

The Cemetery Survey Form
of the
Citizen Preservation Stewardship Program



Thank you for helping us document the historic cemeteries of Anne Arundel County!

Your work will help us protect these important, historic places of remembrance.

- Learn more here:

<https://www.aacounty.org/cemeteries>

- Download the survey form here:

https://www.aacounty.org/departments/planning-and-zoning/cultural-resources/cemeteries/Cemetery_Survey_Form.pdf

- Or use the online fillable form here:

<https://www.aacounty.org/departments/planning-and-zoning/cultural-resources/Citizen-Stewardship-Program>

Cemetery Survey & Documentation

The 1st step in developing a Cemetery Preservation Plan!

STAGE 1 –
RECONNAISSANCE
SURVEY

1. General Cemetery Survey (Reconnaissance Level), *Page 1*

STAGE 2 –
INTENSIVE SURVEY

2. Cemetery Map, *Pages 2 & 3*


3. Individual Marker Survey (Intensive Level Survey), *Pages 4 and on*

STAGE 1 & 2

4. Historical Research

This documentation provides a permanent record of the cemetery

Feel free to fill out as many pages of the form as you wish. Currently, we are in Stage 1 of this project, so please complete at least page 1 and submit to: pzpoul44@aacounty.org

HISTORIC CEMETERY SURVEY & DOCUMENTATION FORM	
	
SURVEYOR NAME & CONTACT INFORMATION (Phone number, Address & Email):	
CEMETERY NAME (if known): Public Private Ownership Unknown (Please circle one) ADDRESS:	
LOCAL INFORMANT/ CONTACT INFO:	
OWNERS NAME/ CONTACT INFO:	
DATE OF SURVEY:	
ACCESS GRANTED BY:	
Landmarks for location, Tax Parcel number or GPS (Lat/ Long) Coordinates:	
SETTING: <input type="checkbox"/> Rural <input type="checkbox"/> Suburban <input type="checkbox"/> Urban STATUS: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Neglected Cemetery	
CEMETERY TYPE: <input type="checkbox"/> Family <input type="checkbox"/> Church <input type="checkbox"/> Community <input type="checkbox"/> Rural Movement <input type="checkbox"/> Municipal <input type="checkbox"/> Military <input type="checkbox"/> Burial of Enslaved People <input type="checkbox"/> Institutional <input type="checkbox"/> Memorial Park <input type="checkbox"/> Pet Cemetery <input type="checkbox"/> Other:	
EARLIEST DEATH DATE:	
LATEST DEATH DATE:	
NUMBER OF BURIALS: <input type="checkbox"/> Unknown <input type="checkbox"/> 1 <input type="checkbox"/> 2-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> >100	
# VISIBLE MARKERS: <input type="checkbox"/> 0 <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> >100 EXACT # (IF AVAILABLE):	
APPROXIMATE SIZE: (Acreage or dimensions)	
CONDITION: <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Not Maintained/Neglected	
CONDITION CHARACTERISTICS (select all that apply): <input type="checkbox"/> Overgrown <input type="checkbox"/> Broken Tombstones <input type="checkbox"/> Graffiti <input type="checkbox"/> Looted <input type="checkbox"/> Unmarked burials <input type="checkbox"/> Debris on surface <input type="checkbox"/> Sunken Tombstones <input type="checkbox"/> Leaning Tombstones <input type="checkbox"/> Animal burrows <input type="checkbox"/> Fungus on Inscribed Tombstones <input type="checkbox"/> Weathered Stones <input type="checkbox"/> No fencing <input type="checkbox"/> Fenced <input type="checkbox"/> Clean & Well-kept <input type="checkbox"/> Construction Disturbance <input type="checkbox"/> Other:	
ARE SUPPLEMENTAL CEMETERY HISTORY RESOURCES AVAILABLE? (i.e., land records, deeds, plats, significant persons, events, monuments, local informants or descendants.) Please describe: _____ _____	
RECOMMENDATIONS: <input type="checkbox"/> Cleaning <input type="checkbox"/> Repair <input type="checkbox"/> Emergency Stabilization <input type="checkbox"/> Urgent Attention Needed <input type="checkbox"/> Fencing <input type="checkbox"/> Clearing of overgrowth <input type="checkbox"/> Signage <input type="checkbox"/> Historic designation <input type="checkbox"/> Other:	
DESCRIBE HAZARDS to CEMETERY: <input type="checkbox"/> Abandonment <input type="checkbox"/> Development <input type="checkbox"/> Desecration <input type="checkbox"/> Erosion <input type="checkbox"/> Logging <input type="checkbox"/> Agriculture <input type="checkbox"/> Poor Drainage/Flooding/Standing Water <input type="checkbox"/> Unsafe to visitors <input type="checkbox"/> Other:	
ADDITIONAL COMMENTS: (i.e., current property use, notable features, etc.): _____ _____	

Remember to get the property owner's permission for entry!
Here is an extract from Maryland State law regarding cemetery access:

(4) "Person in interest" means a person who:

(i) Is **related by blood or marriage** to the person interred in a burial site;

(ii) **Has a cultural affiliation** with the person interred in a burial site; or

(iii) Has an interest in a burial site that the **Office of the State's Attorney** for the county where the burial site is located **recognizes is in the public interest after consultation with a local burial sites advisory board or, if such a board does not exist, the Maryland Historical Trust.**

(b) Any **person in interest may request the owner** of a burial site or of the land encompassing a burial site that has been documented or recognized as a burial site by the public or any person in interest to grant reasonable access to the burial site **for the purpose of restoring, maintaining, or viewing the burial site.**

(c) (1) A person requesting access to a burial site under subsection (b) or (d) of this section may execute an agreement with the owner of the burial site or of the land encompassing the burial site using a form similar to the form below:

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: _____

Signed
(Landowner)

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.

Signed.....
(Visitor)

Cemetery Condition Assessment

Definitions to aid your evaluation and to complete this section of the form.

Excellent

- **All tombstones are upright, excellent visibility**
- Maintained and manicured by a groundskeeper
- Secure Boundary Enclosure
- No Debris, No Dumping
- Paths visible and maintained

Good

- **Less than 25% of markers are toppled or broken**
- Enclosure Well Maintained
- Visibility is good
- No Debris or Dumping visible
- Paths visible and maintained

Fair

- 50-75% of markers are toppled or broken
- Mowed occasionally, no landscaping
- Fence needs minor repair
- Visibility of markers is okay
- Debris obvious but not in main part of cemetery
- Visible Paths

Neglected

- Toppled or broken gravestones dominate
- High Vegetation
- Enclosure needs major repairs
- Poor visibility of markers and paths
- Debris, looting, etc. all visible

Cemetery Types

Definitions follow to aid in completing this section of the form.

Family Burying Ground

Church Graveyards

Burials of Enslaved
People

Rural Movement

Memorial Park

Military Cemetery

Pet Cemetery

Institutional Cemetery

Community Cemetery

Cemetery Types



Meyn Family Cemetery, Kinder Farm Park

Family Burying Grounds

- Placed at the edge of a field or at the highest point of the property
 - Wooden Markers or simple field stones during early settlement period
 - Later into the 18th and 19th centuries, sandstone, marble granite markers
- Shade trees often planted nearby
 - Willows
 - Cedars
 - Oaks
 - Typically surrounded by a fence

Cemetery Types



Church Graveyards

- Early graves often were laid out randomly, but over time became placed in linear arrangement
- Markers commonly oriented on East-West axis
- Religious symbolism is common on grave markers

Cemetery Types



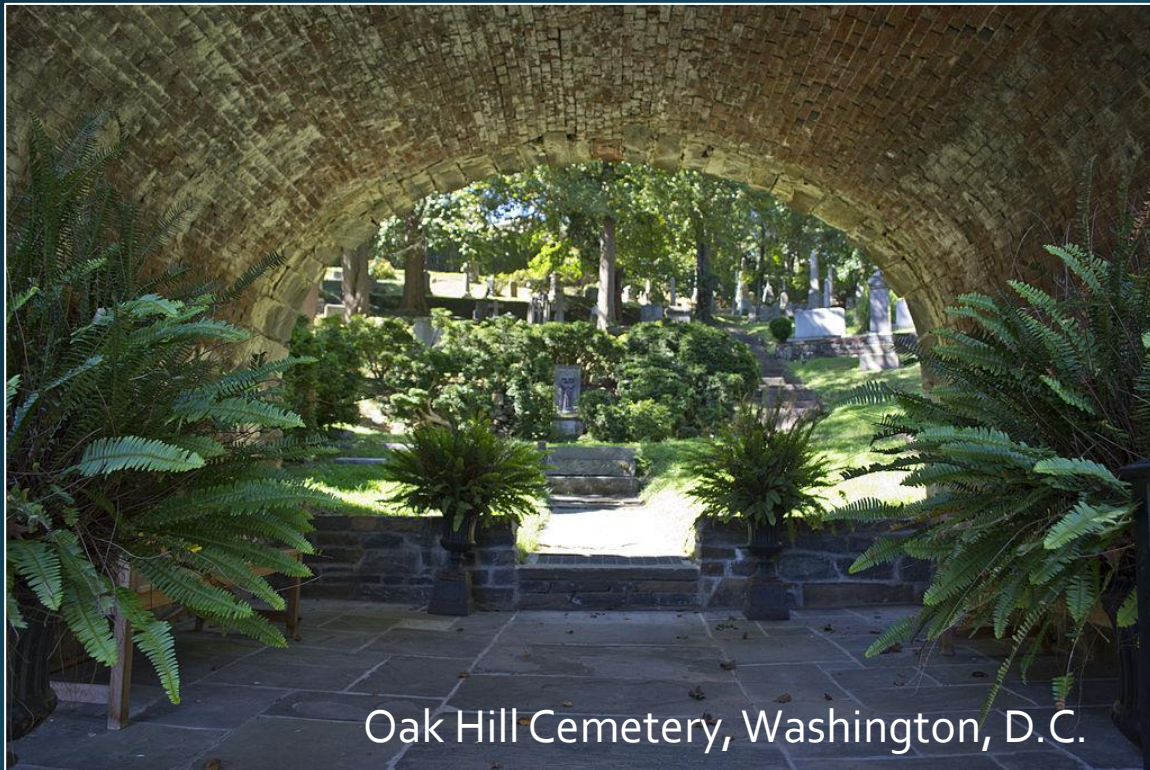
Burials of Enslaved Peoples

A burial places for enslaved individuals prior to the end of the Civil War in 1865

Usually there is no enclosure and it is unmarked, although local fieldstones may be used as markers. On occasion, favored enslaved individuals may have a marker provided by the white slaveholder

- Can be set adjacent to family cemeteries of the white slaveholders or at another spot on the property
- Many of these cemeteries are lost, undocumented, or only known through oral tradition

Cemetery Types



Oak Hill Cemetery, Washington, D.C.

Rural Movement

- Designed pathways, designed to look like a park
 - romantic commemorative monuments
 - Developed due to concerns of overcrowding in cities
- “Garden cemetery”
 - First one in 1831, was popular for much of the 19th century, but high cost of maintenance. Eventually replaced by lawn cemetery in late 19th century

Cemetery Types

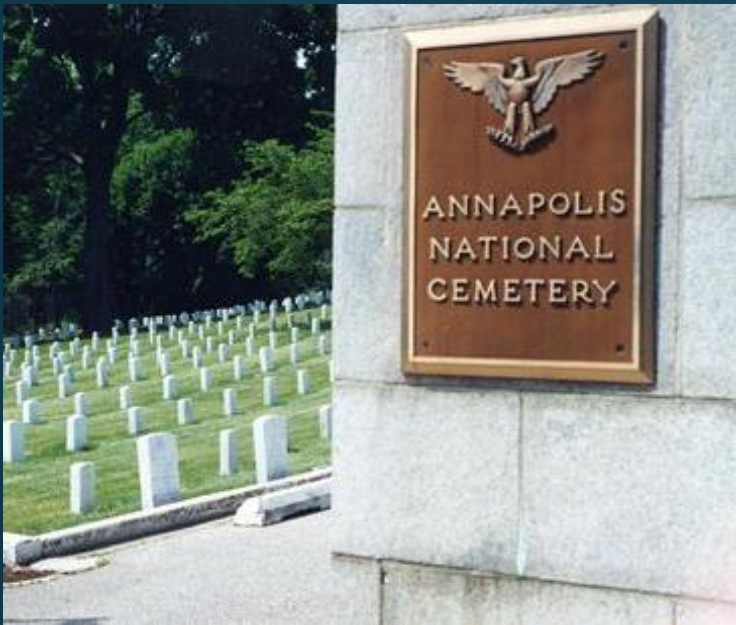
Memorial Park



Glen Haven Memorial Park, Glen Burnie

- Gained popularity in 20th century
- Emphasize natural landscapes and vistas
- No forest of markers, laid flat in grass
- Uniform landscaping
- Emphasis on the large open lawn
- Often have large columbaria structures for cremated remains

Cemetery Types



Military Cemeteries

- Land set aside exclusively for military burials
- Typically similar to landscaped memorial parks
- Usually feature a simple white uniform headstone

Cemetery Types

Pet Cemetery

- A burial place for the purposes of interring pets.
- On rare occasions, people have been buried in pet cemeteries alongside their loved domestic animals.
- No record of that as of yet in Anne Arundel County

Community Cemeteries

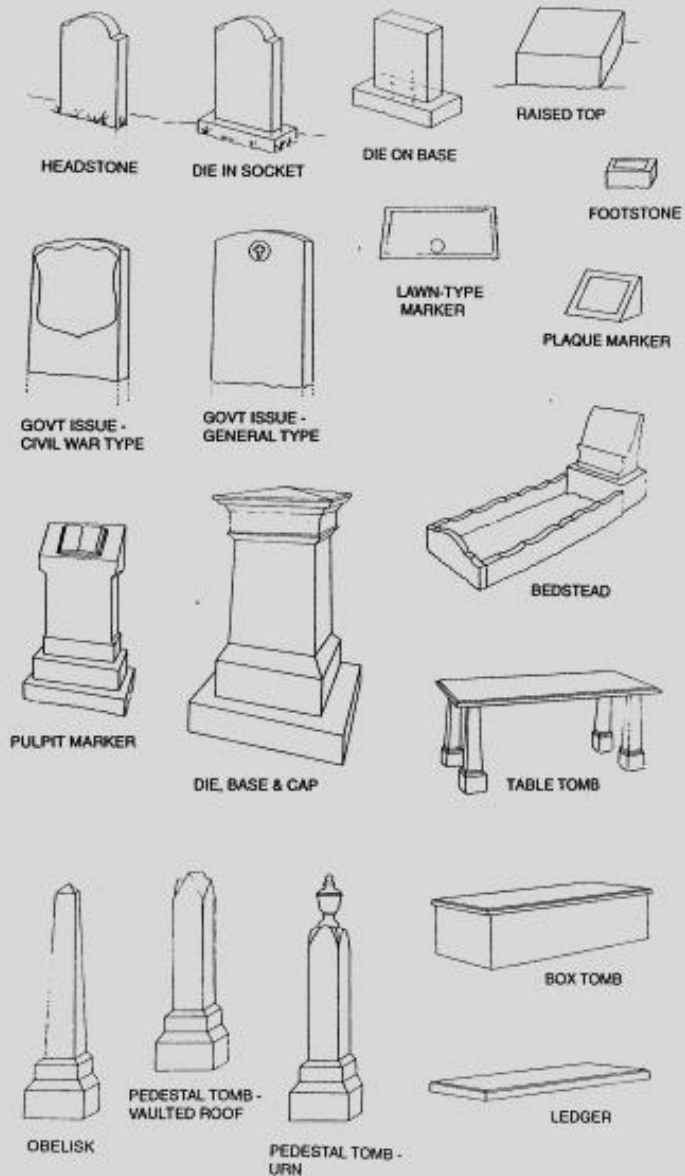
- A cemetery established by a group of families or residents of a small village which does not have an organized political structure.

Institutional Cemetery

A cemetery established for individual workers or residents by a specific company, institution, municipality, or government project (mining, textile, iron working, cigar manufacturing, almshouse, hospital, potter's field, etc.)

Wooden markers, resulting in unmarked cemeteries down the road, or standardized tombstones.

QUICK FIELD GUIDE TO MONUMENT TYPES



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Grave Markers & Burial Depression Counts

Counting what you see and what you don't see...

Remember, tombstones can be moved over the centuries. They do not always mark the grave spot. Likewise, a burial site is not always marked by a tombstone...



Water filling unmarked burial depressions



Vegetation revealing unmarked burial depressions

Condition Characteristics

Tell us what you see! This information will inform policy decisions and help us prioritize cemetery actions.



Describe the Cemetery Condition

- Overgrown
- Broken Tombstones
- Graffiti
- Looted
- Unmarked Burials
- Debris on the surface
- Sunken Tombstones
- Leaning Tombstones
- Animal Burrows
- Fungus on Inscribed Tombstones
- Weathered Stones
- No fencing
- Fenced
- Clean and Well-Kept
- Construction Disturbance
- *Other...*

Condition Assessments

Tell us what you see! This information will inform policy decisions and help us prioritize cemetery actions.



Describe Any Hazards to the Cemetery

- Abandonment
- Development
- Desecration
- Erosion
- Logging
- Poor Drainage/Flooding/
Standing Water
- Unsafe to Visitors
- Other

Cemetery Management

Please take a moment to fill out the recommendations section. This information will inform policy decisions and help us prioritize cemetery actions.

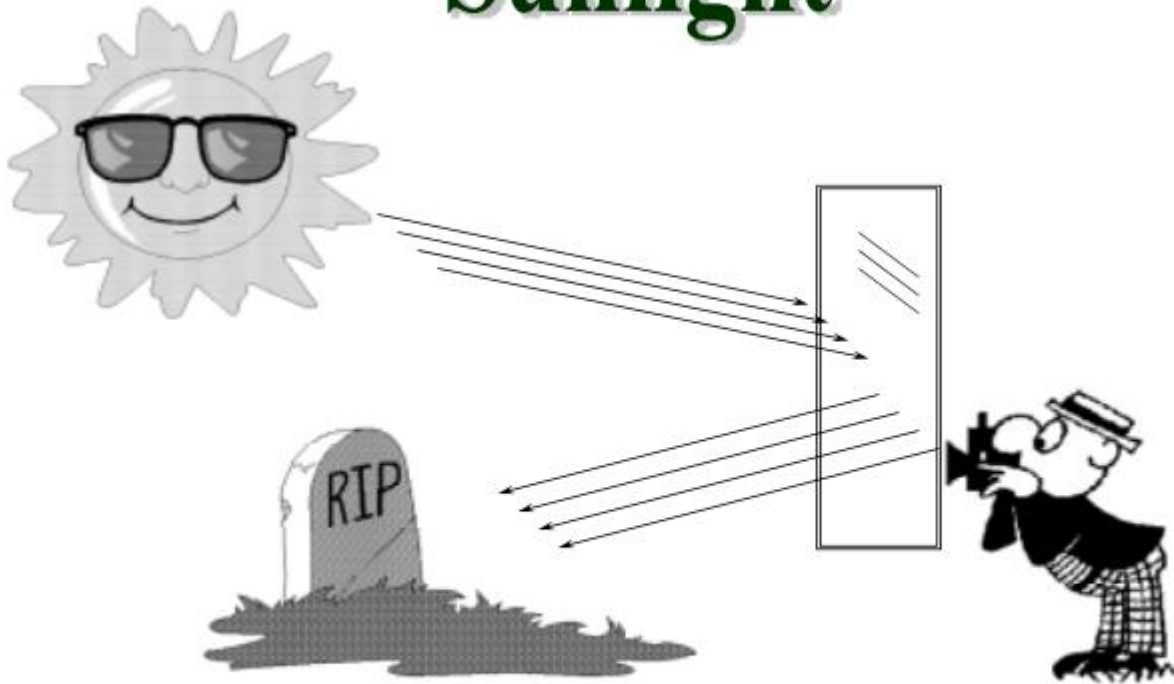


Recommendations

- Cleaning
 - Repair
 - Emergency Stabilization
 - Urgent Attention Needed
 - Fencing
- Clearing of Overgrowth
 - Signage
 - Historic Designation
 - Other

A few tips on including photographs...

Sunlight



NOTE: If you are documenting a large cemetery/burial ground you may want to use an identification marker set beside the stone so you can match the photograph to your survey form.

Photographs

- A Photo Log should include the following:
 - #, Date, Orientation, Description
- Each photo should have a Scale.
- Cardboard wrapped with Aluminum Foil (or portrait-sized mirror) helps with lighting.
- Bring Water, a Rag, and a Spray Bottle for spot cleaning
- Please note that with high resolution digital photography, rubbings are not necessary and not recommended
- Always leave a tombstone the way you left it

Image from the Coalition's *Guide to Burial Site Stewardship*

<https://cpmbs.org/coalition-guide/>

Conservation Tips from the Pros

- **Always check that a grave monument is stable before cleaning.** Many may look stable but are actually very unsteady and *very* heavy. If you are cleaning stones, it is recommended not to do it alone in case of accident.
- Always get a property owner's **permission** or a descendant's permission before proceeding with any treatment on individual stones.
- While rubbings can be useful, make sure that you are not causing inadvertent damage to the material. Digital photography is so advanced now, it can be just as effective—and leaves no 'trace.'
- **Generally, a tombstone only requires cleaning if the inscription is illegible.**
- **Water** with a soft bristle brush (never metal!) is the best cleaning treatment. It is better to under-clean gently than to over-clean. Gentle, non-ionic biocides like "wet and forget" should be used only in the event that fungus or vegetation is obscuring or damaging an inscription, significant iconography, or workmanship. *Never* use household cleaners or pressure washers which can damage a stone.
- Do not clean powdery, brittle, sugaring, or crumbling stone – such stones require immediate documentation and only professional conservation will preserve the stone.
- Do **document** as much of a cemetery as you can with maps, photographs, GPS coordinates, inscriptions, and by submitting a survey form to Anne Arundel County's Cultural Resources Division.

- Do not try to do everything yourself. Some things are best left to a professional conservator, otherwise the historic material may suffer irreparable damage. If a stone is broken or fallen, keep it on its back on the gravesite with any inscriptions face up – **do not remove a stone from its location on the site.**
- Do try to **maintain the existing vegetation** that was a part of the cemetery, i.e. bordering trees, exotic plants used as filler, ornamental flowers, etc.
- When using weed string trimmers and lawnmowers in a cemetery, leave a safety perimeter around the gravestones as these tools can cause irreparable damage to historic stones. Hand-clip vegetation around the stones sparingly, just enough to expose any inscriptions – bald patches around tombstones cause instability.



Weeping Willow and Obelisk iconography on a stone from the Hancocks-Whittemore family cemetery in Orchard Beach, MD.

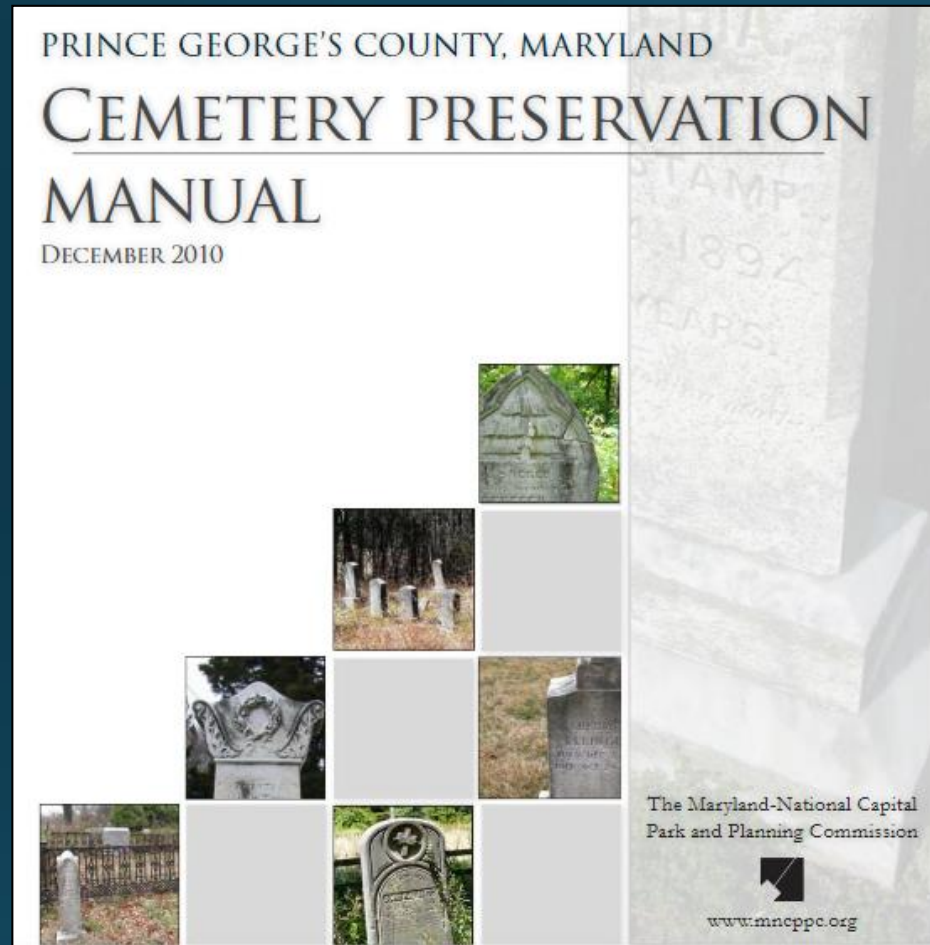
A photograph of a cemetery. In the foreground, several white, rectangular gravestones are scattered across a grassy area. A large, leafless tree with a thick trunk stands prominently in the middle ground. To the left, a brick building with arched windows is partially visible. The background shows more trees and a clear sky.

A Resource Guide to . . .

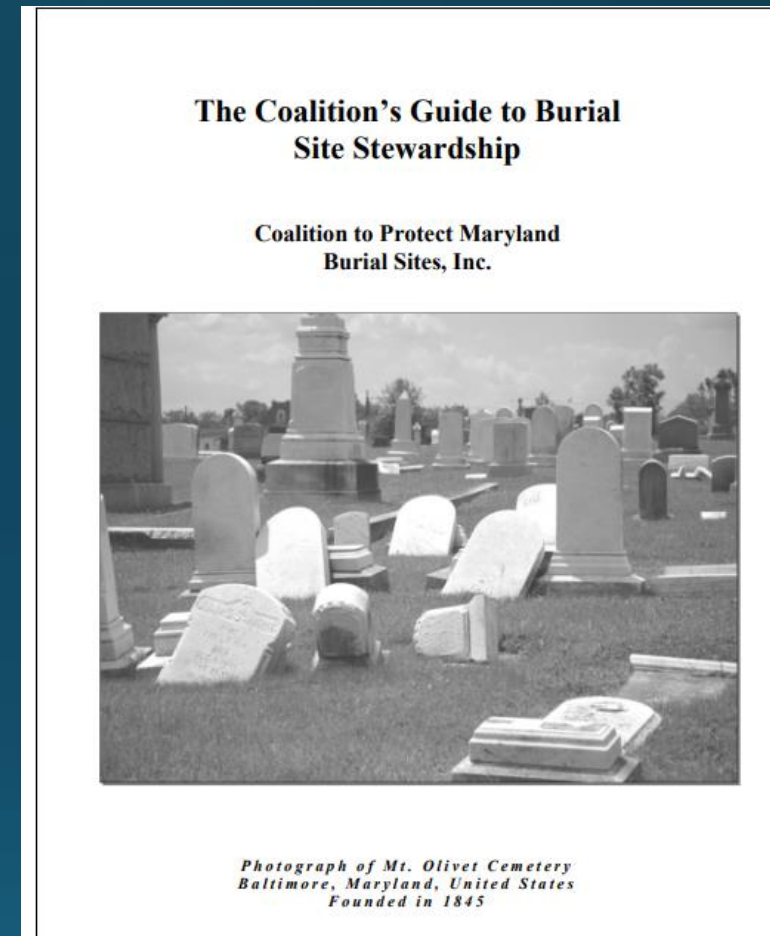
Historic Cemeteries in Anne Arundel County, Maryland

For more information about Anne Arundel County's
Cemeteries, download the *Resource Guide* here:

<https://www.aacounty.org/cemeteries>



http://mncppcapps.org/planning/publications/BookDetail.cfm?item_id=232&Category_id=2



<https://cpmbbs.org/coalition-guide/>

Other useful online manuals in Maryland