

**E-10a.2 – Sample Letter to SHPO for Non Building Related Projects**

January 31, 2013

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

RE: Street Improvements – Guess Who Street, Mytown AZ  
Request for SHPO Concurrence with determination - NO HISTORIC PROPERTIES AFFECTED

Dear Mr. Smith,

The City of Mytown has been awarded federal CDBG funds from the Arizona Department of Housing (ADOH) to undertake a street improvements project. In compliance with the requirements of this funding source, I am requesting that your office indicate concurrence with the determination of NO HISTORIC PROPERTIES AFFECTED regarding the following project:

<b>Project Title:</b>	<b>Guess Who St. – Improvements</b>
<b>Project Location:</b>	<b>Mytown, AZ. Guess Who Street between Idaknow and Geezlouise Avenues</b>
<b>Scope of Work:</b>	<b>200 linear feet of construction of sidewalk, curb and gutter as well as asphalt street reconstruction on Guess Who Street in a residential area which currently has no street infrastructure between Idaknow and Geezlouise Avenues. No housing or other buildings of exceptional historical significance will be affected.</b>

Enclosed is a map indicating the project location as well as photographs of the project site.

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 at (999)111-2222 or [Susie.Expert@Mytownaz.gov](mailto:Susie.Expert@Mytownaz.gov).

Thank you for your assistance.

Respectfully,

*Susie Expert*

Susie Expert  
Grants Coordinator

\_\_\_\_\_  
Respondent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency