

E-10a Sample Letter to SHPO – if NO historical properties will be involved

January 16, 2013

Mr. John Smith, State Historic Preservation Officer
124 Any Street
Smalltown, AZ 85111

Re: Mytown Community Center
Request for SHPO Concurrence with determination - NO HISTORIC PROPERTIES
AFFECTED

Dear Mr. Smith:

The City of Mytown has been awarded CDBG funds from the State of Arizona Department of Housing (ADOH) to undertake a community facility improvement project. In compliance with the requirements of these funding sources, I am requesting that your office indicate concurrence with the determination of **NO HISTORIC PROPERTIES AFFECTED** regarding the following project:

Project Title:	Mytown Community Center Improvements
Site Address:	111 Guess Who S., Mytown AZ
Assessor's Parcel Number (APN):	145-66-789
Approximate Year Built:	1985
Approximate Age of [building/home]:	26years
General description of [building/home]:	3000 square foot two story, federal style, red brick with pitched asphalt shingle roofing and single pane windows with wood trim and shutters
Scope of Work to be performed:	Replacement of HVAC system and windows for entire center.

Enclosed is a map indicating the project location(s) and exterior photograph(s).

Please indicate your concurrence by signing below and returning this letter to the City of Mytown, ATTN: Ms. Susie Expert, Grants Coordinator, 222 Guess Who St., Mytown AZ 85987. A return envelope is enclosed for your convenience. Should you require any further information regarding this project, please contact Ms. Expert, (999)111-2222 or Susie.Expert@Mytownaz.gov.

Thank you for your assistance.

Respectfully,

Susie Expert

Susie Expert
Grants Coordinator

Respondent Signature

Date

Agency