**HOME template for SHPO clearance when a City, Town or County is the RE and**

***the site is vacant land with no standing structures.***

See SHPO’s Section 106 “FAQ” and “Review and Compliance Manual” at: <http://www.okhistory.org/shpo/section106.htm>.

**Check for updated documents at** [**www.ohfa.org**](http://www.ohfa.org) **before proceeding further**

Provide all required information and remove all yellow-highlight notes. Then transfer the finished letter to the RE’s official stationary for signature and mailing to SHPO for clearance. Retain a copy of the signed letter for the project ERR (Environmental Review Record).

## Date

Ms. Lynda Ozan

Deputy State Historic Preservation Officer

State Historic Preservation Office
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105

RE: xxxx-HOME-xx Type of activity & project name

USPS Street address or legal description including the city or town & county, Oklahoma.

(Multiple sites in the same county can be combined in the same letter.)

Dear Ms. Ozan:

The Name of City, Town or County has been awarded a grant of HOME Program funds to provide decent, affordable housing for low-income families. The National Environmental Policy Act of 1969 (NEPA) and Title 24 CFR, Part 58 Environmental Review Procedures, including Historic Review under Section 106, apply to these projects. Name of City, Town or County hereby requests your review and historic clearance of this project as described below and in the attached documents.

Project Description: Provide a general project description including number of acres or existing lots, type of activity to be undertaken and number and type of low-income houses or buildings and apartments to be provided.

Location: The location must be identified by either 1) an existing USPS street address to which mail is delivered, or 2) if no such address exists or if mail goes to a Post Office Box or Rural Route Box then a description of the location must be provided by using compass directions (N/S/E/W) from a nearby intersection of streets, roads or highways that appear and are named on the maps you enclose with this letter.

Legal description: A legal description is required for all vacant land. Tax assessor’s records, the owner’s title or a survey are common sources. If the site also has an existing USPS street address include that as well. Post Office Box and Rural Route Box addresses should not be included.

Standing Structures: None (NOTE: If there are standing structures on the site use the appropriate HOME Template for the age of the structures.)

Maps: Indicate the number of each type of map provided. Provide street maps and as necessary aerial maps for clarity and/or correct identity of the site. Clearly mark the site on each map and label or write in the margin of each map the project or homeowner name and address or location description of the site, including the city/town & county. In rural areas it may be necessary to provide a site-area map (+ 1 sq. mile) and a general-area map identifying the nearest community and access roads to the site.

Other Documents: If other documents are enclosed, such as a survey, list them here. If there are none this item should be deleted.

If you have questions or require additional information please contact recipient’s contact person at area code & number.

Please address all correspondence regarding this request to my attention and mail a copy to:

Name of Administrator if applicable

Administrator’s mailing address

City/State/Zip

Thank you for your assistance in providing affordable housing for the people of Oklahoma.

Sincerely,

Name and Title of an Official of the City, Town or County who has authority to sign documents as the Responsible Entity for this HOME project.

Enclosure: List the enclosed documents