

**BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF NOBLESVILLE**

**DATE:** AUGUST 15, 2017

**PREVIOUSLY DISCUSSED ITEMS**   

**NEW ITEMS FOR DISCUSSION** XXX

**MISCELLANEOUS**                   

**ITEM#**       #3      

**SOURCE:**

**DOCUMENTS PREPARED BY:** EVELYN LEES

**VERBAL:**

**INFORMATION ATTACHED:** XXX

**NO PAPERWORK AT TIME OF PACKETS:**   

**BRING PAPERWORK FROM PREVIOUS COUNCIL MEETING:**



August 8, 2017

TO: BOARD OF PUBLIC WORKS & SAFETY

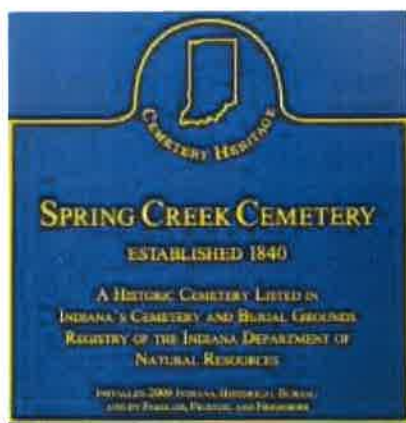
FROM: EVELYN LEES 

RE: RIVERSIDE CEMETERY HERITAGE SIGN APPLICATION

One of my goals since taking office has been to better preserve and restore Riverside Cemetery. I believe the State of Indiana Historical Bureau's Cemetery Heritage Initiative's goals are in line with my vision for the cemetery, and a heritage sign would identify the historical value of Riverside Cemetery.

The signs are 24"x24" .080 gauge aluminum with UV coating. There are four holes to use for installation. Because the Riverwalk runs along the west end of the cemetery and a trailhead and trail connects to the Riverwalk along the north edge of the cemetery, installing a sign on the retaining wall at the trailhead would enhance and help promote this historic part of the City. I would also like to install signs near the entrances to the cemetery, opposite the signs stating the cemetery rules. The signs cost \$129.00 each plus shipping and handling. A sample picture of the sign is below, with the exception that the corners of the actual signs are rounded.

Because the Board of Works governs the cemetery, I ask permission to complete the application on behalf of the Board. The application is attached for your review. Please feel free to contact me at 317-776-6328 ext. 2205 if you have any questions.





## APPLICATION FOR CEMETERY HERITAGE SIGN(S)

State Form 54677 (R2 / 4-14)

This is a joint program of the Cemetery Heritage Initiative of the Historical Marker Program, Indiana Historical Bureau ([www.IN.gov/history](http://www.IN.gov/history)) and the Cemetery and Burial Grounds Registry, Division of Historic Preservation and Archaeology, Department of Natural Resources ([www.IN.gov/dnr/historic](http://www.IN.gov/dnr/historic)).

### Cemetery Heritage Initiative, Historical Marker Program, Indiana Historical Bureau

Indiana Code 4-23-7.2-11 mandates the Historical Marker Program; the Indiana Library and Historical Board on March 30, 2001 authorized this initiative as part of the program. This Cemetery Heritage initiative has three purposes: to reinforce the importance of cemeteries as a resource for the interpretation of Indiana's history; to bring attention to the existence of Indiana's remaining cemeteries with a visual reminder of their importance; to assist the many individuals and groups working to preserve and maintain Indiana's cemeteries through a heightened awareness of their existence and needs.

### Cemetery and Burial Grounds Registry, Division of Historic Preservation and Archaeology, Department of Natural Resources

Both historic cemeteries and prehistoric burial areas are located in our state. Cemeteries are part of our cultural landscape in which more and more citizens are becoming interested. Indiana Code 14-21-1-13.5 directs the Indiana Department of Natural Resources (DNR), Division of Historic Preservation and Archaeology (DHPA) to create a registry of all cemeteries and burial grounds in each county in Indiana. Knowing the location of as many cemeteries as possible in the state will help provide better protection of these resources. The registry will include coordination with agencies, organizations, and individuals. This project will help ensure that future Hoosiers will have a wealth of information to draw upon regarding the resting places of those who have gone before us.

### Eligibility Requirements to Obtain Cemetery Heritage Signs:

1. A cemetery must be listed in the DHPA Cemetery and Burial Grounds Registry, established by Indiana Code 14-21-1-13.5. Contact DHPA to determine if a cemetery is listed.
2. A cemetery must be at least fifty (50) years old.
3. Prehistoric burial areas will not be marked unless they are adequately protected.

### Guidelines for Obtaining Cemetery Heritage Signs:

1. Complete this application (do not send money) and send to: Cemetery Registry Coordinator; Division of Historic Preservation and Archaeology, DNR; 402 W. Washington Street, Room W274; Indianapolis, IN 46204.
2. Applicant may be awarded more than one sign for the same site.
3. Applicant will be billed for the full cost of the sign(s), plus shipping, handling, and tax, as applicable.

For questions about cemeteries, please contact:

DNR, DHPA; (317) 232-1646; [DHPACconnect@dnr.in.gov](mailto:DHPACconnect@dnr.in.gov)

For questions about Cemetery Heritage Signs, please contact:

Indiana Historical Bureau; (317) 232-2535; [ihb@history.in.gov](mailto:ihb@history.in.gov)

### Section 1 – Cemetery Information

Cemetery Registry identification number

County

Name of cemetery as listed in the Cemetery Registry

Location of cemetery – address / GPS reading

### Section 2 – Cemetery Owner Information

Name(s) of property owner(s) of cemetery

Address (number and street, city, state, and ZIP code)

Telephone number  
( )

E-mail address

Type of owner (check one)

☐ Local Government ☐ Private entity ☐ Individual

### Section 3 – Proposed Site for Sign

Address and legal description must be provided. Please provide photograph of proposed site and map indicating proposed location of sign. In accordance with IC 14-21-1-26.5, any ground disturbance within 100 feet of a cemetery must have approval of DHPA.

☐ This site IS within 100 feet of the cemetery.

☐ This site IS NOT within 100 feet of the cemetery.

### Section 4 – Approval of Property Owner to Install Cemetery Heritage Sign(s)

- I hereby grant permission to install Cemetery Heritage sign(s) on the property described in Section 3.
- The description above and the enclosed photograph(s) and map(s) are accurate representations of the site to the best of my knowledge.
- I affirm that I have the authority to give permission for the entity named in Section 1 to install the sign(s).

Signature

Printed name

Date (month, day, year)

Approval by Division of Historic Preservation and Archaeology to locate Cemetery Heritage sign(s) at the proposed site(s) as indicated in Section 3.

Signature

Title

Identification number

Date (month, day, year)

## APPLICATION FOR CEMETERY HERITAGE SIGN(S) (continued)

State Form 54677 (R2 / 4-14)

### ORDERING INFORMATION

The Cemetery Registry Coordinator will send approved sign applications to the Indiana Historical Bureau (IHB) for processing. IHB will send the applicant an invoice for the cost of the sign (\$129.00) plus shipping, handling, and applicable sales tax. Payment must be received before sign(s) can be manufactured. The text for the sign(s) will be submitted for the applicant's approval.

### Section 1 – Applicant Information

Name of applicant and institution

Address (number and street, city, state, and ZIP code)

Telephone number  
(      )

E-mail address

### Section 2 – Text for sign(s) ordered. Please use an additional sheet for multiple signs.

Name of cemetery to be used on sign(s)

Establishment date (year) as listed in the Cemetery and Burial Grounds Registry

Name(s) to be used in credit line

Number of signs to be ordered for this cemetery

### Section 3 – Billing / Shipping Information, if different from applicant information

Name and institution

Address (number and street, city, state, and ZIP code)

Telephone number  
(      )


E-mail address

Tax exempt number

Please indicate your intention to have the sign(s) shipped to you, or to have IHB hold them for pick-up (Monday through Friday, 8:00 AM to 4:30 PM).

☐ Ship the sign(s)

☐ Hold for pick-up


<b>NAME OF CEMETERY</b>
<b>EST. DATE</b>
<b>A HISTORIC CEMETERY LISTED IN INDIANA'S CEMETERY AND BURIAL GROUNDS REGISTRY OF THE INDIANA DEPARTMENT OF NATURAL RESOURCES</b>
<small>INSTALLED 2003 INDIANA HISTORICAL BUREAU AND LOCAL DONOR NAME</small>

### Sign Specifications

- All signs are 24" x 24" .080 gauge aluminum with Scotch Lite 3M UV coating. There are four (4) holes for installation on posts or other surfaces. The four (4) corners are rounded.
- Background color is dark blue; art and lettering are yellow. The sign is designed to suggest the traditional Indiana State Historical Marker format.
- Signs are custom printed with the name, date of establishment of cemetery, and credit line. Text is on one side only.
- The Indiana Historical Bureau has established two deadline dates each year when Cemetery Heritage Signs will be ordered. Please check the Indiana Historical Bureau website ([www.IN.gov/history/4042.htm](http://www.IN.gov/history/4042.htm)) for deadline information.

### Be sure you have included with your application:

- ☐ Photographs of the site for each cemetery sign
- ☐ Signature of the landowner
- ☐ Correct name of the cemetery