

# Template Letter to the Minnesota State Historic Preservation Office

Date

Minnesota Department of Administration

State Historic Preservation Office

Attention: Sarah Beimers

Environmental Review Program Manager

50 Sherburne Avenue, Suite 203

St. Paul, Minnesota 55155

Re: Project Title

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 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 City Map with the area of potential effects (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,

Name/Title (Project Manager)

Company

Company Mailing Address

Email Address

Phone Number

cc: Todd Johnson, Minnesota Department of Health

## Supplemental Instructions for the Template Letter

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

**Project Location:** City of 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 exit. The area of potential effects in 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 on a USGS map or City/County Map, depending on the scale of the project.

**Site Plans:** Submit a copy of the project plans or site plan.

**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 area. Database searches can be obtained by emailing the Minnesota State Historic Preservation Office at [datarequestshpo@state.mn.us](mailto:datarequestshpo@state.mn.us) and asking for an “archaeological site and historic structures database search”. Please provide the Township Range and Section(s) or your project area. Searches will be done and results will be sent to you by email. Files on historic properties are located in the Minnesota State Historic Preservation Office (SHPO), located at the Minnesota Department of Administration at 50 Sherburne Avenue, Suite 203 in St. Paul. Research hours for SHPO are Tuesday through Friday, 8:30 am to 4:00 pm. If you wish to review these files you will need to set up an appointment at [Using SHPO Files (https://mn.gov/admin/shpo/about/files/)](https://mn.gov/admin/shpo/about/files/).

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 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.

**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.

Please feel free to contact Kelly Gragg-Johnson, Environmental Review Specialist, in the Minnesota State Historic Preservation Office (SHPO) at 651-201-3285 or [kelly.graggjohnson@state.mn.us](mailto:kelly.graggjohnson@state.mn.us) with any questions regarding project submittal or the SHPO review process.

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4700  
todd.johnson@state.mn.us  
[www.health.state.mn.us](http://www.health.state.mn.us/)

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