should only be done by trained volunteers or professionals. For larger areas of a cemetery, obtain the services of a professional archeologist who can employ techniques such as ground penetrating radar to identify sunken features or unmarked graves.





Masonry Repairs

Repair of broken gravestones, markers, tombs, or other monuments should only be made by qualified conservators or masonry experts familiar with the qualities of old gravestones. Special mortars, adhesives, or repair techniques are used to repair historic gravestones. A general principal to follow is to start with the least complex repair first. Examples of common types of masonry repairs are provided below:

- Broken upright tablets can be threaded with nylon or stainless steel dowels or mended with low viscosity epoxies.
- Internally weak sandstone markers may be reinforced by injecting grout between the delaminating layers of the stone.
- Cracks or voids can be filled with mortars that contain lime, cement, and stone dust, creating a similar appearance to the original material.
- Missing fragments can be replaced using mortar infill to approximate the original shape of the monument.
- If large structural fragments are missing, it may be appropriate to set in a new piece of similar stone, carved to the proper configuration and artificially weathered to match the old stone.

The appropriate repair technique depends on the stone type and condition. A knowledgeable conservator will be able to identify the special requirements of historic materials and the problems they present. At the same time, familiarity with conservation processes is critical in evaluating a conservator's proposal. Below are some examples of inappropriate repairs that should be avoided:

- Laying broken gravestones on the ground.
- Setting broken gravestone fragments in concrete.
- Binding gravestone fragments with Portland cement.
- Reinforcing gravestones with metal braces.
- Applying sealants to the surface of gravestones.

If a gravestone is damaged beyond repair and is threatened by further deterioration, it may be appropriate to remove the stone (or fragments) from the graveyard and curate it in an archival collection. This should only be done where arrangements can be made for proper storage or display. If a replica or replacement gravestone is erected, it should be clearly identified as a substitute. Removing or replacing a stone should be a last resort as it erodes the historic integrity of the cemetery.





Repointing

Besides gravestones, other masonry structures in the cemetery such as tombs, vaults, walls, and mausoleums are susceptible to deterioration and may require repair or repointing. Repointing is the process of cleaning loose mortar from a deteriorated joint and replacing it with new mortar. A masonry expert will be able to identify and match the original mortar type. Mortar used on historic stone must be flexible enough to allow for movement while still maintaining its bond. A strong, modern mortar is generally inappropriate for historic masonry structures. Any damage caused by stress should occur in the mortar joint rather than the stone or brick itself.

Selecting a Conservator

Selecting a professional cemetery conservator is an important decision. If a conservator is inexperienced, uses inappropriate techniques or materials, or cuts corners to reduce cost or save time, the results can be irreversible damage to significant features. Conversely, an experienced conservator who is knowledgeable about appropriate techniques and materials and is sensitive to historic concerns can be an important partner in a cemetery preservation project. The organization Save Outdoor Sculpture! recommends selecting a conservator in the same way you would choose a doctor, lawyer, or any other professional: make sure the conservator's training and area of expertise are appropriate for your needs; check references; and ask questions. Prior to soliciting bids for your cemetery preservation project, develop a written request for proposal that describes your project and objectives in writing.

Remember that the cost should never be the sole determining factor in selecting a conservator. Give higher priority to subjective criteria such as experience, qualification, and the proposed treatment method. If the cost is prohibitive, consider implementing the cemetery preservation project in phases, addressing the most urgent needs first.

Additional Resources

For more information on selecting a conservator, see "Selecting and Contracting with a Conservator," available through the Save Outdoor Sculpture! web site: www.heritagepreservation.org/PDFS/SelectingLodeSTAR.pdf.



Broken tombstones in need of repair by a trained preservation specialist.





Contractor Checklist

When selecting a conservator, consider the following items:

Conservator Qualifications

- Location and scope of practice.
- Year established and size of the firm.
- Conservation experience.
- Recent projects, including key contacts, approximate budgets, and other pertinent information.
- Additional details, including descriptions and photographs, about comparable projects.
- Qualifications of all project personnel, including professional experience and academic training.
- Membership in professional organizations such as the American Institute of Conservation.

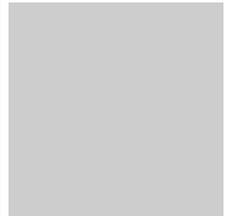
Project Methodology

- Does the conservator demonstrate a clear understanding of the project?
- Is the work plan realistic, thorough, and of high quality?
- Do the proposed techniques follow best practices?
- Is the proposed treatment method reversible?
- Does the proposed schedule meet your needs?
- Is the cost commensurate with your specifications and within your budget?



Headstones in need of repair by a trained preservation specialist.





CHAPTER 7

CONCLUSION

PERPETUAL MAINTENANCE AND COMMUNITY AWARENESS

Congratulations! You have identified a cemetery worthy of preservation, established its ownership and obtained permission to restore it, created a cemetery preservation plan, organized a cemetery preservation group and obtained funding for the effort, researched the history of the cemetery, surveyed its significant features, conducted an initial cleanup, restored the landscape and vegetation, and cleaned and repaired the gravestones. At this point, the cemetery restoration project may seem complete. But cemetery preservation is a continual process.

Once a cemetery has been restored, it is time to plan for its long-term upkeep. Otherwise, all the hard work that went into the preservation effort will be undone. Volunteers and funding are still needed to maintain the landscape, mow the grass, repair gravestones, and provide security. The best way to ensure the perpetual maintenance of a cemetery is through community awareness efforts. Outreach will promote pride in the community, which in turn will lead to broader support for the long-term protection of cemeteries. Fortunately, these programs need not be expensive and can rely on volunteers for implementation.

CEMETERY ACTIVITIES

There are numerous activities that can generate interest and support for a historic cemetery. *Grave Concerns, A Preservation Manual for Historic Cemeteries in Arkansas* offers 100 community awareness building activities. These include tours, special events, projects, and the creation of informational materials. A few examples are provided below:

- Conduct tours focused on a wide range of topics including local history, prominent people buried in the cemetery, sculpture, horticulture, tombstone inscriptions, and cemetery iconography.
- Offer presentations of the cemetery restoration efforts and demonstrations of proper cemetery preservation techniques.
- Host watercolor, drawing, or photography workshops.
- Hold a grave rededication ceremony.
- Observe Memorial or Veterans' Day.
- Erect an interpretive or educational sign or display.
- Design a web site for the cemetery.
- Host school field trips and/or develop a lesson plan based on the cemetery.
- Establish an "Adopt a Cemetery" or "Adopt a Plot" program.
- Develop a volunteer program or community cleanup days.
- Engage genealogists to create family trees for the interred.
- Nominate the cemetery to the National Register of Historic Places.
- Develop the cemetery as an "arboretum" by labeling the species of old trees.

The possibilities for cemetery activities are endless—be creative and tailor the tours, special events, projects, or materials to the interests of the community.

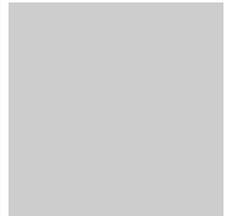


Sewall-Daingerfield Cemetery, Bowie.



The William Beanes Grave, Upper Marlboro





APPENDIX A

GLOSSARY OF CEMETERY TERMS

This glossary of cemetery terms is a modified version of the glossary provided by the National Park Service in its *Guidelines for Evaluating and Registering Cemeteries and Burial Places* (available online: <http://www.nps.gov/nr/publications/bulletins/nrb41/>). Additional definitions were provided by the Indiana Division of Historic Preservation and Archeology's *Glossary of Cemetery Related Terms* (available online: <http://www.in.gov/dnr/historic/3748.htm>).

- **Altar tomb:** A solid, rectangular, raised tomb or grave marker resembling ceremonial altars of classical antiquity and Judeo-Christian ritual.
- **Bevel marker:** A rectangular grave marker, set low to the ground, having straight sides and uppermost, inscribed surface raked at a low angle.
- **Burial axis:** The line that follows along the length of the body in a burial.
- **Burial ground:** Also “burying ground;” same as “graveyard” (see below).
- **Burial cache:** A place of concealment for burial remains and objects.
- **Burial mound:** A mass of earth, and sometimes stone or timber, erected to protect burial chambers for the dead.
- **Burial site:** A place for disposal of burial remains, including various forms of encasement and platform burials that are not excavated in the ground or enclosed by mounded earth.
- **Cairn:** A mound of stones marking a burial place.
- **Carving:** Ornamentation made in gravestones by cutting into the stone.
- **Cemetery:** An area set aside for burial of the dead.
- **Cenotaph:** A monument, usually of imposing scale, erected to commemorate one whose burial remains are at a separate location; literally “empty tomb.”
- **Chapel:** A place of worship or meditation in a cemetery or mausoleum, either a freestanding building or a room set apart for commemorative services.

- **Cinerary urn:** A receptacle for cremation remains, or ashes, in the shape of a vase.
- **Columbarium:** A vault or structure for storage of cinerary urns.
- **Coffin:** A box for holding a body at burial, made of wood, metal, or concrete.
- **Coping:** A narrow ornamental thickening and overhang of the margin of the top of a gravestone.
- **Crematorium:** A furnace for incineration of the dead; also crematory.
- **Cremation area:** An area where ashes of the cremated dead are scattered or contained.
- **Crypt:** An enclosure for a casket in a mausoleum or underground chamber, as beneath a church.
- **Deed:** A written legal document by which title to land is conveyed.
- **Epitaph:** An inscription on a gravemarker identifying and/or commemorating the dead.
- **Exedra:** A permanent open air masonry bench with high back, usually semicircular in plan, patterned after the porches or alcoves of classical antiquity where philosophical discussions were held; in cemeteries, used as an element of landscape design and as a type of tomb monument.
- **Exhumation:** The removal of a body from a grave.
- **Family cemetery:** A small, private burial place for members of the immediate or extended family; typically found in rural areas, and often, but not always, near a residence; different from a family plot, which is an area reserved for family members within a larger cemetery.
- **Family stone:** A gravestone that marks the entire family's plot, not a particular individual's grave. Sometimes a family stone will have the names and dates of the individuals carved on it, but there usually will be separate stones for the individuals.
- **Flush marker:** A flat, rectangular gravemarker set flush with the lawn or surface of the ground.
- **Footstone:** A flat, slab-like stone marker placed at the foot end of a grave. Footstones are used only in conjunction with headstones and are considerably smaller and less ornate.
- **Gatehouse:** A building at the main entrance to a cemetery that is controlled by a gate; a shelter or habitation for the gate keeper.
- **Grave:** A place or receptacle for burial.
- **Grave, Mass:** A grave where many individuals are interred together.
- **Grave, Outlying:** A grave that is located well away from others.
- **Grave curb:** A low border of stone or concrete surrounding a grave or burial plot.
- **Grave fence:** A fence completely surrounding the grave.
- **Grave offering:** Any item sacrificed or donated at a grave.
- **Grave rail:** A bar of wood or metal placed along the burial axis of a grave. Grave rails typically form a pair with one on each side of the grave.



- **Grave shelter:** A rectangular, roofed structure usually of wood, covering a gravesite, enclosed by boards or slats or supported by poles; in tribal custom used to contain burial offerings and shelter the spirit of the dead; also grave house.
- **Gravemaker:** A sign or marker of a burial place, variously inscribed and decorated in commemoration of the dead.
- **Graveyard:** An area set aside for burial of the dead; a common burying ground of a church or community.
- **Headstone:** An upright stone marker placed at the head of the deceased; usually inscribed with demographic information, epitaphs, or both; sometimes decorated with a carved motif.
- **Inscription:** The writing on a gravemaker. The inscription typically contains biographical information about the deceased.
- **Interment:** A burial; the act of committing the dead to a grave.
- **Layout:** The spatial organization of a cemetery.
- **Ledger:** A large rectangular gravemaker usually of stone, set parallel with the ground to cover the grave opening or grave surface.
- **Lych gate:** Traditionally, a roofed gateway to a church graveyard under which a funeral casket was placed before burial; also lich gate; commonly, an ornamental cemetery gateway.
- **Mausoleum:** A monumental building or structure for burial of the dead above ground; a “community” mausoleum is one that accommodates a great number of burials.
- **Memorial park:** A cemetery of the 20th century cared for in perpetuity by a business or nonprofit corporation; generally characterized by open expanses of greensward with either flush or other regulated gravemarkers; in the last half of the 19th century, those with flush markers were called “lawn” cemeteries.
- **Monolith:** A large, vertical stone gravemaker having no base or cap.
- **Monument:** A structure or substantial gravemaker erected as a memorial at a place of burial.
- **Mortuary:** A place for preparation of the dead prior to burial or cremation.
- **Motif:** An artistic theme or representation on a gravemaker such as a rose, cherub, or urn-and-willow.
- **National cemetery:** One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably.
- **Obelisk:** A four-sided, tapering shaft having a pyramidal point; a gravemaker type popularized by romantic taste for classical imagery.
- **Orientation:** The direction of the burial axis of a grave.
- **Ossuary:** A receptacle for the bones of the dead.



St. Mary's Church, Piscataway.



Lanham United Methodist, Lanham.

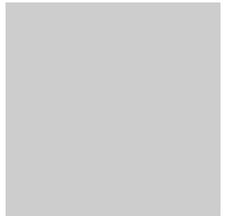




Connick's Folly, Brandywine.

- **Peristyle:** A colonnade surrounding the exterior of a building, such as a mausoleum, or a range of columns supporting an entablature (a beam) that stands free to define an outdoor alcove or open space.
- **Pet cemetery:** An area set aside for burial of cherished animals.
- **Plot:** A section of a cemetery exclusively devoted to an individual, family, or other ethnic or social group.
- **Potter's field:** A place for the burial of indigent or anonymous persons. The term comes from a Biblical reference: Matthew 27.7.
- **Receiving tomb:** A vault where the dead may be held until a final burial place is prepared; also receiving vault.
- **Rostrum:** A permanent open air masonry stage used for memorial services in cemeteries of the modern period, patterned after the platform for public orators used in ancient Rome.
- **Rubbing:** A means of obtaining a copy of an inscription on a gravestone by placing paper over the surface and rubbing it with charcoal or a pencil. Although it provides an accurate copy of the inscription, rubbing can damage the surface of the stone and is not recommended.
- **Sarcophagus:** A stone coffin or monumental chamber for a casket.
- **Sepulcher:** A burial vault or crypt.
- **Sexton:** Traditionally, a digger of graves and supervisor of burials in the churchyard; commonly, a cemetery superintendent.
- **Shelter house:** A pavilion or roofed structure, frequently open at the sides, containing seats or benches for the convenience of those seeking a place to rest; erected in rustic and classical styles to beautify a cemetery landscape.
- **Slab:** Any gravemarker that is essentially a thin, flat piece. Slabs can be made of any material, but are usually wood, stone, or concrete.
- **Slant marker:** A rectangular gravemarker having straight sides and inscribed surface raked at an acute angle.
- **Table marker:** A rectangular grave covering consisting of a horizontal stone slab raised on legs, which sometimes are highly elaborate; also "table stone."
- **Tablet:** A rectangular gravemarker set at a right angle to the ground, having inscriptions, raised lettering or carved decoration predominantly on vertical planes, and top surface finished in straight, pedimented, round, oval, or serpentine fashion.
- **Tomb:** A burial place for the dead.
- **Tomb recess:** A niche or hollow in a wall that shelters a tomb.
- **Tympanum:** The semicircular decorated face at the top of a tombstone.
- **Vault:** A burial chamber, commonly underground.
- **Veterans' cemetery:** A burial ground established for war casualties, veterans, and eligible dependents.

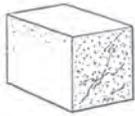




APPENDIX B

CEMETERY FEATURE IDENTIFICATION

Coping



Squared



Rusticated (Rock Hammered)



Beveled



Peaked

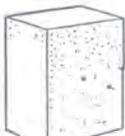


Rounded

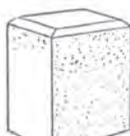


Rounded & edged

Coping Posts



Squared



Beveled



Peaked



Rounded



Bulbous



Ornate

Additional Resources

These *Cemetery Feature Identification Forms* are reprinted with permission of the Chicora Foundation, a nonprofit heritage preservation organization based in South Carolina. The Chicora Foundation offers additional cemetery preservation resources on its web site: <http://chicora.org/cemetery-preservation.html>.

Vases



French



Italian



Modern



Urn

Granite Finishes



Polished & Dull-Finish Steeled



Rock Hammered & Wash Faced

Ornate 18th Century Tombstone Terms



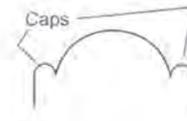
Scotia haunch



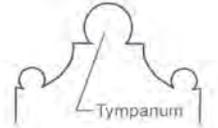
Cyma recta



Cyma reversa



Caps



Tympanum

Tombstone Arch Forms



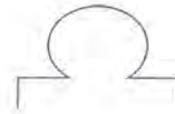
Basket Arch



Segmental Arch



Semicircular Arch



Discoid



Rectangular



Pointed Arch



Pointed Arch with Caps

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Fences



Hairpin



Hairpin & Picket



Bow & Picket



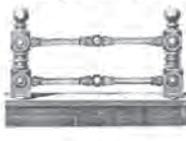
Bow & Hairpin



Milled Point



Woven Wire



Gas Pipe Railing

Brick Work



Running Bond



1/3 Running Bond



Flemish Bond



Dutch Bond



English Bond

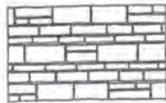
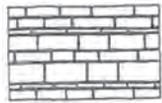
English corners on left, Dutch corners on right



Common Bond - 6th course headers



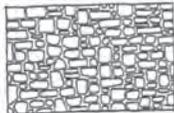
Ashlar Masonry



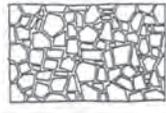
Stone Rubble



Uncoursed Rubble



Coursed Rubble



Random Mosaic Rubble



Coursed, Roughly Squared Rubble

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Monument Forms



Tombstone



Tab in Socket



Die on Base



Government Issue - Civil War Type



Government Issue - General Type



Pulpit Marker



Die, Base & Cap



Plaque Marker



Obelisk



Pedestal Tomb - Vaulted Roof



Pedestal Tomb - Urn on Top



Ledger



Box Tomb



Table Tomb



Bedstead or Cradle Grave



Raised Top



Rounded Raised Top



Lawn Style



Tree Stump



Diamond Die



Lot Marker



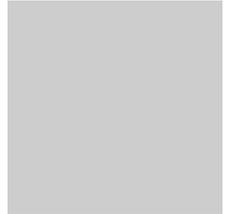
Pillow



Double Column, Arch & Urn

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APPENDIX C

CEMETERY SURVEY FORMS

This appendix contains sample survey forms that are intended to guide volunteers in recording and organizing information collected during a comprehensive, multiphase cemetery survey. Sample photograph logs are also included with each survey form to maintain a visual record. The following forms are included in this section:

- Cemetery Access Agreement Letter.
- Prince George's County Historic Cemeteries Survey Form.
- Prince George's County Individual Marker Survey Form.
- Prince George's County Marker Conservation Form.

CEMETERY ACCESS AGREEMENT

This sample access agreement is based on language provided in the *Annotated Code of Maryland* (Md. Real Property Code § 14-121)

Date:

Name of Cemetery:

Location of Cemetery:

Name of Cemetery Owner:

Address:

City, State, ZIP:

Telephone Number:

Permission to Enter

I hereby grant the person named below permission to enter my property, subject to the terms of the agreement, on the following dates:

Cemetery Owner Signature

Name of Visitor:

Address:

City, State, ZIP:

Telephone Number:

Agreement

In return for the privilege of entering on the private property for the purpose of restoring, maintaining, or viewing the burial site or transporting human remains to the burial site, I agree to adhere to every law, observe every safety precaution and practice, take every precaution against fire, and assume all responsibility and liability for my person and my property, while on the landowner's property.

Visitor Signature



PRINCE GEORGE'S COUNTY HISTORIC CEMETERIES SURVEY FORM

I. Basic Information

A. Cemetery Name:

B. Address:

C. City or Town:

D. Planning Area:

E. Known number of burials:

F. Current Ownership:

Public

Private

Church

Other:

G. Owner Address:

H. City or Town:

I. Contact Name:

J. Contact Phone:

K. Historical Ownership:

Municipal

Family

Church

Memorial Park

L. Brief Historical Background:

II. Environmental Setting

A. Location (UTM):

Easting:

Northing:

B. Estimated Size:

Square feet

Acres

C. Description of Location & Orientation:



<i>D. Accessibility:</i>	<input type="checkbox"/> <i>Accessible by car</i>	<input type="checkbox"/> <i>Accessible by foot</i>	<input type="checkbox"/> <i>Physically Inaccessible</i>	
<i>E. Enclosures:</i>	<input type="checkbox"/> <i>Metal Fencing</i>	<input type="checkbox"/> <i>Hedge/Vegetation</i>	<input type="checkbox"/> <i>Wood Fencing</i>	<input type="checkbox"/> <i>Stone Wall</i>
	<input type="checkbox"/> <i>Other Masonry</i>	<input type="checkbox"/> <i>None</i>	<input type="checkbox"/> <i>Specific Material:</i>	
<i>F. Terrain:</i>	<input type="checkbox"/> <i>Level</i>	<input type="checkbox"/> <i>Steep</i>	<input type="checkbox"/> <i>Hilly/Moderate</i>	<input type="checkbox"/> <i>Combination</i>
<i>G. General Condition:</i>	<input type="checkbox"/> <i>Well Maintained</i>	<input type="checkbox"/> <i>Somewhat Maintained</i>	<input type="checkbox"/> <i>Poorly Maintained</i>	<input type="checkbox"/> <i>Overgrown</i>
III. Gravestones				
<i>A. Dominant Marker Type:</i>				
<i>B. Condition:</i>	<input type="checkbox"/> <i>Cracked</i>	<input type="checkbox"/> <i>Moss/Plants</i>	<input type="checkbox"/> <i>Vandalism</i>	<input type="checkbox"/> <i>Soiled</i>
	<input type="checkbox"/> <i>Stained</i>	<input type="checkbox"/> <i>Missing Pieces</i>	<input type="checkbox"/> <i>Erosion</i>	<input type="checkbox"/> <i>Tilted</i>
	<input type="checkbox"/> <i>Fallen</i>	<input type="checkbox"/> <i>Sunken</i>	<input type="checkbox"/> <i>Other:</i>	
<i>C. Stone Materials:</i>	<input type="checkbox"/> <i>Slate</i>	<input type="checkbox"/> <i>Sandstone</i>	<input type="checkbox"/> <i>Marble</i>	<input type="checkbox"/> <i>Limestone</i>
	<input type="checkbox"/> <i>Granite</i>	<input type="checkbox"/> <i>Concrete</i>	<input type="checkbox"/> <i>Wood</i>	<input type="checkbox"/> <i>Other:</i>
<i>D. Count:</i>	<i>Markers:</i>	<i>Tombs:</i>	<i>Vaults:</i>	<i>Footstones:</i>
<i>E. Dates:</i>	<i>Earliest Date:</i>		<i>Latest Date:</i>	
<i>F. Average Stone Size (feet):</i>		<i>Height:</i>	<i>Width:</i>	<i>Depth:</i>
<i>G. Decorative Elements:</i>	<input type="checkbox"/> <i>Sculptures</i>	<input type="checkbox"/> <i>Geometric Designs</i>	<input type="checkbox"/> <i>Organic Designs</i>	<input type="checkbox"/> <i>Architectural Designs</i>
	<input type="checkbox"/> <i>None</i>	<i>Design Description:</i>		
<i>H. Inscriptions:</i>	<input type="checkbox"/> <i>Visible</i>	<input type="checkbox"/> <i>Clear but worn</i>	<input type="checkbox"/> <i>Traces</i>	<input type="checkbox"/> <i>Illegible</i>



IV. Landscape Description/Features:

V. Historical Integrity

A. *Known Site Changes:*

B. *Observed Changes:*

C. *Other Comments:*

Integrity Rating: *Excellent* *Average* *Below Average* *Poor*
 No Historic Integrity *Comments:*

VI. Survey Information

Surveyor Name:

Survey Date: *Day:* *Month:* *Year:*

Survey ID Number:



Photo Log

Camera ID:

<i>Photo Number</i>	<i>Orientation/Location</i>	<i>Description</i>
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15		



PRINCE GEORGE'S COUNTY INDIVIDUAL MARKER SURVEY

I. Basic Information

A. Cemetery Name:

B. Marker Number:

C. Section Number:

D. Lot Number:

E. Marker Orientation: North Northeast East Southeast South Southwest West Northwest

F. Name on Marker:

G. Birth Date:

H. Death Date:

II. Marker Type and Material

A. Stone Size (feet):

Height:

Width:

Depth:

B. Marker Type:

Tablet

Tablet in Socket

Die on Base

Plaque Marker

Lawn Style

Obelisk

Pedestal Tomb

Ledger

Box Tomb

Bevel

Other:

C. Stone Materials:

Slate

Sandstone

Marble

Limestone

Granite

Concrete

Wood

Other:

D. Footstone Present?

Yes

No

E. Footstone Materials:

F. Footstone Size:

Height:

Width:

Depth:

G. Other Features

Fencing

Coping

Vegetation

Grave Goods

H. Describe Features:



III. Carvings and Inscription

A. *Inscription Technique:* *Engraved* *Raised* *Painted* *Other (Describe):*

B. *Decorative Elements:* *Sculptures* *Geometric Designs* *Organic Designs* *Architectural Designs*
 Other (Describe):

C. *Motifs:* *Angels* *Cross* *Flowers* *Hands*
 Lamb *Urn* *Willow* *Other (Describe):*

D. *Inscription* *Copy the inscription as seen, including punctuation, spelling, and capitalization:*

E. *Inscription Condition:* *Visible* *Clear but worn* *Traces* *Illegible*

F. *Stonecarver's Mark?* *Yes* *No* *Location of Mark:*

G. *Initials/City:*



IV. Condition

A. Condition: Cracked Moss/Plants Vandalism Soiled

(Check all that apply) Stained Missing Pieces Erosion Tilted

Fallen Sunken Other:

B. Describe Condition:

C. Severity of Condition: Good Condition Moderate Condition Poor Condition Severe Condition

D. Previous Repairs: None Visible Cement Adhesive Stucco

(Check all that apply) Metal Pins Metal Braces Encased Coating

Other (Describe):

V. General Comments:

A. Comments: *Record any general comments or observations:*



VI. Photo Log

Camera ID:

<i>Photo Number</i>	<i>Orientation/Location</i>	<i>Description</i>
1		
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10		

VII. Survey Information

A. Surveyor Name:

B. Survey Date: Day: Month: Year:

C. Survey ID Number:



PRINCE GEORGE'S COUNTY MARKER CONSERVATION FORM

I. Basic Information

A. Cemetery Name:

B. Marker Number:

C. Section Number:

D. Lot Number:

II. Current Condition

A. Condition: Cracked Moss/Plants Vandalism Soiled

(Check all that apply) Stained Missing Pieces Erosion Tilted

Fallen Sunken Other:

B. Describe Current Condition in Detail:

C. Severity of Condition: Good Condition Moderate Condition Poor Condition Severe Condition

D. Previous Repairs: None Visible Cement Adhesive Stucco

(Check all that apply) Metal Pins Metal Braces Encased Coating

Other (Describe):



E. Describe Any Past Repairs in Detail:

III. Remedy:

A. Describe the conservation activity in detail. Take before, during, and after pictures to correspond with this description.



IV. Photo Log

Camera ID:

<i>Photo Number</i>	<i>Orientation/Location</i>	<i>Description</i>
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V. Survey Information

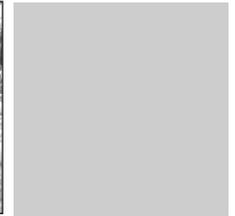
A. Surveyor Name:

B. Survey Date: Day: Month: Year:

C. Survey ID Number:







APPENDIX D

CEMETERY LAWS & HISTORIC PROTECTION

Federal, state, and county laws provide for the historic designation and protection of cemeteries in Prince George's County. The National Register of Historic Places, the Maryland Inventory of Historic Properties, and county historic designation all highlight cemeteries as places worthy of preservation. These historic designations document the significance of cemeteries and promote their importance in the nation, state, and county's cultural heritage. Additionally, state laws protecting human remains from disturbance afford special protection to burial grounds. Prince George's County legislation also provides for the protection of cemeteries during the development process. These laws are summarized in the following sections.

Federal

The National Register of Historic Places

The National Register of Historic Places is the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. Authorized by the National Historic Preservation Act of 1966, and administered by the National Park Service, the National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

According to the National Park Service, "Cemeteries are the focus of many individual expressions commemorating family members and spiritual beliefs. In and of itself, this characteristic does not qualify a burial place for listing in the National Register." Therefore, in order to qualify for the National Register, a cemetery must derive its significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events. In addition to these criteria, a cemetery must also retain its historic integrity, or the original design and materials of construction, decoration and landscaping. Furthermore, its overall setting must convey the most important period of the cemetery's use. A cemetery might also qualify based on its potential to yield information important in prehistory or history. Cemeteries that fail to meet the exacting criteria for the National Register may still qualify if they are integral parts of larger properties or districts that do meet the criteria.

Additional Resources

National Register of Historic Places:

For more information on registering cemeteries in the National Register of Historic Places, see the *Guidelines for Evaluating and Registering Cemeteries and Burial Places* by Elisabeth Walton Potter (National Park Service, 1992), Available online: <http://www.nps.gov/history/nr/publications/bulletins/nrb41/>.

Maryland Inventory of Historic Places:

For more information on the Maryland Inventory of Historic Places, visit the Maryland Historical Trust web site: http://mht.maryland.gov/research_survey.html/.

Did You Know?

In Maryland, many graves exist without gravestones, fences, or other surface indications of their presence. These unmarked graves include burials of Native Americans and African-American slaves, and burials whose markers have been moved, destroyed, or are no longer visible. As a result, remains are often found during ordinary ground-disturbing activities such as construction, agriculture, and excavation. Remains are also exposed by natural processes such as erosion, flooding, and drought. Laws have been enacted that establish procedures to follow when human remains are accidentally discovered.

Listing a cemetery in the National Register of Historic Places offers no additional protection from development or neglect; it is an honorary designation. A private owner may still relocate burials or features from a National Register cemetery provided that state and local regulations are followed. Nonetheless, listing a cemetery in the National Register can generate community interest in the history and importance of the burial ground. The nomination process may serve as a catalyst for implementing a community-led restoration plan. Additionally, National Register status conveys the great historic importance of a place and may galvanize local efforts to save endangered cemeteries.

The State of Maryland

The Maryland Inventory of Historic Properties

The Maryland Inventory of Historic Properties is a broad-based repository of information on districts, sites, buildings, structures, and objects of known or potential value to the prehistory, history, terrestrial and underwater archeology, architecture, engineering, and culture of the State of Maryland. The inventory was created in 1961 and is administered by the Maryland Historical Trust. Cemeteries and burial sites may be included in the Maryland Inventory of Historic Places. However, inclusion in the Inventory of Historic Places does not provide for any regulatory protections. The Maryland Inventory is primarily a research and documentation instrument. Like the National Register nomination, the process of nominating a cemetery for inclusion in the Inventory (including the documentation of the cemetery's physical and historical characteristics) can assist in preservation efforts.

Protection of Human Remains

Maryland laws afford special protection to burial sites, making it illegal to willfully destroy, damage, deface, or remove human remains, gravestones, or cemetery features such as fences, ornamentation, trees, and plants. Accordingly, the willful desecration of burial grounds should be immediately reported to the local law enforcement agency.

The law also requires that the discovery of human remains or burial grounds should be reported to the local law enforcement agency, the County State's Attorney, and the Office of the State Medical Examiner. Do not touch or disturb bones; leave them in place for the authorities to examine. Additionally, burials may be unmarked and graves may lie outside modern cemetery boundaries. Probing to discover unmarked graves can damage human remains and may constitute a violation of laws related to human remains. To ensure compliance with state law, the investigation of graves should only be conducted by a qualified archeologist. If you suspect the presence of unmarked graves, contact The Maryland-National Capital Park and Planning Commission's staff archeologist for information on appropriate discovery techniques.

Under Maryland law, abandoned, private, or family cemetery property cannot be sold and converted to another land use without a circuit court judgment. The court must be satisfied that it is expedient or in the interest of the parties to dispose of the burial grounds for another purpose. The court is required to order that a portion of the proceeds from the sale of the land be used to pay the expenses of the removal of the remains and re-interment in another burial site. After the sale, all monuments or memorials are considered the property



of the owner and may be removed after the lot ceases to be used for burials (Annotated Code of Maryland, Business Regulations, Section 5-505). Human remains or gravestones, monuments, and markers may be removed from a private cemetery if the removal is authorized by the State Attorney for the county. A public notice of the intent to relocate the remains is required prior to the removal (Annotated Code of Maryland, Crimes Against Public Health, Section 10-402).

Private cemetery owners are required by state law to provide reasonable access to relatives of the deceased or interested persons for the purposes of restoring, maintaining, and viewing the burial site; however, the owner is not liable for damages or injury that may occur to the person visiting the cemetery (Annotated Code of Maryland, Business Regulations, Section 5-502).

Prince George's County

Subdivision Ordinance

In addition to state law, the Prince George's County subdivision ordinance (Section 24-135.02) affords protection to cemeteries during the development process. This ordinance was established in 1990 in response to a marked increase in residential subdivision applications that began in the late 1980s and continued through the 1990s. According to the ordinance, when a proposed preliminary plan of subdivision includes an abandoned, private, or family cemetery—and there are no plans to relocate the remains—the developer shall observe the following requirements:

1. The cemetery shall be demarcated in the field prior to the submittal of the preliminary plan.
2. An inventory of the cemetery elements (such as walls, gates, landscape features, and tombstones) and their condition shall be submitted as part of the preliminary plan application.
3. The placement of lot lines shall promote the long-term maintenance and protection of the cemetery.
4. A wall shall be constructed out of stone, brick, metal, or wood to delineate the cemetery boundaries.

In addition to these requirements, the Prince George's County Planning Board may require the developer to undertake additional measures to ensure the future protection of the cemetery. The ordinance affords the Planning Board flexibility in determining the appropriate treatment for cemeteries on a case-by-case basis. Accordingly, the owner may need to establish a satisfactory ownership structure, establish a perpetual maintenance fund, and/or create a cemetery preservation plan. Furthermore, the owner may be required to provide adequate public access to the site. Prince George's County (or a municipality within the county) may, upon the request of the owner, maintain a cemetery. However this option is limited by the availability of county or municipal funds for cemetery preservation and maintenance.

Additional Resources

Preservation Bulletin: The Maryland Historical Trust's informational bulletin, "Historic Cemeteries and Burial Grounds: Documentation & Preservation" (Preservation Bulletin No. 2, September 2007), provides information on Maryland state cemetery laws. It is available online: www.marylandhistoricaltrust.net/PresBulletin2_Cemeteries.pdf.



Historic Designation

The section of the Prince George's County Code concerning the Preservation of Historic Resources (Subtitle 29) provides for the identification, designation, and regulation of historic sites and historic districts. Cemeteries can be designated historic sites as an integral part of a church, plantation, or farmstead. The Historic Preservation Ordinance (Section 29-104) requires the following criteria for determining eligibility for county designation:

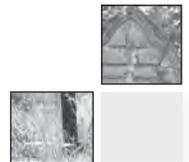
A. Historical and Cultural Significance

- i. The historic resource has significant character, interest, or value as part of the development, heritage, or cultural characteristics of the county, state, or nation;
- ii. The historic resource is the site of a significant historic event;
- iii. The historic resource is identified with a person or a group of persons who influenced society; or
- iv. The historic resource exemplifies the cultural, economic, social, political, or historic heritage of the county and its communities.

B. Architectural and Design Significance

- i. The historic resource embodies the distinctive characteristics of a type, period, or method of construction;
- ii. The historic resource represents the work of a master craftsman, architect or builder;
- iii. The historic resource possesses high artistic values;
- iv. The historic resource represents a significant and distinguishable entity whose components may lack individual distinction; or
- v. The historic resource represents an established and familiar visual feature of the neighborhood, community, or county, due to its singular physical characteristics or landscape.

The majority of cemeteries in Prince George's County would be considered under the Criteria for Historical and Cultural Significance, in particular (A)(i) "has significant character, interest, or value as part of the development, heritage or cultural characteristics of the county, state, or nation," and (iv) "Exemplifies the cultural, economic, social, political, or historic heritage of the county and its communities." Cemeteries could also qualify for architectural and design significance, in particular (v) "Represents an established and familiar visual feature of the neighborhood, community, or county, due to its singular physical characteristics or landscape."



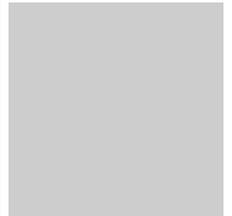
In most instances, cemeteries within the county that have been designated historic sites are a part of an environmental setting of a church or farmhouse that is the property's primary historic building. According to the 1992 *Prince George's County Historic Sites and Districts Plan*, 59 of the 225 inventoried cemeteries have been designated historic sites in conjunction with an adjoining structure. Unlike the National Register of Historic Places or the Maryland Historical Trust Inventory, county designation does provide regulatory protection. Before performing any grading, excavating, construction, or substantially altering the environmental setting of a designated historic cemetery, a property owner must apply for a historic area work permit (HAWP). Applications for a HAWP are reviewed by the Historic Preservation Commission (HPC) at a public hearing. The HPC may deny a HAWP if the proposal is incompatible with the historical, archeological, architectural, or cultural features of the designated cemetery.

Archeology Requirements

A cemetery might also qualify as an archeological resource, and therefore be protected during the development process by the Prince George's County Guidelines for Archeological Review. Enacted in 2005, the guidelines state that an archeological resource is "any artifact, site, or district that embodies physical evidence of past human activity." Upon a review of a preliminary subdivision plan application, Historic Preservation Section staff may recommend that the developer conduct archeological investigations to determine the project's effect on historically significant or potentially significant archeological resources. If it is determined that the subdivision may have an impact on an archeological resource, the HPC is afforded the opportunity to designate the resource according to the Historic Preservation Ordinance. It is the stated policy of the Planning Board to require the preservation of archeological sites—potentially including cemeteries—in order to preserve the county's cultural heritage. Moreover, the Guidelines for Archeological Review state that "preservation in place is generally preferable for archeological sites with high interpretive value, and is encouraged by the Prince George's County Planning Board. The Planning Board may utilize preservation easements or conservation agreements and bonding as ways to preserve significant archeological sites in perpetuity and provide interpretation."







APPENDIX E

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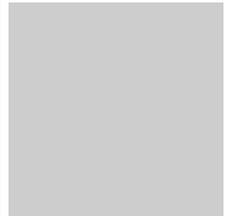
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