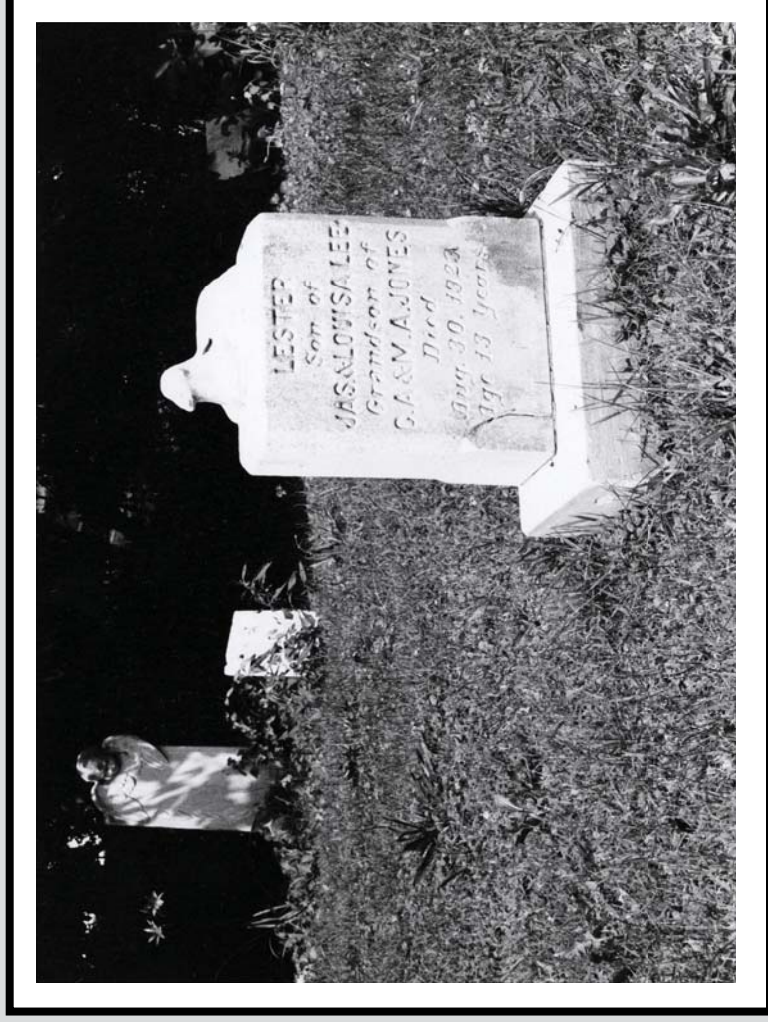


CALLOWAY CEMETERY HISTORIC DISTRICT DESIGN GUIDELINES



5000 Lee Highway - Arlington, Virginia

Arlington County Historical Affairs and Landmark Review Board (HALRB)
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INTRODUCTION

Calloway Cemetery is affiliated with and maintained by the adjacent Calloway United Methodist Church, the older of two African-American churches in the Hall's Hill community. The origins of the church date to 1866, when several people who lived near the Hall's Hill neighborhood of Alexandria County (now Arlington) gathered for prayer services at the home of Mr. Samuel Smith. Smith lived on the Frederick B. Saegmuller Farm, approximately two miles away from the present site of the Calloway Church. On August 8, 1870, trustees of the Methodist Episcopal Church purchased a 1,350-square foot lot from Alexander Parker and built a modest church in the 4800 block of Lee Highway. By the 1880s, the congregation had outgrown the small building and desired a new location. In 1888, Moses Jackson, a church trustee, conveyed a half-acre of land to the Methodist Episcopal Church as a place of divine worship. The church constructed a temporary building until a larger church was completed in 1904 at 5000 Lee Highway. The oldest recorded marker dates to the early 1900s. However, unmarked graves at the site may be older.

Historic cemeteries are important cultural, architectural, and archaeological resources since they provide information relating to a community's past. Preservation of local cemeteries is not only important for the respect and commemoration of the interred, but for the invaluable educational opportunities that cemeteries provide in terms of genealogy and local history. Historic cemeteries reveal the lives and struggles of forgotten generations who played an instrumental role in the church and community's history. The individuals commemorated at Calloway Cemetery range from a slave who joined the Union Army in the Civil War to a high school principal. Headstones provide a vast array of information including the names and dates of individuals, religious beliefs, service in the military, and memberships in local organizations. In addition, headstones reflect local and national trends in terms of marker material, motifs, and iconography. At Calloway Cemetery, the presence of fixed field stones denoting graves in lieu of more traditional headstones reflects the area's socioeconomic status.

Historic cemeteries have deteriorated for many reasons. Continued exposure to the elements and weathering impacts materials over time. In urban areas, pollution and acid rain have turned stones black and gray. Biological degradation in forms of algae and lichen have scarred stones. Improper cleaning methods have further quickened the deterioration of the stone. Modern technology, especially lawn mowers and weed-wackers, have permanently scratched stones. The following guidelines are a combination of "preservation" standards to protect the historical integrity of the cemetery and "conservation" standards to illustrate the appropriate way of repairing damaged gravestones. (for The Secretary of Interior's Standards for the Treatment of Historic Properties, see Appendix A)

BURIAL MARKERS AT CALLOWAY CEMETERY

FIELDSTONE

- Stone collected from the surface of a field where it occurs naturally.
- Were utilized as headstones when the interred or family of the deceased had limited economic means.
- Tends to lack carving.
- Cemetery probing revealed multiple fieldstones that had been placed in Calloway Cemetery.
- All fieldstone markers have been reburied and **SHOULD BE LEFT BURIED.**



CONCRETE

- Composed of calcined limestone or Portland cement, clay, sand, water, and/or gravel.
- Molded into a wide variety of shapes.
- Surface textures varied depending on the techniques and aggregate.
- Locally made by a community or family member.
- Less expensive than stone markers.
- All of the bedsteads/rims are made of concrete.

BURIAL MARKERS AT CALLOWAY CEMETERY

MARBLE

- Metamorphic stone composed of calcium carbonate.
- Forms from the alteration of limestone under geologic pressure.
- Majority of marble found in cemeteries is white in color.
- A soft rock relative to granite that is easily scratched.
- Exposure to water and acid rain produces uneven weathering.
- Common problems include sugaring and gypsum crust.
- In the 1800s, marble was the most popular gravestone marker.
- Due to the softness of the stone, many of the marble markers have eroded to the point where the inscriptions are no longer legible.



SLATE

- Fine-grained homogeneous, foliated, metamorphic rock.
- Derived from shale-type sedimentary rock composed of clay or volcanic ash.
- Typically grey in color.
- Low water absorption.
- Resistant to damage and breakage due to freezing.



BURIAL MARKERS AT CALLOWAY CEMETERY

GRANITE



- Coarse-grained igneous rock.
- Composed of quartz and sodium or potassium feldspar.
- Extremely hard and durable stone.
- Introduced in the 1870s and increased in popularity in the 20th century with advances in carving technology.

METAL

- Calloway Cemetery has multiple blank metal plates denoting graves.
- The blank metal plates may have been utilized due to a lack of financial resources.
- There are two larger brass metal plates.
- Orze Jones, the son of the interred Jones, inscribed the metal plate to denote his father's resting place.

HOW TO MAINTAIN A HISTORIC CEMETERY

Proper maintenance of a cemetery is key to the continued preservation of the site. A maintained cemetery welcomes visitation and will experience fewer problems with vandals. After the initial documentation, the trustees should enact a maintenance schedule that includes day-to-day, periodic, and long-term maintenance components.

SHORT TERM VS. LONG TERM GOALS	
Weeding	Landscape
Pruning	Erosion issues
Mowing	Replacement of trees and plants
Collection of trash	Installation of fence

MOWING

Modern mowers allow for quick and easy maintenance, but are one of the major causes of irreparable damage to historic cemeteries. The private contractor/landscaper will need to understand that HISTORIC CEMETERIES REQUIRE CERTAIN PRECAUTIONS be undertaken. The following guidelines will help preserve the site.

<u>NOT ACCEPTABLE</u>	<u>ACCEPTABLE</u>
<ul style="list-style-type: none"> • NO RIDING MOWERS should be used in the cemetery. The proximity of the stones to one another is too close for the large mowers. Also, the weight of mowers may leave ruts in the soil. 	<ul style="list-style-type: none"> • USE WALK-BEHIND MOWERS that are more controllable and lighter.
<ul style="list-style-type: none"> • Mower equipment SHOULD NOT MAKE CONTACT with stones. 	<ul style="list-style-type: none"> • Grass should be cut by a mower up to and NO CLOSER THAN 12 INCHES from every marker. • The remaining grass around the marker SHOULD BE TRIMMED WITH HAND TOOLS.
<ul style="list-style-type: none"> • Mowers NOT FITTED with special protections. 	<ul style="list-style-type: none"> • All mowers SHOULD BE EQUIPPED WITH RUBBER BUMPERS to protect the stone in case of accidental contact. • All mowers SHOULD USE DISCHARGE GUARDS to protect the gravestones from possible projected debris.
<ul style="list-style-type: none"> • MOWER CLIPPINGS left on site. 	<ul style="list-style-type: none"> • Clippings should be RAKED AND DISCARDED OFF SITE.

HOW TO MAINTAIN A HISTORIC CEMETERY

LANDSCAPE

Many headstones, bedsteads, and other stones have been buried due to erosion of the soil, alteration of the pathway, sinking of the headstones, lack of maintenance, and other forces. To best represent the cemetery's historic landscape and to respect the interred, those markers should be continually exposed. However, exposure of the markers will necessitate the regrading of the land in order to make it a safe and maintainable space. The trustees should contact a landscape architect to assess drainage issues that have led to the erosion of the site and covering of the historic markers. Be aware that **ANY ALTERATIONS OF THE LANDSCAPE FIRST WILL REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE HISTORICAL AFFAIRS AND LANDMARK REVIEW BOARD (HALRB)** in order to ensure that the proper precautions are undertaken and the design is historically appropriate.

TREES

Calloway Cemetery has multiple trees and bushes along the western edge of the cemetery in proximity to the current fence line. The health of the trees should be assessed in order to establish a plan for their maintenance or removal and replacement. Ideally, a tree would be replaced with a tree of a similar species. However, due to the proximity of some of the gravestones to the existing trees, replacement of all unhealthy trees will not be recommended by the HALRB. Note, the **REMOVAL OF ANY TREE OVER 15 INCHES IN DIAMETER AND 4 FEET TALL WILL REQUIRE A CERTIFICATE OF APPROPRIATENESS**. The review board will ensure that all precautions have been taken in order to protect the church from planting a species with maintenance issues or that may harm the site and the gravestones.

<ul style="list-style-type: none">• Seek advice from the county arborist regarding the health of the tree.	<ul style="list-style-type: none">• INSPECT TREES to ensure the root system is not interfering with gravestones.
<ul style="list-style-type: none">• If removal of a tree in proximity to a gravestone is necessary, CUT IT AS CLOSE TO GROUND AS POSSIBLE. Allow the stump to naturally decay. DO NOT USE CHEMICALS.	<ul style="list-style-type: none">• Replacement trees SHOULD NOT INTERFERE WITH GRAVE MARKERS, fences, or road.

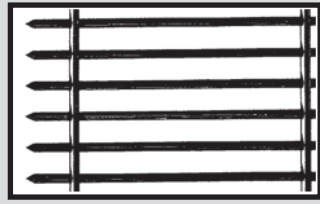
HOW TO MAINTAIN A HISTORIC CEMETERY

FENCING

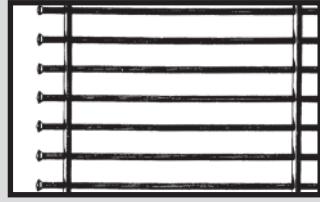
Calloway Church *SHOULD INSTALL A FENCE* around the perimeter of the cemetery. While a fence may have never stood at Calloway Cemetery, a fence on site would be historically appropriate and promote the long-term maintenance of the site. A fence will further delineate the space from the surrounding urban environment and deter vandals from entering. A *CERTIFICATE OF APPROPRIATENESS FROM THE HALRB WILL BE REQUIRED* prior to installing the fence. The HALRB will assist the church in choosing a historically appropriate design that complements the cemetery. The fence design should be simple in nature and not ornate, in keeping with the cemetery's historic and existing appearance.

BASIC FENCE DESIGNS

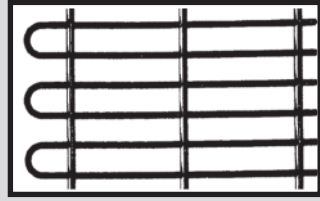
The most common cemetery fences were constructed from wrought and cast iron. The designs consisted of either two or three rails with various attached cast elements. The basic designs are picket, hairpin, bow and picket, and bow and hairpin. The examples listed below (which are from Stewart Iron Works Catalog) would be historically appropriate for Calloway Cemetery. A metal chain link fence would not be in keeping with the historic character of the site.



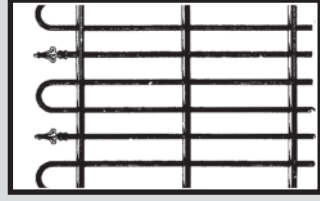
PICKET 1



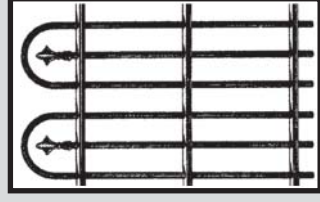
PICKET 2



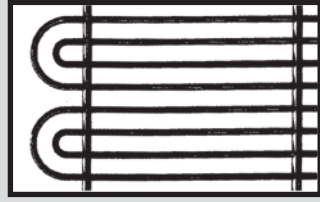
HAIRPIN



PICKET AND
HAIRPIN



BOW AND
PICKET



BOW AND
HAIRPIN

WHAT ACTIONS NEEDS A CERTIFICATE OF APPROPRIATENESS

Citizens accept a stewardship responsibility when owning property within one of Arlington's local historic districts. As stewards of such important historic buildings and places, owners also share a responsibility for helping maintain the distinctive qualities that define these historic districts. Calloway Cemetery has the distinct honor of being the first African-American cemetery designated and protected as a local historic district in Arlington County.

A Certificate of Appropriateness (CoA) is required for all proposed exterior alterations, new construction, and demolition within a locally-designated historic district, except for painting and routine maintenance or repairs in kind. The CoA process involves two separate, though related, meetings that are open to the public. Both of these meetings occur monthly to allow the applications to be reviewed and decided upon in a timely manner.

CALLOWAY CEMETERY COA GUIDELINES:

<u>ACTION</u>	<u>HALRB Approval</u>	<u>SEEK STAFF ADVICE</u>
Site plan alterations.	YES	
Changing road (materials, size, configuration).	YES	
Repairing road with in-kind materials.	NO	NO
Adding pathways.	YES	
Adding utility systems (sprinklers, etc.).	YES	
Installation of signs.	YES	
Installation of lighting.	YES	
Construction of fencing.	YES	
New headstones or markers.	YES	
Repairing headstones or markers.	NO	YES
Removal or relocation of a marker.	YES	
New construction.	YES	
Removal of trees under 15" circumference.	NO	YES
Removal of trees greater than a 15" circumference.	YES	
In-kind alterations.	NO	NO
Non-reversible actions.	YES	

CLEANING AND REPAIRING DAMAGED GRAVESTONES

Gravestones are damaged by the environment, natural decay, and people. The weathering of stone is a physical and chemical process that occurs slowly over time at different rates depending on the material. For example, marble will erode at a faster rate than other cemetery stones since it consists of calcite and dolomite, which are more vulnerable to acid rain due to their high solubility. However, one must not confuse a stone's natural patina (color) with pollutants. *THE GOAL OF CLEANING AND REPAIRING HEADSTONES IS NOT TO RETURN A HEADSTONE TO ITS ORIGINAL BRIGHTNESS*, but to negate the potential damage that is being inflicted. In addition, the unadvised cleaning methods needed to return the stone to its original color will cause irreparable damage and remove the historic appearance of the marker.

DAMAGE IS CAUSED BY THE FOLLOWING FACTORS:
1. Aging of stone.
2. Weathering.
3. Lichen, algae, and other organic growths.
4. Carbon deposits (CO2 Emissions).
5. Acid rain.
6. Neglect.
7. Improper maintenance.

PREPARING FOR CLEANING THE GRAVE MARKERS

PLAN	<ol style="list-style-type: none"> 1. Rank headstones in order of dirtiest to cleanest. 2. Keep a record, written and photographic, documenting the cleaning and repair of the marker. (e.g., dirt, pollutants, algae, lichen, etc.) 3. As a starting point, examine the stone survey attached to the report.
TRAIN	<ol style="list-style-type: none"> 1. Cleaning gravestones is not an intuitive process. 2. Make sure that all workers/volunteers have read the necessary literature/information.
CLEAN	<ol style="list-style-type: none"> 1. Use only the procedures/tools listed in the following section. (The information is from <i>A Graveyard Preservation Primer</i> by Lynette Strangstad and <i>Grave Concerns: A Preservation Manual for Historic Cemeteries in Arkansas</i> by Tammie Trippe-Dillon).

CLEANING AND REPAIRING DAMAGED GRAVESTONES

REQUIRED TOOLS AND MATERIALS

WATER	<ul style="list-style-type: none"> The best option is a long hose since a large amount of water is needed to clean a headstone. However, the pressure should not be low. The water is used only to wet the stone and not remove pollutants, biological growth, etc.
PROTECTIVE EYEWEAR AND RUBBER GLOVES	<ul style="list-style-type: none"> The cleaning agents may contain chemicals that are potentially harmful.
SPRAY BOTTLES	<ul style="list-style-type: none"> Apply water precisely.
BRUSHES	<ul style="list-style-type: none"> A variety of sizes and stiffness will be necessary in order to clean the various types of gravestones. The brushes should have natural or nylon handles. Do not use brushes that are very stiff/wiry as they will damage the stones. Also, do not use brushes with color handles as they may leave marks on the stones.
CRAFT STICKS	<ul style="list-style-type: none"> May be used to clean out recesses on stone such as granite or slate. This tool may be harmful to softer stones such as marble or stones that have deteriorated.
COTTON SWABS AND TOOTHBRUSHES	<ul style="list-style-type: none"> May be used to clean out recesses/engravings on softer stones. Note, use only soft bristle toothbrushes.
NON-IONIC DETERGENT	<ul style="list-style-type: none"> Non-ionic detergents are electrically neutral cleaning agents that do not contain or contribute to the formation of soluble salts. Successfully facilitates the removal of general soiling. Photo-Flo, Orvus, and Vulpex are the three most widely utilized detergents (use one ounce per five gallons of water). Available online at camera/photography and conservation supply stores.

CLEANING AND REPAIRING DAMAGED GRAVESTONES

WHAT TO USE WHEN CLEANING A GRAVESTONE (ATTEMPT IN ORDER LISTED)

<p>MARBLE AND SLATE</p>	<ol style="list-style-type: none"> 1. Water. 2. Water and a non-ionic detergent. 3. Water and Vulpex. <p>* Always utilize the weakest cleaning agent that successfully removes the pollutants from the headstone. The stronger the cleaning agent, the more it can negatively affect the gravestone.</p>
<p>LICHEN REMOVAL</p>	<ol style="list-style-type: none"> 1. Lichen should be pre-wetted. 2. Carefully loosen and remove with a wooden craft stick. 3. Repeat process as necessary. <p>* Lichen that is hardened to stone and not easily removed should be left for a professional conservator. Also, when lichen is removed a stain may be visible from the chemicals produced by the organic growth reacting with the stone.</p>

BASIC RULES AND PROCEDURES

<p>Make sure to USE THE CORRECT PRODUCT OR CLEANING AGENT for the type of stone.</p>	<p>DO NOT CLEAN IF STABILITY IS IN QUESTION. Any grainy surface that readily falls away, such as concrete, should not be cleaned.</p>
<p>TRY A TEST PATCH in order to see in there will be any unwanted effects before proceeding to clean the entire stone.</p>	<p>A gravestone SHOULD ONLY BE CLEANED INFREQUENTLY.</p>
<p>Use a LARGE AMOUNT OF WATER prior to cleaning and continually wet stone.</p>	<p>NEVER USE A POWER WASHER OR SAND BLASTER to clean gravestones. This will cause irreparable damage.</p>
<p>PRE-WETTING THE STONE WILL LOOSEN DIRT and stop excessive amounts of cleaning agents from penetrating the stone.</p>	<p>Do not use cleaning solutions unless water and brushing is not sufficiently cleaning the headstone.</p>
<p>Always clean from the BOTTOM TO THE TOP to prevent streaking and discoloration.</p>	<p>CHLORINE BEACH IS NEVER RECOMMENDED.</p>
<p>Be sure to WASH OFF ALL CLEANING SOLUTION.</p>	<p>DO NOT APPLY ANY SEALANTS OR PROTECTIVE COATS. The markers acts a sponge absorbing any moisture since it is in direct contact with soil. If the stone is sealed, moisture will not be able to escape, which will drastically quicken the rate of deterioration.</p>

CLEANING AND REPAIRING DAMAGED GRAVESTONES

REPAIRING HEADSTONES

Before any repairs are attempted, the reader should examine the suggested books/articles and consider attending a seminar on the repair of historic cemeteries. As always, if the repair is complex in nature, consult a conservation professional for further instruction or information.

THE SIX RULES TO REPAIRING A HEADSTONE:

1. Repair is not as strong as the original material (i.e. do not use Portland cement which will potentially damage the stone).
2. Repair is reversible (new approaches may be developed)
3. Respects the original material.
4. Repair is historically accurate (i.e. appropriate mortar).
5. Repair does not inhibit natural permeability/breath-ability of the stone (beware of sealants).
6. Repair should only be conducted on sound stones.

COMMON HEADSTONE REPAIRS (INCREASING IN DIFFICULTY)

- Correcting tilted tablet markers that were set directly into the ground.
- Resetting the fallen markers that were directly set into the ground.
- Stabilizing and resetting a stone or a concrete base.*
- Replacing a marker into a base.*
- Constructing a concrete base for a tablet.*
- Repairing a snapped/broken marker.*
- Infill of missing stone fragments.*

Calloway Church members should not attempt the (*) repairs. The items require further training or the presence of a professional conservator. The historic preservation staff will be able to advise you on how to proceed with the (*) items. See Appendix D for excerpts from *Michigan Historic Cemetery Preservation Guide* which outlines how to conduct certain repairs.

APPENDIX A

SECRETARY OF INTERIOR PRESERVATION STANDARDS

DEFINITION OF PRESERVATION

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

PRESERVATION STANDARDS

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

APPENDIX B

COMMON CEMETERY DEFINITIONS AND VOCABULARY



ABRASION

The physical wear down of the surface of rocks due to excessive friction or rubbing. In cemeteries, repeated gravestone rubbings can lead to the loss of text and ornate engravings.



BIOLOGICAL DEGRADATION

A type of surface disfiguration caused by fungal, lichen, or other biological organism that produce enzymes that will dissolve, stain, and degrade the stone if exposed to certain weather conditions.

CORROSION

The degradation of a material from a chemical or electrolytic reaction. Rust, bronze, copper, and zinc are the types of corrosion most often associated with cemeteries.



DELAMINATION

Stone damage resulting from stone breaks or separations along bedding planes usually resulting in breakage. One on the main causes is frost damage.

APPENDIX B

COMMON CEMETERY DEFINITIONS AND VOCABULARY

DISCOLORED/STAINING

Stone discoloration caused by organic growths and/or pollution. Different stains require different cleaning methods.

DISPLACE

A stone that is no longer in its original location.



EFFLORESCENCE

Deposits of white salts on the stone's surface. It may be caused by fertilizers and weed-wackers, air or water pollution, Portland cement, and other cleaning compounds.

EROSION

A gradual wearing away of stone surface resulting in rounded, blurred edges, and damage to carved details caused by natural abrasion due to wind and wind blown particles and the dissolution of the stone's surface by acidic rainfall.

FREEZE-THAW CYCLE

A cycle of repeated temperature changes that result in the freezing and thawing of water that has penetrated materials that results in structural damage.

GRIME

Surface dirt that may be visible due to a combination of pollutants.



APPENDIX B

COMMON CEMETERY DEFINITIONS AND VOCABULARY

Grout

A material used to fill the cracks and crevices in masonry and stone.



GYP SUM CRUST

A black crust that will remove the surface layer of the stone exposing the softer stone beneath when it is removed.

IN-SITU

A stone that is in its original location.

POROUS

A material that contains many small, interconnected holes (pores) that allow water, air, or other materials to pass through them.

SPALLING/SCALING

The loss of flakes or fragments from the surface of the stone due to frost, pressure, and other mechanisms.

SUGARING

A granular, sometimes powdery, stone surface that is characteristic of particularly fine-grained marbles and limestones indicating a gradual surface degradation.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

GENERAL REQUIREMENTS

- 1.1. All work will be performed in a professional and workmanlike manner by experienced and well trained, uniformed personnel, utilizing clean, well-maintained equipment of the latest and most efficient design.
- 1.2. The practices and procedures employed will be according to accepted industry standards (e.g., Association of Landscape Contractors of America); installations and applications will be made with technical expertise; all vehicles and equipment will be operated both skillfully and safely within the cemetery grounds.
- 1.3. Work performance will comply with the Federal Occupational Safety and Health Act. All applications of pesticides classified for restricted use will be made by certified applicators only.
- 1.4. All original product packaging may be inspected by the cemetery's representative prior to use.
- 1.5. All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 20 feet).
- 1.6. No mechanized equipment (power mowers, trimmer, edgers, etc.) may be used within 200 feet of a funeral in progress.
- 1.7. The Contractor will train crew members to respect not only the solemn dignity of the cemetery, avoiding loud talking, running, etc., but will also train all employees concerning the provisions of this agreement and the need to prevent damage to tombs, stones, and monuments.

LAWN MAINTENANCE ISSUES - MOWING

- 2.1.1. Paper, trash, branches, flowers not associated with a grave, and other debris will be collected prior to each mowing.
- 2.1.2. Contractor will mow turf areas [as needed according to seasonal growth/on the following schedule].
- 2.1.3. No more than 1/3 of the leaf blades will be removed per mowing – Contractor will be expected to adjust the mowing height as appropriate and, if necessary, for different sections of the cemetery. Mowing height will be according to grass type and variety per the following chart:

Cool Season Grass	Mowing Height (inches)
Bluegrass	1 1/2 - 2 1/2
Fescue, fine	1 1/2 - 2 1/2
Fescue, tall	2-3
Ryegrass, perennial	1-2

Warm Season Grass	Mowing Height (inches)
Bahiagrass	2 1/2 - 4
Bermuda (common)	1 1/2 - 2
Bermuda (hybrid)	1 - 1 1/2
Buffalograss	1 1/2 - 2

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LAWN MAINTENANCE ISSUES - MOWING (CONTINUED)

- 2.1.4. During periods of excessive rain and tall grass growth, the mower cut height may be raised.
- 2.1.5. All mowing will be conducted with a [reel/rotary/mulching] mower. [Under no circumstance will any equipment larger than an intermediate walk-behind mower be used in the cemetery. / Given the spacing of stones and potential for damage, the largest acceptable equipment is a 21-inch push mower.]
- 2.1.6. Mower blades will be sharp at all times to provide a quality cut and prevent tearing of the grass blades.
- 2.1.7. Mowing equipment and patterns (alternate directions each cutting where possible) shall be employed to permit recycling of clippings were possible and present a neat appearance.
- 2.1.8. Contractor will leave clippings on the lawn as long as no readily visible clumps remain on the grass surface 36 hours after mowing. Other wise, Contractor will distribute large clumps of clippings by mechanical blowing or by collecting and removing them. In the case of fungal disease outbreaks, Contractor will collect clippings until the disease is undetectable.
- 2.1.9. All plots with coping surrounding grass will require special treatment and consideration.
 - 2.1.9.1. No coping is to be damaged by turf maintenance or removed to make maintenance “easier.” Mowers may not be operating when passing over coping.
 - 2.1.9.2. Only 21-inch push mowers may be used in plots with coping (see item 2.2.4.).

LAWN MAINTENANCE ISSUES - EDGING AND TRIMMING

- 2.2.1. Grass adjacent to fixed objects, such as tombs, grave stones, monuments, etc., shall be trimmed to the same height as the general turf. Trimming is to be done so that turf areas are not scalped.
- 2.2.2. Contractor will edge tree rings and plant beds, and all buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass will be edged every other mowing during the growing season.
- 2.2.3. Turf around sprinkler heads will be trimmed or treated with a non-selective herbicide so as to not interfere with or intercept water output.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LAWN MAINTENANCE ISSUES - EDGE AND TRIMMING (CONTINUED)

- 2.2.4. No mower will be operated within 12-inches of any marker, monument, headstone, footstone, or other memorial. All turf between these markers and mown areas must be trimmed using a filament line trimmer equipped with line no heavier than 0.08-inch.
- 2.2.4.1. The Contractor's employees will be expected to know the length of their trimmer line at all times to prevent this line from coming into contact with the grave stones, tombs, and monuments. Any line damage other than pre-existing (defined as documented by the Contractor at the beginning of this agreement) is the responsibility of the Contractor.
- 2.2.4.2. When trimming near stones, tombs, and monuments, the Contractor is responsible for ensuring that the rotation of the string causes the grass to be thrown back towards the operator. This will assist in preventing any objects thrown by the trimmer, such as rocks, sticks, etc., from being thrown toward fragile stones, thereby minimizing the potential for accidental damage.
- 2.2.4.3. The cemetery's stones will be trimmed every other mowing during the growing season.
- 2.2.5. Isolated trees and shrubs growing in lawn areas will require mulched areas around them (minimum 2-foot diameter, maximum 3-foot diameter) to avoid bark injury from mowers and filament line trimmers and to reduce root competition from grass. Establishment and maintenance of such mulched areas will be charged to the cemetery.
- 2.2.6. Contractor will clean all clippings from sidewalks, curbs, roadways and markers or monuments immediately after mowing and/or edging. Contractor will not sweep, blow or otherwise dispose of clippings in sewer drains.
- 2.2.7. Contractor will ensure that grass clippings do not build up in the corners of plots with coping – otherwise over time there is a build-up of unsightly dead grass in these areas.
- 2.2.8. Under no circumstance will herbicides be used in lieu of appropriate edging and trimming, especially adjacent to monuments and fences. Soil sterilants may never be used on the cemetery property.

LAWN MAINTENANCE ISSUES - SOIL TESTING

- 2.3.1. A number of soil tests will be performed to ensure correct care is being given to the turf.
- 2.3.2. The cemetery is to be provided with a written copy of all soil tests, along with the recommendations resulting from the test.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LAWN MAINTENANCE ISSUES - FERTILIZATION

- 2.4.1. Contractor will fertilize turf areas as per the maintenance specifications attached.
- 2.4.2. Complete fertilizers shall be granular in composition and contain 30% to 50% or more of the nitrogen in a slow- or controlled-release form. The ratio of nitrogen to potash will approximate 1:1 or 2:1 for complete fertilizer formulations (Examples: 15-5-15, 16-4-8, 15-0-15, 12-2-14, 14-3-14). The exact composition of the fertilizer shall be determined on the basis of good industry practice combined with soil testing (see item 2.3.). While nitrogen fertilization is based on the desired growth rate and type of turfgrass being grown, the phosphorus fertilization rate should be based on the analysis of a lawn soil sample and the recommendations obtained from it. The fertilizer shall also contain magnesium and micro-nutrients (i.e., manganese, iron, zinc, copper, etc.). Iron shall be in the sulfate, sucrate or chelated form.
- 2.4.3. Fertilizer will be swept off of walks and drives onto lawns or beds.
- 2.4.4. Fertilizer will be swept off all monuments, markers, headstones, footstones, and other memorials onto lawns or beds.
- 2.4.5. Since the cemetery has no means of watering in fertilizer, the Contractor will apply at the appropriate season and when rain is anticipated within 24 hours.

LAWN MAINTENANCE ISSUES - AERATION

- 2.5.1. Turfgrass areas in regions of clay and highly compacted soils require regular aeration. Aeration should be accomplished in the early spring or before soils freeze in late autumn in colder climates.
- 2.5.2. No equipment is to be operated within 12-inches of monuments, markers, or stones. Special care is to be taken around walkways, copings, and curbs. All sprinkler heads are to be flagged and avoided by aeration equipment.

LAWN MAINTENANCE ISSUES - PEST CONTROL

- 2.6.1. The Contractor will inspect lawn areas each visit for indications of pest problems and advise the cemetery of such problems.
- 2.6.2. Upon confirmation of a specific problem requiring treatment, the Contractor will apply pesticides as needed and only in affected spots, whenever possible using the least toxic, effective pesticide. No pesticide will be applied to turf areas without the express approval of the client. This includes weed and feed formulations.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LAWN MAINTENANCE ISSUES - PEST CONTROL

- 2.6.3. All applications of pesticides and fertilizations will be performed when temperatures are below 90°F and wind drift is negligible.
- 2.6.4. The Contractor will keep records on pests identified and treatment(s) rendered for control.
- 2.6.5. All pest control service is in addition to the basic contract charges. The Contractor will charge the client per job, based on materials cost plus labor. The cost will be agreed on by the cemetery and Contractor in writing before such service is rendered.
- 2.6.6. Pesticide applications will be made in accordance with the rules and regulations governing use of pesticides in [state]. The Contractor will post alerts at all entrances to the cemetery to notify pesticide-sensitive persons of the application as well as follow all laws or requirements of [state]. The pest control applicator will be operating under License # _____ with an expiration/renewal date of _____.

LANDSCAPE PLANT MAINTENANCE ISSUES - SOIL TESTING

- 3.1.1. A number of soil tests will be performed to ensure correct care is being given to the cemetery plantings.
- 3.1.2. The cemetery is to be provided with a written copy of all soil tests, along with the recommendations resulting from the test.

LANDSCAPE PLANT MAINTENANCE ISSUES - FERTILIZATION

- 3.2.1. Ornamental shrubs, trees and ground covers planted less than 3 years shall be fertilized 4 to 6 weeks after planting and then two to three times per year for the following 3 years. Two of the annual applications are normally scheduled around March and September. A third application may be made during the summer. Rate will be 1 pound of nitrogen per 1,000 square feet per application.
- 3.2.2. Fertilizers should contain equal amounts of nitrogen and potassium, and 30% or more of both elements should be available in slow-release form. The fertilizer should also contain magnesium and a complete micronutrient amendment. The fertilizer analysis shall be similar to 8-2-8, 15-5-15, 14-3-14, 12-2-14, etc.
- 3.2.3. Fertilizer applied to shrubs and trees planted in beds shall be broadcasted over the entire plant bed. Fertilizer must be punched shallowly into the soil on berms and slopes where runoff is likely.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LANDSCAPE PLANT MAINTENANCE ISSUES - FERTILIZATION

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- 3.2.4. Individual, established trees and shrubs will receive annual fertilization as appropriate. In general, evergreen trees should be given a high nitrogen fertilizer such as ammonium sulfate, 21-0-0; deciduous shrubs, especially flowering ones, require phosphorus; and broad leaved evergreens should be given a balanced fertilizer such as 10-10-10.
- 3.2.5. Nutrient deficiencies shall be treated with supplemental applications of the specific lacking nutrient according to the local cooperative extension recommendations.

LANDSCAPE PLANT MAINTENANCE ISSUES - PEST CONTROL

- 3.3.1. Contractor shall practice Integrated Pest Management (IPM) to control insects, diseases and weeds on and around perennials, ground covers, shrubs, vines and trees. This will include frequent monitoring and spot treatment as necessary using the least toxic methods. All applications will be performed when temperatures are below 90°F and when wind drift is negligible. First choice will be insecticidal soaps, horticultural oils and biological controls such as *Bacillus thuringiensis* (Bt) formulations.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LANDSCAPE PLANT MAINTENANCE ISSUES - PEST CONTROL

3.3.2. Weeds in beds or mulched areas will usually be removed mechanically or by hand. Upon cemetery approval only, herbicides may be employed for heavy weed infestations. Should herbicides be approved, all necessary precautions (including, but not limited to application when there is no wind to cause drift and tenting or otherwise covering) must be taken to prevent herbicides from being applied to or landing on monuments, stones, or markers.

LANDSCAPE PLANT MAINTENANCE ISSUES - PRUNING

- 3.4.1. Pruning should only be done to remove dead or diseased branches, reduce foliage density or crossing branches, to improve the beauty of the plant through selective removal of a few branches, or to ensure safety of monuments and visitors.
- 3.4.2. Shrubs will be pruned with hand shears as needed to provide an informal shape, fullness and blooms. No powered hedge trimmers are to be used in the cemetery.
- 3.4.3. All trees should be trimmed so a mower can get under and around them, with these exceptions: [_____].
- 3.4.4. No pruning will be done during or immediately following growth flushes, branches will be pruned just outside the branch collar, and pruning paint will not be applied.
- 3.4.5. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.
- 3.4.6. The Contractor will remove all litter from the cemetery.
- 3.4.7. The cemetery requires that any tree pruning be conducted only by an ISA Certified Arborist.

LANDSCAPE PLANT MAINTENANCE ISSUES - MULCHING

- 3.5.1. All mulched areas will be replenished once a year during the winter months (Nov. - Feb).
- 3.5.2. Mulch should be maintained at a depth of not less than 2-inches and not more than 3-inches.
- 3.5.3. Mulch will not be placed against the trunks of plants.
- 3.5.4. Mulch will not be placed against marble or sandstone tombs, monuments, or gravestones.
- 3.5.5. Mulch will not be allowed to cover valve boxes, meters, irrigation heads, landscape lighting, or any stone, monument, or marker.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

LANDSCAPE PLANT MAINTENANCE ISSUES - MULCHING

- 3.5.6. All curb, roadway and bed edges will be trenched to help contain the applied mulch. The Contractor is required to define all edges and taper or roll away the mulch from the edges.
- 3.5.7. The Contractor is responsible for remixing mulch in areas that are starting to show mold or rot and to ensure that mulch or other landscape bed materials are not mixing or creeping into turf areas.
- 3.5.8. Additional mulch will be billed at \$ ____ /yard.

GENERAL MAINTENANCE

- 4.1. Monthly the Contractor will be responsible for manually pulling of any and all weeds in landscape beds (barked, stoned, and flower beds, including family plots), around curbs and coping, sidewalks, parking areas, and around trees that are barked or landscaped, fence lines, retaining walls, property lines – anywhere that weeds are growing.
- 4.2. Monthly the Contractor will be responsible for removing all trash from bed areas and other high visibility areas, including walkways, parking lots, and family plots.
- 4.3. All turf areas and planting beds (including shrubbery and planting areas) will be cleaned of leaves, weeds, trash, and any other winter debris during the first visit in the Spring [or in (month)] and Fall [or in (month)].

INSPECTION AND ACCEPTANCE OF WORK

- 6.1. The Contractor shall be responsible for notifying the cemetery's representative as soon as practical after all work.
- 6.2. An inspection will be made by the cemetery's representative within 24 hours of notification by the Contractor that work has been performed.
- 6.3. The cemetery will notify the Contractor, in writing, of any work that is not deemed acceptable. The Contractor will have 72 hours to repair, replace, or redo the specified work. Any damage to monuments, markers, memorials, or fences will require professional conservation treatment by a conservator who is a member of the American Institute for Conservation of Historic and Artistic Works and who is approved by the cemetery. The Contractor will be responsible for all charges incurred.
- 6.4. All work must meet the specifications of this agreement. The cemetery's representative will be the final authority on acceptance, as well as any damage to cemetery property, markers, monuments, fences, etc.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

INSURANCE, LICENSES, PERMITS, AND LIABILITY

- 7.1. The Contractor will carry liability amounts and worker's compensation coverage required by law on his/her operators and employees and require the same of any sub-Contractors and provide proof of same to the cemetery.
- 7.2. The Contractor will carry general liability insurance in the amount of \$1,000,000.
- 7.3. The Contractor is also responsible for obtaining any licenses and/or permits (not limited to business licenses, pesticide licenses, etc.) required by law for activities on cemetery's property.
- 7.4. All work will be performed in a workmanship-like manner.
- 7.5. Situations which the Contractor may deem are his/her responsibility:
 - 7.5.1. Any damage due to the operation of his equipment in performing the contract, to include damage to stones, monuments, markers, fences, walkways, curbs, coping, plantings, or any memorial device in the cemetery.
 - 7.5.2. Failure to comply with all laws pertaining to protected plant species.
 - 7.5.3. Damage to plant material due to improper horticultural practices.
 - 7.5.4. Improper replacement or retrofitting of irrigation system components.
 - 7.5.5. Injury to non-target organisms due to application of pesticides.
 - 7.5.6. Any pollution to the cemetery or its groundwater caused by waste oil, herbicides, or pesticides used by the Contractor.
- 7.6. Situations which the Contractor may deem are not his/her responsibility:
 - 7.6.1. Death or decline of plant materials due to improper selection, placement, planting or maintenance done before the time of this contract.
 - 7.6.2. Damage due to improper irrigation components existing at the time of contract execution.
 - 7.6.3. Exposed cables/wires or sprinkler components/lines normally found below the lawn's surface.
 - 7.6.4. Flooding, storm, wind, fire or cold damages.
 - 7.6.5. Disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative irrigation components provided he/she reported these to client, or irrigation restrictions imposed by civil authorities.
 - 7.6.6. Damage caused by or to any item hidden in the landscape and not clearly guarded or marked, excluding however, all stones, monuments, markers, fences, walkways, curbs, coping, or memorial devices.
 - 7.6.7. Damage due to vandalism.

APPENDIX C

SAMPLE LANDSCAPE MAINTENANCE CONTRACT FOR A CEMETERY

(From Chicora Foundation, South Carolina. <http://www.chicora.org>)

PROPERTY DESCRIPTION, SERVICES PROVIDED, TERMS, CONDITIONS, AND CHARGES

8.1. This contract is for the maintenance of property at _____, _____, _____ and more specifically described as: _____

8.2. The contract term is for a period of 1-year with a beginning date of _____ and an ending date of _____.

The contract may be canceled by either party without cause with 30-days written notification. Upon such cancellation the Contractor remains responsible for any damages as outlined in 7.5.

8.3. This contract will be governed by the laws of [state]. Should the cemetery be required to engage the services of an attorney in connection with this agreement or to enforce its provisions, the cemetery shall be entitled to reasonable attorney's fees.

APPENDIX D

COMMON HEADSTONE REPAIRS

(From *Michigan Historic Cemetery Preservation Manual*. <http://www.michigan.gov>)

Lifting and Moving the Stone

➤ Headstones weigh 160 to 180 pounds per cubic foot. Use extreme care when lifting or moving stones to avoid personal injury or damage to the stone. When moving the stone, support the weight of the stone evenly, using nylon straps and boards to equalize the load. Larger stones can be moved by two persons using a lifting pole with nylon straps, or with lifting devices such as a portable crane, or a tripod with chain hoist. Stones should be protected from contacting chains or other metal lifting objects. Only experienced conservators should move heavy stones.

Handling Cautions: Metal bars and shovels should not be used to pry or lift a monument or headstone. Do not try to lift heavy stones without the assistance of another person. Even when using lifting equipment, another person should be available to assist if needed.

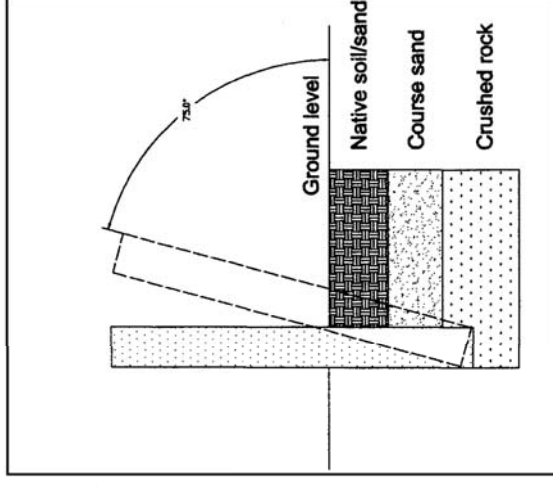
Correcting Tilted Slab or Tablet Markers Set Directly in the Ground (Not in Bases)

➤ Tilted markers are among the most common problems in older cemeteries. Slab or tablet markers, installed directly in the ground (with approximately one third of the stone below grade), may have been standing for a century or more. Stones, especially in sandy soil, may have tilted due to shifting or the effect of gravity; or may have sunk, partially concealing the inscription. A stone that is leaning may become warped. In the worst case, if not corrected, the stone could eventually fracture due to its own weight. Generally, if the marker is leaning less than fifteen degrees from the vertical, intervention to set it upright is not suggested. A stone that has sunk only minimally will usually not need to be removed unless the inscription is obscured below grade.

Straightening a tilted marker is fairly straightforward project and involves minimal cost. Trained and supervised volunteers can usually do it. Check to be sure that there are no unseen conditions that would preclude straightening the stone without damage. Removing the stone completely from the ground will usually not be necessary.

Straightening Tilted Markers

- Hand-dig the ground around the stone. Remove the sod with a spade-shovel so that it can be easily replaced. Do not allow metal tools to contact the stone. Unless the stone has sunk so that the inscription is obscured or repairs to the stone are needed, it is usually not necessary to remove the stone from the hole. Excavate to the depth of the bottom of the stone. Assure that the sides of the hole are wide enough so that when the stone is straightened, the edges of the stone will not hang up on the sides of the hole, causing undue stress.
- Straighten the stone to vertical, checking for plumb. While supporting the stone, backfill the hole one-third full with heavy aggregate such as broken brick or 21-AA stone (from a cement yard) and tamp. Add coarse sand and gravel mix (aggregate) and tamp, leaving three to four inches for topsoil and sod. Place landscape fabric atop the aggregate, to maintain drainage by preventing dirt from filtering into the aggregate.
- Replace the topsoil and lightly tamp. Mound up soil to allow for settling. Replace the sod. After two or three weeks, check for settling around the base of the stone, adding more soil as required.



Straightening a marker is a common task done usually when the marker is out of plumb by 15 or more degrees. Always use caution when moving a stone. Trying to force a stone can cause it to snap.

APPENDIX D

COMMON HEADSTONE REPAIRS

(From *Michigan Historic Cemetery Preservation Manual*. <http://www.michigan.gov>)

Straightening Markers When The Stone is Removed

2 If the stone must be removed temporarily, additional preparation of the bottom of the hole is required to prepare for reinstallation. See the *Lifting* section for instructions on removing the stone from the hole.

- Excavate the existing hole to a rectangular shape, with vertical sides, and level bottom. The front wall of the hole remains at the original location of the front face of the stone. To achieve a solid base, tamp the bottom with a length of 4 x 4 lumber or other tamper.
- The depth of the hole is established by the desired height of the headstone above the ground. If possible, set the height so that the lowest inscription is visible – ideally a minimum of two inches above grade. The actual height at which the stone was previously set may be visible from staining on the stone (witness marks). The depth of the hole may vary depending on the following alternative “fill” method selected:

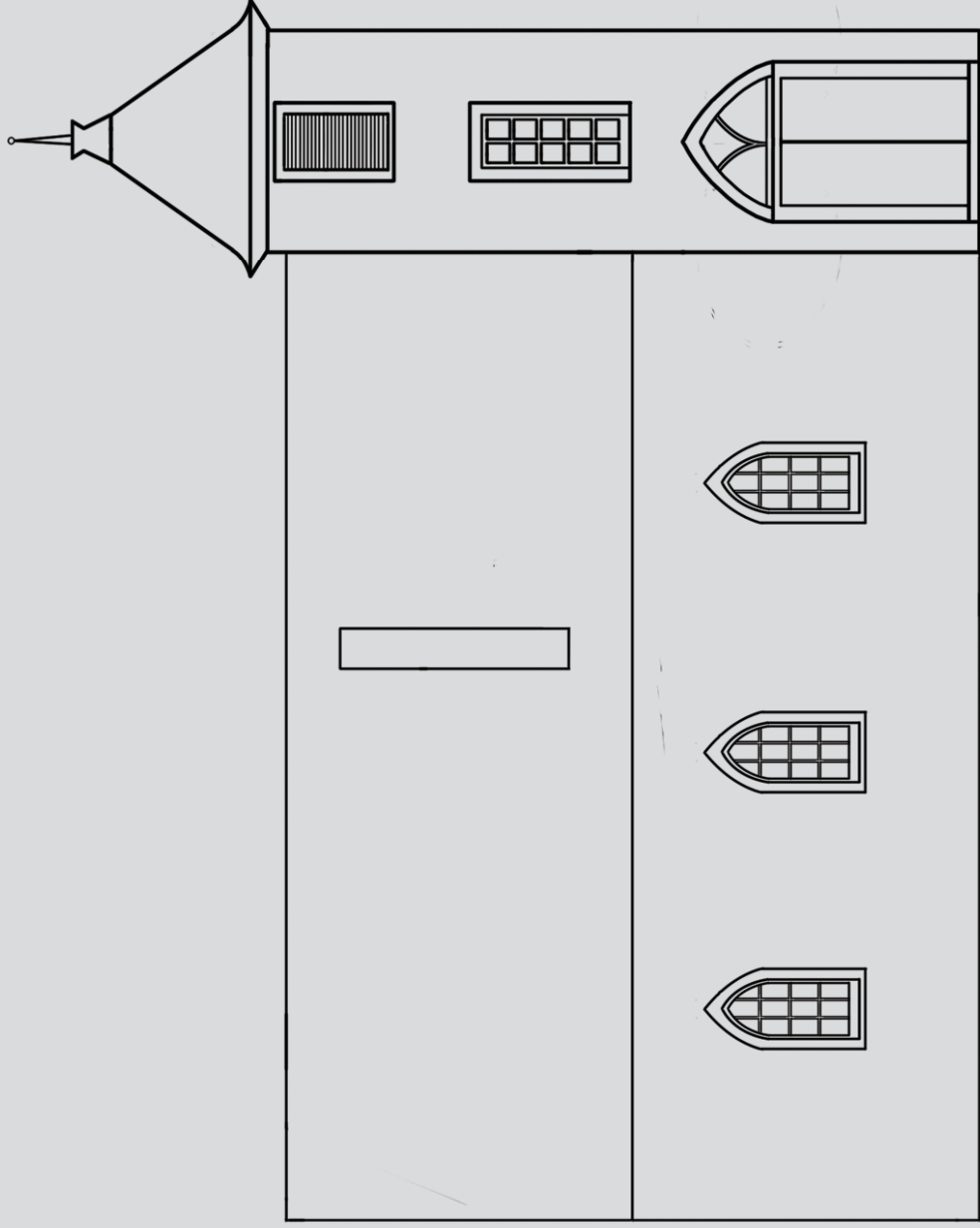
- **Alternative 1 – Stone and aggregate fill** – Lay dry flat stones in the bottom of the hole. Lower the headstone into the hole with the front face of the stone against the front wall of the hole, centered side-to-side. Straighten to vertical, checking for plumb. While holding or bracing the stone, backfill with heavy aggregate (such as broken brick or 21-AA stone from a cement yard) to half-fill the hole, and tamp. Next add coarse sand and gravel mix to within a few inches of the top, and tamp. Place landscape fabric atop the aggregate, to maintain drainage by preventing dirt from filtering into the aggregate.

- **Alternative 2 – Clay bricks and bagged clay fill** – As an alternative to aggregate fill products above, line the bottom of the hole with unfired clay bricks, and use bagged clay as backfill. A first course (layer) of unfired clay bricks is laid on the bottom, with a second course laid perpendicular to the first. Lower the headstone into the hole with the front face of the stone against the front wall of the hole, centered side-to-side. Straighten to vertical, checking for plumb. While holding or bracing the stone, backfill with bagged clay to half-fill the hole, and tamp. Add topsoil to within a few inches of the top and tamp until firm. Clay provides a concrete-like and extremely solid base and support for the stone, and is easier to transport and more volunteer-friendly than aggregate. Clay is used on baseball and softball fields; and may be available in municipalities’ parks departments, as well as commercial nurseries. (One of the authors of this text developed this technique using clay material in collaboration with other professional conservators.)

- Add more topsoil and lightly tamp. Mound up soil to allow for settling. Seed or replace the sod. After two or three weeks, check for settling around the base of the stone, and add more soil as required.



CALLOWAY CEMETERY HISTORIC DISTRICT



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