**Appendix C**

**Template Letter to the State Historic Preservation Office**

Select date

Attention: Sarah J. Beimers, Environmental Review Program Manager

State Historic Preservation Office

50 Sherburne Avenue, Suite 203

St. Paul, MN 55155

RE: Enter Project Title

 Enter City/Township, County

Dear Ms. Beimers:

We are initiating consultation on this project under Section 106 of the National Historic Preservation Act and implementing regulations at 36 CFR 800 and pursuant to the 2016 Memorandum of Understanding between the Minnesota Pollution Control Agency and the Minnesota State Historic Preservation Office (SHPO). This project is being funded under the Clean Water State Revolving Fund administered by the Minnesota Public Facilities Authority and the Minnesota Pollution Control Agency. Below is the information about this project:

Project title:

Detailed project description:

Project location (Township-Range-Section):

Area of Potential Effects (APE) discussion (see enclosed map):

Identification of historic properties within the APE:

Preliminary determination of effect on historic properties:

**These items should be included with your consultation letter:**

[ ]  Copy of a 7.5 minute USGS map or city map with the APE for the project clearly delineated

[ ]  Copy of the project site plan

[ ]  Photos of existing site location

[ ]  Photos incorporating a 360 degree view from the center of the site

Sincerely,

Enter Project Manager name, Title

Enter Company name

Enter Company mailing address

Enter Contact email address

Enter Contact phone number

cc: Bill Dunn, Minnesota Pollution Control Agency

**Supplemental instructions for the template letter**

**Detailed project description**: Describe the **entire** project, all components.

**Project location:** City or Township – **must include the Township Range and Section(s) of your project area**

**Area of Potential Effects (APE):**  Define the geographic area or areas within which a project may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of the project and may be different for different kinds of effects caused by the project (**direct effects** include physical effects to a historic property and **indirect effects** can include visual effects to a historic property, a change in the use or access to a historic property or cumulative effects due to major development, etc.). The APE must be delineated and clearly marked on a USGS map or city/county map, depending on the scale of the project. Aerial photographs with same APE marked are acceptable as supporting documentation.

**Site plans:** Submit a copy of the project plans or site plan as well as the following:

1. Site plan showing the footprint/extent of the new construction.
2. Rendering or elevation drawing for any new above ground features.
3. A map showing the location of all currently recorded, historic, or potentially historic, properties within one-quarter mile of the project site as identified in the database search provided by Jim Krumrie, SHPO Cultural Resources Information Manager (see below for instructions).
4. A list of any historic properties in the area that are not in the database search, but may be eligible for listing in the National Register of Historic Places (are 50 years old or older).
5. Photos of all buildings facing the project.
6. Photos of the project from the viewpoint of any identified historic properties with a direct view of the project.
7. A description of the visual impacts, traffic, noise, dust, etc. impacts to each identified historic property within one-quarter mile of the project.
8. Either a statement that no buildings will be demolished, or the following for each building to be demolished:
9. Photos from all sides
10. Address
11. Age/year of construction
12. Past Uses of the building
13. Building integrity, ability to save or repurpose
14. Any revisions to the building from original construction

**Photos:** Submit photos of the project location and photos of the surrounding project area (360 degrees from project location).

**Identification of historic properties within the project APE:** Historic properties are defined as any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places.

The SHPO has historic structure and archaeological site databases that can help you identify historic properties within your project APE. See information regarding SHPO files on the Minnesota Department of Administration’s website at <https://mn.gov/admin/shpo/about/files/>. Database searches can be obtained by contacting Jim Krumrie with the SHPO at datarequestshpo@state.mn.us and asking for an “archaeological site and historic structures database search.” Please provide Jim with the Township Range and Section(s) for your project area. He will conduct the searches and email you back with the results. Please be aware that the database searches and files are for known archaeological sites and historic structures only. There may be other historic properties within your project area that have not been previously identified. The photos included with your submittal may help with identifying additional, potential historic properties within the project APE.

**Preliminary determination of effect on historic properties**: Any information gathered regarding historic properties within the project APE should be incorporated into your review submittal along with an initial determination of whether any of the properties will be affected by the proposed project.

**Example project determinations of effect**:

* **No historic properties affected:** This determination is made when there are no historic properties located within the APE for the project.
* **No adverse effect:** This determination is made when there are historic properties located within the APE for the project but they will not be adversely affected by the project.
* **Adverse effect:** This determination is made when there are historic properties located within the APE for the project and the project will have a detrimental impact on historic properties.

**Questions:** Please feel free to contact Kelly Gragg-Johnson, Environmental Review Specialist, SHPO at 651-201-3285 or kelly.gragghjohnson@state.mn.us with any questions regarding project submittal or the SHPO review process.