# APPENDIX B.

# FORM OF APPLICATION FOR ASSOCIATE MEMBERSHIP, AMERICAN INSTITUTE OF ARCHITECTS.

Jan, 23 1899

To the Secretary of the Americ	an Institute of Archite	ects:		T. 1
a t	vr. A sociate membershi	p in the America	in Institute of Arch	itects. I have
Sir: I respectfully apply to	on and By-Laws of the I	Institute and agre	e, if elected, to hono	rably maintain
and obey them.		1. 11	-0	(A)
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The accompanying drawings are	(Give descr.	iption of any drawings t	he applicant may choose to su	:bmit.)
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R	Lespectfully submitted,	-G. C	, lollen	<b>*</b> * * * * * * * * * * * * * * * * * *
			(Signature of Applicants	
We, the undersigned Fello	Associates of th	ne American Inst	itute of Architects,	have carefully
We, the undersigned Fello	ws or Associates of th	1 No. lens	w. Mu	Ž
examined the above statement,	and believe it to be ac	ccurate. We kno	)W 1VII	1 1 1
perso	onally, are familiar with	his professional	. work and practice	and desire his
election as an Associate Member	of the American Institu	te of Architects.	8-1	
	(The signatures	16831	1 Tgad	Real?
	of three Institute Members are here	Paul	Ofth.	
	required.)	2100,0	1 moure	
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We, the undersigned resi	dents of			11. 11.
Mr		personally, and	believe him to be	capable in his
profession and honorable in all h	is dealings.			
	(Here the candidate may secure the signa- tures of residents in the			
	city or town wherein he			
	The address of each in- dorser must follow his			
	name.)			

Totten, Go Ju

Acres of the second

/0 February **1**, 1916.

My dear Mr. Totton:

At the January meeting of the Board of Directors, a formal resolution was adopted extending to you and to the other delegates of the Institute to the Second Pan-American Scientific Congress, a vote of thanks for your capable services at that Congress.

Very truly yours,

Executive Secretary.

Mr. G. O. Totten, Jr., 808-17th Street, Washington, D.C.

K:C



October 16, 1923.

Dear Maj. Totten:-

As requested, we are pleased to enclose herewith two copies of the report of the Tenth International Congress of Architects as it appeared in the March Journal for 1923.

Very truly yours.

Executive Secretary.

Major. George Oakley Totten, 808-17th Street, N. W., Washington, D. C.

K:VB ENCL



## INTERNATIONAL CONGRESS OF ARCHITECTS

# PERMANENT COMMITTEE AND CENTRAL COMMITTEE

808 SEVENTEENTH STREET N.W. WASHINGTON, D. C., U. S. A.

(AMERICAN SECTION)

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GEO. OAKLEY TOTTEN, JR., M. A. I. A.,

A. I. A., SECRETARY Oct. 18/24

Journals your office subscribes of Souther Total.

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# American Institute of Architects

Inter-Office Communication

Subject

From

To

Date

March 15, 1927.

Received from the AMERICAN INSTITUTE OF ARCHITECTS, a copy of the by the undersigned GOODHUE book. This book is borrowed and should be returned to the A. I. A.

GEORGE O. TOTTEN, Jr.

By - ake Totten



July 22, 1927

My dear Major Totten:

We have a charge slip against you for the Goodhue book. loaned to your representative on March 15, 1927.

If the book has served your purpose, will you not return it at some convenient time?

Sincerely yours,

Executive Secretary.

Maj.George O. Totten, Jr., 808 - 17th Street, N.W., Washington, D. C.

K/FHC



THE WALL INVESTMENT CO.

Tower Grove Bank Bldg. 3136 South Grand Blvd.

SAINT LOUIS

August 29, 1 9 **q** 7

Secretary American Institute of Architects, Washington, D. C.

Gentlemen: --

This is to advise you that Miss Clara Blattner has been in Europe for the past three months.

Your telegram of August 16th was sent to our office after delay. We expect Miss Blattner to return to St. Louis within the next few days at which time she will undoubtedly answer your direct.

We understand that the price of her slides is \$40. per hundred or less; the slides are made on orders. If you desire that Miss Blattner send you a catalog she will do so prepaid and you agree to return it to her prepaid.

If you are still interested in obtaining the slides, will you so advise by return mail in care of our office, and oblige

Very truly yours,

(S) C. B. WALL

CBW:ECB

# THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

THE AMERICAN INSTITUTE OF ARCHITECTS ARCHIVES For information or study purposes only. Not to be recopied, quoted, or published without written permission from the AIA Archives, 1735 New York Ave. NW, Washington, DC 20006



January 3, 1936

State Board of Architecture, Room 500, 218 West Adams Street, Jacksonville, Florida.

### Gentlemen:

This will certify that Major George Oakley Totton,

Jr., is a member in good standing in The American Institute
of Architects.

Very truly yours,

Executive Secretary

K/G

COPY

### THE CHARLESTON MUSEUM

Charleston, S.C.

Oct. 26, 1937

Mr. E. C. Kemper, Executive Secretary,
American Institute of Architects,
Octagon Building,
Washington, D. C.

Dear Mr. Kemper:

I understand that a Major George Oakley Tottem of 2633 Sixteenth Street, Washington, is interested in helping ambitious young men. This information has been brought to me by a young college boy who formerly did some work at the Museum under the governmental N. Y. A. grant and I am writing to ask if this information is correct as this young man would like to become associated with Major Tottem.

Sincerely yours,

(sgd)

E. Milby Burton
E. Milby Burton

EMB:R

October 28, 1937

Dear Major Totten:

We are enclosing a letter received from E. Milby Burton, Director of The Charleston Museum. We believe you will wish to reply to this letter personally.

Sincerely,

Executive Secretary

W:S

Major George Oakley Totten, Jr., A.I.A. 2633 Sixteenth Street, Northwest Washington, D. C.

# THE AMERICAN INSTITUTE OF ARCHITECTS

1741 New York Avenue, N. W. Washington, D. C.

THE OCTAGON

Inter-Office Communication

November 4, 1938.

Dear Major Totten:

We have sent to you today, by parcel post, 300
plain small envelopes which were left here at The Octagon
some time ago when you had some personal work done.

Sincerely yours,

K:LF

Major George Cakley Totten, Jr., A.I.A., 2633 16th St., N.W. Washington, D. C.

GEORGE OAKLEY TOTTEN, JR.

ARCHITECT

2633-16™ STREET, N.W. Washington, D. C. REGISTERED ARCHITÉCT, DISTRICT OF COLUMBIA, NEW JERSEY AND FLORIDA

COLUMBIA 1646

November 7, 1938

Dear Mr. Kemper:

62 NORTH III STREET

NEWARK, NEW JERSEY

The three hundred plain, small envelopes which I had for gotten at the Octagon arrived by parcel post today. I thank you for sending them to me.

Sincerely yours,

Mr. Edward C. Kemper, Executive Secretary, A.I.A. The Octagon,

City.

February 1, 1939.

Dear Mr. Shreve:

We write with regret to advise of the death of Major George Oakley Totten, Jr., which occurred today.

The funeral will be on Friday at 11:00 A.M. at the Arlington Chapel.

We believe a telegram of sympathy from you to Mrs. George Oakley Totten, Jr., at 2633 16th Street, N.W., Washington, D. C., would be greatly appreciated. Sincerely yours,

ECK:LF

Similar notes were sent to Mr. Ingham and Mr. Maginnis

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R. B. WHITE

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J. C. WILLEVER

Send the following message, subject to the terms on back hereof, which are hereby agreed to

February 1, 1939

MR. RICHMOND H. SHREVE 11 EAST 44th STREET NEW YORK, NEW YORK

MAJOR TOTTEN DIED THIS MORNING STOP FUNERAL ARRANGEMENTS UNKNOWN STOP SUGGEST THAT I BE AUTHORIZED TO SEND WREATH ON BEHALF OF MEMBERS OF COMMITTEE

U. Grant-Smith

## NIGHT LETTER

Charge to: American Institute of Architects (Institute Committee)

Congress

copy sent to Mrs. Miller

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

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R. B. WHITE PRESIDENT

NEWCOMB CARLTON

J. C. WILLEVER

Send the following message, subject to the terms on back hereof, which are hereby agreed to

February 1, 1939

MR. C. C. ZANTZINGER ARCHITECTS\* BUILDING PHILADELPHIA, PENNSYLVANIA

MAJOR TOTTEN DIED THIS MORNING STOP FUNERAL ARRANGEMENTS UNDECIDED STOP HAVE SUGGESTED TO SHREVE THAT I BE AUTHORIZED TO SEND WREATH ON BEHALF OF MEMBERS OF COMMITTEE ON ORGANIZATION

U. Grant-Smith

## NIGHT LETTER

Charge to: American Institute of Architects
(Example Committee)
Congress

copy sent to Mrs. Miller

WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE.

February 2, 1939.

My dear Mrs. Totten:

The staff of The American Institute of Architects here at The Octagon joins with me in sending to you these words of sympathy.

We knew and worked with Major Totten for many years and we will indeed miss his presence in The Institute and professional activities in which he was so greatly interested.

In due course, we hope that you will have sent to The Octagon any tribute or appreciation that may be written concerning his life, his work and his accomplishments in architecture.

We would like to have such material for the permanent records of The  $\mathbf{I}_{nstitute}$ .

Very sincerely yours,

ECK:LF

Mrs. George Oakley Totten, Jr., 2633 16th Street, N.W., Washington, D. C.

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PRESIDENT

NEWCOMB CARLTON CHAIRMAN OF THE BOARD

J. C. WILLEVER FIRST VICE-PRESIDENT

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	MBS. GEORGE OAKLEY TOTTEN, JR.		
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February 6, 1939.

Mr. U. Grant-Smith The Octagon Washington, D. C.

My dear Mr. Smiths

I thank you for your letter advising me of your thoughtfulness in identifying me with the tribute to Major Totten. I was shocked to learn of his death, and I have written at once to Mrs. Totten expressing my profound sympathy.

Believe me.

Sincerely yours,

President.

**FILES** 



February 6, 1939.

Mrs. George Oakley Totten 2633 - 16th Street Washington, D. C.

My dear Mrs. Tottens

I was shocked and grieved to learn this morning of the death of Major Totten, and I hasten to send you a word of my sincere condolence with you in this great bereavement. In doing so, I know how deeply my feeling is shared by all the architects of America who knew him and held him in such very high regard. Those who have shared with him his International interest will feel particularly distressed by the thought that he is not here to participate in the International Congress, in which he was so instrumental in bringing to America, and I can readily sense how his familiar presence will be sadly missed by his foreign friends on that occasion.

I pray that you may be given spiritual strength and consolation to meet this grievous experience.

Very sincerely yours,

President.

FILES

The 15 of Fel.

Dear Mr Kemper

To The American Sustitule of Architects
Tor your significantly at my
bushards dasty.

THE OCTAGON

I am enclosing some fen elippings which are betoveen many similar. the best, as you in haidly asked one to dri for the pupore of a per mount second.

Vicken von Por Tollen



February 17, 1939.

My dear Mrs. Totten:

Thank you for your letter of February 15 and the newspaper clippings concerning Major Totten's life and work.

We are very glad to have these for the permanent records at The Octagon.

Sincerely yours,

Assistant Executive Secretary.

PHW: DC

Mrs. George Oakley Totten, 2633 Sixteenth Street, N.W., Washington, D. C.

# Major Totten Dies; Noted Architect

Former Newarker Assisted in Designing of Federal Building Here

Washington Bureau.

WASHINGTON — Major George Oakley Totten Jr., secretary of the American section of the International Congress of Architects and co-architect with William E. Lehman for the Federal Building in Newark, died yesterday in a hospital here. Major Totten had been appointed reeently by President Roosevelt as secretary general for the forthcoming meeting of the World Association at Washington.

Major Totten, who in the World War served with the engineers, formerly lived at 62 North 11th street, Newark, and for many years divided his time between that city and Washington. He attended Chestnut Street School, Newark and Newark Technical School. After graduating from Columbia University, he won the McKim Traveling Scholarship, which sent him to Paris for two years' study. Upon his return from Paris,

Major Totten was made chief designer in the office of the super-vising architect here. He designed



Major George O. Totten Jr.

many buildings for the government including the Philadelphia Mint, the Paterson Post Office and a dozen other post office buildings around

# Designed Embassies

After spending three years in the Ever government office, Major Totten Gerh opened a private practice. Since then he designed buildings in New Jersey and Washington. He designed the French, Spanish and Polish embassies here and the two chancery of the American Embassy in Constantinople.

Major Totten was long a leader in programs of the International Chu Congress of Architects and served fic as vice president and secretary of Co several congresses. In this connection he visited London, Vienna Rome and Budapest.

In designing the corridor leading wid to the five court rooms on the third day floor of the Federal Building at Eas Newark, Major Totten used ideas She obtained from a study of French she courts. While in France he studied ark at the Atelier Daumet-Esquie and thre

the Ecole des Arts Decoratif. ber In 1935 Major Totten, who was Ros an authority on Mayan architecture, lent Newark Museum one of Gus an authority on Mayan architechis models of the Serpent columns both in an early Mayan temple. Also on display at the time was a reference work, "Mayan Architecture," ang which he had written.

Major Totten joined with Federal Judge Guy L. Fake of Newark in 1935 in opposing the model for the bronze statue of Justice, which was removed from Judge Fake's court room.

Major Totten leaves his wife he Mrs. Vickin Von Post Totten, two ft sons, George and Gilbert, and a sister, Miss Ada Totten of Newark. Funeral services will be held tomorrow at 11 A. M. at Fort Myer Chapel. Burial will be in Arlington National Cemetery.



Times Wide World
MAJOR GEORGE O. TOTTEN JR.

February 2, 1939

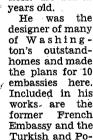
THE EVENING STA

# Maj. Totten Dies; **Outstanding Architect, Designed Embassies**

Native of New York Had Been Resident Of District Since 1895

Maj. George Oakley Totten, jr., one of the city's foremost architects and an expert on Mayan architecture, died yesterday in Mount Alto Hospital after a

six months' illness: He was 72



lish residences Maj. Totten. A resident of the District since 1895 he had spent much time in New York and Paris When a young student he won the McKim Traveling Scholarship which gave him the opportunity for extensive travel in Europe.

Native of New York.

Maj. Totten was born in New York and attended Columbia University, where he received a Ph. B. in 1891 and the following year received an M.A. degree. Later he attended the School of Fine Arts in Paris.

He served as an American delegate to many conferences abroad, including the international congresses of architects at Brussels, Paris, Madrid, London, Vienna and Rome. He had been appointed by President Roosevelt as secretarygeneral for the congress to be held here later this year.

During the World War he served as a major in the Engineer Corps. Two of his great-grandfathers were officers during the Revolutionary

He was a member of the Chevy Chase and University Clubs, Architectural League, American Institute of Architects, of which he was a former president of the Washington Chapter; Washington Board of Trade and the Society of Military Engineers.

Member of Honorary Societies. Among his honorary memberships were Societe Centrale d'Architecture de Belique and Old Russian Society of Architects, as well as the Austrian and Spanish Societies.

He is survived by his wife, the former Vicken von Post, and two sons, George Oakley Totten, 3d, and Gilbert von Post Totten. He made his home at 2633 Fifteenth street

Funeral services will be held at 11 a.m. tomorrow in Fort Myer Chapel and burial will be in Arlington Cemetery.

GEORGE TOTTEN JR., NOTED ARCHITECT

Drew Plans for 10 Embassies in Washington-Dies in a Hospital There

EXPERT ON MAYAN DESIGN

Named Secretary of the World Conference of Architects by President Roosevelt

Special to THE NEW YORK TIMES. WASHINGTON, Feb. 2.-Major George Oakley Totten Jr., an expert on Mayan architecture, died yesterday in Mt. Alto Hospital at or the age of 72 after an illness of more than six months.

Major Totten was the designer of many Washington homes and he made the plans for ten embassies here, including the former French Embassy, and the present Polish and Turkish Embassies.

Born in New York where he took his Ph.D. from Columbia University in 1891, Major Totten came in 1895 to Washington, and thereafter made his home here, dividing his time otherwise between New York and Paris.

Served as Delegate

He served as American delegate He served as American delegate to many international conferences, including the Congress of Architects held at Brussels, Paris, Madrid, London, Vienna and Rome, and had been appointed by President Roosevelt as secretary-general for the congress to be held here

for the congress to be held here this year.

During the World War he served as a major in the Engineer Corps.

He was a member of the American Institute of Architects and former president of its Washington chapter, and a member of the Chevy Chase and University Clubs and of the Architectural League.

He held honorary memberships in the Societé Centrale d'Architecture de Belgique and Old Russian Society of Architects; as well as in the Austrian and Spanish Societies.

Survivors are his widow, the former Vicken von Post, and two sons, George Oakley Totten.

# Old Staten Island Family

Major Totten was the son of the late George Oakley Totten, a New-ark real estate man, and of the late Mrs. M. E. Styles Totten. The Tot-ten family long lived in Staten Is-land, where Tottenville was named

for it.

In Washington Major Totten has for some years been well known as a designer of residences. He helped to draw the plans for a \$5,000,000 National Presbyterian Church which was planned in 1927 for Washington. The building, however, was not erected. In that year also he was named a delegate to the eleventh International Congress of Architects in The Netherlands

the eleventh International Congress of Architects in The Netherlands by the president of the American Institute of Architects. With William E. Lehman, New-ark architect, Major Totten drew the plans for the new Newark Fed the plans for the new Newark Federal Postoffice and Courts Building, a \$3,000,000 structure opened in 1936. Late in 1935 Major Totten was one of the persons who objected to one of the building's court rooms, holding that the statue, which represented a woman, had "biceps like a heavyweight prize fighter and a neck like a wrestler." In 1938 the tabute was put into the court room statute was put into the court room and soon banished by Federal Judge h Guy L. Fake. The statue, which has also been warmly praised, is to be shown at the San Francisco \$

World's Fair.
Major Totten was the author of "Maya Architecture," a book which won critical praise. In 1921 he married Mrs. von Post, a Swedish I sculptress.

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PECEIVED APR 5 1939 THE A. I. A. THE OCTAGON

Merch 31, 1939.

Mrs. George Oakley Totten 2633, Sixteenth Street N.W. Washington, D. C.

My dear Medem:

The Committee on Organization of the International Congress of Architects, at our meeting on Tuesday last, requested me to express to you our amortividual sympathy in the loss of your husband.

The holding of an International Congress in this country has been, as we have all known so well, your husband's ambition for many years. Fray, let me tell you how much we have valued the opportunity to cooperate with him thus far. Please also believe that we shall delly miss his wise counsel and great experience, for none of us has his familiarity with congress management and precedent.

We propose to continue his name as one of our Committee, as a record of his association with us, and as an indication of our esteem and love for him which is shared by so many of our foreign confreres, with whom he, more than any other American, established such cordial relations. Therefore, with your permission, he successor to him will be named.

We will carry on without him as best we may, but always with the inspiration of his devoted interest, and in the hope that this Congress may be what he would have made it.

Very sincerely yours,

President.

# THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.



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Unfortunately, funds have never been available with which to maintain here at The Octagon a real record concerning the life and accomplishments of each individual member of The Institute.

We have made a special effort to find something from the general files concerning Major Totten and Mr. Flournoy, and two memorande are enclosed which we hope will be of some service to you.

We also take the liberty of sending copy of a letter of March Sist which President Maginais sent to Mrs. Totten.

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Executive Secretary

PTE GARE - Et des Berket deut d'autre transferent de l'anne de l'anne d'adapteur de la leur duit le donct de l'anne de l'anne

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# MAJOR GEORGE OAKLEY TOTTEN. JR.

Born - New York, 1867, son of the late George Oakley Totten, a New York real estate man and Mrs. M. E. Styles Totten.

The family lived in Long Island where Tottenville was named for it.

Education - Attended Chestnut Street School and Newark Technical School in Newark, N. J., where the family lived later.

Graduate - Columbia University: Ph.D.1891 - M.A. 1892.

McKim Traveling Scholarship winner - spending two years in Parks.

Attended: Atelier Daumet-Esquie and Ecole des Arts Decoratif.

Practice - Upon return from Peris, in 1895, came to Washington, D. C. as Chief Designer, Office of Supervising Architect, designing many buildings for the Government, including the Philadelphia Mint, Paterson Post Office and other post offices around the country. Remained in this office for three years.

In private practice designed buildings in New Jersey and Washington.
In Washington designed French, Spanish, Polish and Turkish Embassies,
and in Constantinople, the Chancery of the American Embassy.

Co-erchitect with William E. Lehman for the Federal Building in Newark, N. J., which opened in 1936.

Author of Maya Architecture on which subject he was an authority.

Member - The American Institute of Architects, 1899

Former President, Washington, D. C. Chapter, A.I.A.

Chevy Chase and University Clubs in Washington

Architectural League - Washington Board of Trade - Society of Military,

Henorary Member - Societe Centrals dearchitecture de Belgique / Eng.

Old Russian Society of Architects and

Austrian and Spanish Societies.

Offices - Vice-President and Secretary to International Congress of Architecture American Delegate to International Congresses in London, Vienna, Rome, Faris, Brussels, Madrid, and Budapest.

Secretary, American Section, International Congress of Architects Appointed by President Roosevelt as Secretary-general of the Internation al Congress of Architects scheduled to meet in Washington, D. C. in September, 1939.

World War - Served as Major in the Engineer Corps.

In 1921 Major Totten was married to Mrs. von Post, a Swedish sculptress who survives him, with two sons: George Oakley Totten, 3rd, and Gilbert von Post Totten.