

# Template Letter to the Minnesota State Historic Preservation Office

Date:

Minnesota Department of Administration

State Historic Preservation Office

Amy Spong

Deputy State Historic Preservation Officer

50 Sherburne Avenue, Suite 203

St. Paul, Minnesota 55155

Re: Project Title:

City/Township, County:

Dear Amy Spong:

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 amended 2024 Memorandum of Understanding between the Minnesota Department of Health and the Minnesota State Historic Preservation Office. This project is being funded under the Drinking Water State Revolving Fund (DWSRF) administered by the Minnesota Public Facilities Authority and the Minnesota Department of Health. Below is the information about this project.

Project Title:

Detailed Project Description:

Project Location (Township-Range-Section[s]-Quarter Section[s]):

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

Identification of historic properties within the APE (listed and shown on enclosed map):

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 aerial photograph, or city map with the area of potential effects (APE) for the project clearly delineated.
* Copy of architectural plans (if available).
* Copy of the project site plan.
* Photos of existing site location, buildings, and structures.
* Year of construction for any buildings and structures within the APE.
* Photos incorporating a 360-degree view from the center of the site.

Sincerely,

Name/Title (Project Manager)

Company

Company Mailing Address

Email Address

Phone Number

## Supplemental Instructions for the Template Letter

**Detailed Project Description**: Describe the **entire** project, all components.

**Project Location:** City/Township – **must include the Township, Range, Section (s) and Quarter Section(s) of your project area.**

**Area of Potential Effect (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 of 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 the APE delineated and clearly marked are also acceptable as supporting documentation.

**Site Plans:** Submit a copy of the site plan and/or architectural plans if available, showing the footprint/extent of the new 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 an online application, MNSHIP, that can help you identify previously recorded historic properties within your project area. Information regarding SHPO files can be found on the Minnesota Department of Administration’s website at [Research at Minnesota SHPO (https://mn.gov/admin/shpo/surveyandinventory/research/)](https://mn.gov/admin/shpo/surveyandinventory/research/).

Please be aware that MnSHIP includes previously identified historic buildings/structures/historic districts. There may be other historic or cultural resources within the APE that have not been previously identified. The photos included with your submittal may help with identifying additional, potential historic properties within the project APE.

All projects with ground disturbance will be reviewed by the SHPO Environmental Review Archaeologist. The SHPO comment letter will address whether or not an archaeological survey is recommended for the project, if one has not already been completed.

**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.

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02/2025

To obtain this information in a different format, call 651-201-4700.