

List of items to send to THC along with cover letter and Request SHPO Consultation.

On section 1 of the SHPO Consultation form complete all of Section 1. Project Information including the Brief Project Summary.

1. Attach a short description of the work to be completed, i.e. attic insulation, floor insulation, caulking, weather-stripping, remove and reinstall door for proper operation, etc.
2. Attach good quality pictures of the outside of the home, all angles.
3. Go to <http://atlas.thc.state.tx.us>, click enter Atlas and type in address at both the map address and address. On every house I have entered the only thing that I get is address not found, which typically means that it's not an historic property. Print that page and attach.
4. Go to Google maps and type in address of home to get the location of the property. Print of map location of property and attach.

This is the information I have sent on each property I have requested clearance, THC sends back my cover letter with a stamp stating, "No Historic Properties Affected Project May Proceed".

SAMPLE COVER LETTER

March 11, 2010

Mr. Mark Wolfe
State Historic Preservation Officer
P.O. Box 12276
Austin, Texas 78711

Dear Mr. Wolfe:

CCA's Weatherization Program is requesting a review under Section 106 of the National Historic Preservation Act of 1966. Our source for federal funding is the TDHCA ARRA Weatherization Assistance Program.

Property Information:

Street Address: _____

County: _____ Zip Code: _____

Please see attached form and documents for your consideration. If you have any questions, you can reach me at: 512-XXX-XXXX.

Sincerely,

Program Director

Cc: Client File

TEXAS HISTORICAL COMMISSION

REQUEST FOR SHPO CONSULTATION:
Projects Subject to Section 106 of the National Historic Preservation Act
and/or the Antiquities Code of Texas

Submission of this form only initiates consultation with the Texas Historical Commission, the State Historic Preservation Officer (SHPO) for Texas. The SHPO may require additional information to complete the review for some projects.

FCC projects: this form should not be completed when submitting Form 620 or 621 for communications towers.

Section 106 of the National Historic Preservation Act of 1966, as amended, requires federal agencies to consider the effects of their undertakings on historic properties and to consult with the State Historic Preservation Officer (SHPO) regarding the undertaking. An undertaking is any action by or on behalf of a federal agency that has the potential to affect historic resources and includes funding, permits, or other approvals. Federal agencies are required to identify historic resources that may be affected and to avoid, minimize, or mitigate any adverse effects. The Section 106 regulations are codified in 36 CFR 800 and are available from the Advisory Council on Historic Preservation website at www.achp.gov. Regulations allow 30 days upon receipt for SHPO review.

The Antiquities Code of Texas (Title 9, Chapter 191 of the Texas Natural Resources Code) is intended to protect historic and archeological landmarks and is applicable to public lands owned by the state of Texas or a political subdivision of the state, including state agencies, counties, cities, school districts, and public colleges and universities, as well as other public authorities. Notification of the Texas Historical Commission is required before breaking ground at a project location on state or local public land.

- This is a new submission
Complete all pages of this form and include required attachments.
This is additional information relating to original submission made on or about
Complete only the first page of this form and add any new information, including attachments.

1. Project Information
PROJECT NAME
PROJECT ADDRESS PROJECT CITY PROJECT ZIP CODE(S)
PROJECT COUNTY OR COUNTIES
PROJECT TYPE (Check all that apply)
Road/Highway Construction or Improvement
Site Excavation
Utilities & Infrastructure
New Construction
Repair, Rehabilitation or Renovation of Structure(s)
Addition to Existing Structure(s)
Demolition or Relocation of Existing Structure(s)
None of these
BRIEF PROJECT SUMMARY: Please provide a one or two sentence description to explain the project. More details will be provided separately in Part 5, the Project Work Description Attachment.

2. Project Contact Information
PROJECT CONTACT NAME TITLE ORGANIZATION
ADDRESS CITY STATE ZIP
PHONE EMAIL

For SHPO Use Only Date Stamp Below:
Track Review to:
Archeology Division: Reviewer:
History Programs Division: Reviewer:
Architecture Division: Reviewer:

3. Federal Involvement

Does this project involve approval, permit, license, or funding from a federal agency?

Yes (Please complete this section) No (Skip to next box)

FEDERAL AGENCY

FEDERAL PROGRAM, FUNDING, OR PERMIT TYPE:

FEDERAL AGENCY CONTACT PERSON

PHONE

ADDRESS

EMAIL

Has the federal agency (if other than HUD) formally delegated authority to consult with SHPO on the agency's behalf? Yes (Please attach delegation letter) No

4. State Involvement

Does this project involve approval, permit, license, or funding from a state agency?

Yes (Please complete this section) No (Skip to next box)

STATE AGENCY

STATE PROGRAM, FUNDING, OR PERMIT TYPE:

STATE AGENCY CONTACT PERSON

PHONE

ADDRESS

EMAIL

Will this project involve public land owned by the State of Texas or a political subdivision of the state? (State Agency, County, City, School District, Public Authority, Public College or University, etc.)

Yes No

CURRENT OR FUTURE OWNER OF THE PUBLIC LAND

5. Project Work Description

Attach a detailed written description of the project that fully explains what will be constructed, altered, or demolished. Include architectural or engineering plans, site plans, specifications, or NEPA documents, as necessary, to illustrate the project.

6. Identification of Project Location and Area of Potential Effect (APE)

The APE includes the entire area within which historic properties could be affected by the project. This includes all areas of construction, demolition, and ground disturbance (direct effects) and the broader surrounding area that might experience visual or other effects from the project (indirect effects).

1. **Attach** map(s) indicating the location and specific boundaries of the project. Road names must be included and legible. Identify the project location, boundaries, and APE on the map(s) as precisely as possible. Suggested maps may include USGS 7.5 minute quadrangle maps (or relevant portions thereof), tax maps, satellite images, etc. The number and types of map(s) will depend on the nature and complexity of the project as well as the extent of the APE. **Projects involving ground disturbance must include the appropriate 7.5 minute USGS quadrangle.**
2. **Attach** a brief written description of the APE, including a discussion of the potential for direct and indirect effects that might result from the project and the justification for the boundaries chosen for the APE.

PROJECT NAME

7. Identification of Historic Properties within the APE (Attach additional materials as necessary)

A. Archeological Resources

Does this project involve ground-disturbing activity?

Yes (Please complete this section)

No (Skip to Structures section)

Describe the nature, width, length, and depth of the proposed ground-disturbing activity.

Describe previous land use and disturbances.

Describe the current land use and conditions.

B. Structures

Are there any structures, buildings, or designed landscape features (park, cemetery, etc.) 45 years old or older within the project area or APE?

Yes

No

Is the project located within or adjacent to a district that is listed in or eligible for the National Register of Historic Places? Eligible districts may include locally designated districts or areas identified in historic resource surveys.

Yes, name of district:

No

Do not know

If the Texas Historic Sites Atlas (<http://atlas.thc.state.tx.us>) has been consulted, were previously identified architectural resources identified within the project area or APE?

Yes

No

Did not consult Atlas

If the answer to any of the above questions is yes, use the space below or provide an attachment indentifying each structure, building, designed landscape feature, or district within the APE that is 45 years old or older. Include an actual or estimated date of construction and the location of each of the features.

Does the project involve the rehabilitation, alteration, removal, or demolition of any structure, building, designed landscape feature, or district that is 45 years old or older?

Yes

No

If yes, include information with the attachments for Part 5: Project Work Description and Part 8: Photographs.

8. Photographs

Attach clear, high-resolution color photographs that illustrate the project area and APE as defined in Section 6. Images from the internet are not acceptable due to low resolution. Photography should document the project area and properties within the APE, including clear views of any buildings or structures. Please number and label all photographs, and include a map or site plan labeled to show the location and direction of each view. Where applicable, include photographs of the surrounding area from the project site and streetscape images. Should your project entail the alteration of existing structures, please also provide photographs of the existing conditions of sites, buildings, and exterior and interior areas to be affected.

9. Consulting Parties/Public Notification (Section 106 only)

Attach a description of the actions taken to notify the public or invite consultation with parties other than SHPO. Provide a summary of any consultation and comments received from consulting parties or the public.

The SHPO is only one consulting party under Section 106. Refer to 36 CFR 800.2 for information about other participants who are entitled to comment on the Section 106 process, including Native American tribes, interested parties, and the public. Consultation with the SHPO is not a substitution for consultation with Native American tribes. When identifying historic resources within the APE and determining the effect of an undertaking, applicants should consider consulting with the county historical commission and the local historic preservation officer, if any.

PROJECT NAME

10. Applicant's Determination of Effect (Section 106 only)

An effect occurs when an action alters the characteristics of a property that qualify it for listing in the National Register of Historic Places, including changes to the property's location, design, setting, materials, workmanship, feeling, and association. Effects can be direct or indirect, and can be physical, visual, audible, or economic. They may include a change in ownership or change in use.

- No Historic Properties Affected** based on 36 CFR 800.4(d)(1). Please provide the basis for this determination.
- No Adverse Effect** on historic properties based on 36 CFR 800.5(b). Please explain why the criteria of adverse effect at 36 CFR 800.5(a)(1) were not found to be applicable for your project.
- Adverse Effect** on historic properties based on 36 CFR 800.5(d)(2). Please explain why the criteria of adverse effect at 36 CFR 800.5(a)(1) were found to be applicable to your project. You may also wish to include an explanation of how these adverse effects might be avoided, minimized, or mitigated.

In the space below or as an attachment, please explain the effect of the project on historic properties.

Submit Completed Form and Attachments to:

Via mail:
Mark Wolfe
State Historic Preservation Officer
Texas Historical Commission
PO Box 12276
Austin, TX 78711

Via hand delivery or private express delivery:
Mark Wolfe
State Historic Preservation Officer
Texas Historical Commission
108 West 16th St.
Austin, TX 78701

Faxes and email are not acceptable.

For SHPO Use Only

PROJECT NAME		
PROJECT ADDRESS	PROJECT CITY	PROJECT ZIP CODE(S)
PROJECT COUNTY OR COUNTIES		
PROJECT CONTACT NAME	TITLE	ORGANIZATION
ADDRESS	CITY	STATE ZIP
PHONE	EMAIL	