

EXHIBIT 2.12: SAMPLE TRANSMITTAL LETTERS

SAMPLE 1— NO HISTORIC PROPERTIES AFFECTED

STATE OF CALIFORNIA—BUSINESS, TRANSPORTATION AND HOUSING AGENCY

ARNOLD SCHWARZENEGGER, Governor

DEPARTMENT OF TRANSPORTATION
DISTRICT 14, ENVIRONMENTAL
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SAWYERVILLE, CA 95556
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Flex your power!
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Date is essential

August 1, 2008

Mr. Milford Wayne Donaldson, FAIA
State Historic Preservation Officer
Office of Historic Preservation
P.O. Box 942896
Sacramento, CA 94296-0001

All submittals should be addressed to the SHPO, but an "Attention" line can be used if the reviewer has already been identified

14-SAW-73
PM 8.6/13.2
EA 14-367900
State Route 73 Rehabilitation

Attention: Susan Stratton

Subject line helps identify the submittal

Subject: Determination of Eligibility and Notification of No Historic Properties Affected for the State Route 73 Road Rehabilitation Project, Sawyer County, California, 14-SAW-73, PM 8.6/13.2

Dear Mr. Donaldson:

Paragraph 1: State whether consultation is initial or continuing and, refer to the regulatory context of consultation (i.e., the Section 106 PA)

The California Department of Transportation (Caltrans), as assigned by the Federal Highway Administration (FHWA), is initiating consultation with the State Historic Preservation Officer (SHPO) regarding the proposed improvements on State Route 73 in Sawyer County. This consultation is being undertaken in accordance with the January 1, 2004 *Programmatic Agreement among the Federal Highway Administration, the Advisory Council on Historic Preservation, the California State Historic Preservation Officer, and the California Department of Transportation (Section 106 PA)*.

Paragraph 2: Identify submitted materials and explain their purpose

Enclosed you will find a Historic Property Survey Report (HPSR) for the proposed undertaking. Under the Section 106 PA Caltrans is responsible for ensuring the appropriateness of the Area of Potential Effects (APE) [Stipulation VIII.A] and the adequacy of historic property identification efforts [Stipulation VIII.B]. We are consulting with you at the present time under Stipulation VIII.C.5 of the Section 106 PA, which requires that we seek your concurrence with Caltrans' determinations of eligibility for historic properties.

Paragraph 3: Summarize the scope and scale of the project

Caltrans, in conjunction with FHWA, is proposing the enhancement of State Route 73 in Sawyer County. The project proposes to widen the existing roadbed to include 2.4 meter wide shoulders, patch localized pavement failures, extend drainage structures to adapt to new road width, and extend highway profile in portions. A left turn channelization will also be added on State Route 73 at Sawyer Road. A full project scope description and depiction of the APE can be found on page 1 and Figure 3 of the HPSR.

Identify where reviewer can find more detail

Consultation and identification efforts for the proposed undertaking (summarized on pages 1 – 2 in the attached HPSR) resulted in the identification of two properties requiring evaluation within the APE as follows:

Paragraphs that summarize results of studies and consultation and list evaluated resources by type

- CA-SAW-0113/H
- 2831 State Route 73, Rural Residence

Identify relevant stipulation for each item – in this example the stipulation is identified at the top of the list because all of the requested items fall under the same stipulation

Pursuant to Stipulation VIII.C.5 of the Section 106 PA, Caltrans, as assigned by FHWA, is requesting your concurrence with the following eligibility determinations:

- CA-SAW-0113/H is not eligible for the NRHP
- 2831 State Route 73, Rural Residence, is not eligible for the NRHP

Identify length of review period

Clearly state every item for which you are requesting concurrence. If necessary for clarity, use numbers or bullets to enumerate different requests

We look forward to receiving your response within 30 days of receipt of this submittal in accordance with Stipulation VIII.C.5.a of the Section 106 PA. This letter also serves as notification that Caltrans' finding for the undertaking, pursuant to Stipulation IX.A.2 of the Section 106 PA, is No Historic Properties Affected due to the absence of any identified historic properties within the APE. Greg King, Caltrans Division of Environmental Analysis, is being provided with a concurrent copy of this documentation.

Identify lead staff person for the project, and provide full contact info

If you need any additional information, please do not hesitate to contact Caltrans District 14 Archaeologist Raymond Chandler (phone: 555-555-5555; fax: 555-555-5550; e-mail: Raymond_Chandler@dot.ca.gov). Thank you for your assistance with this undertaking.

Sincerely,

Signed by person of appropriate status, including title and location

PHILLIP MARLOWE, Chief
East Region Environmental Management, Branch S5

List all submitted materials

Attachment: State Route 73 Road Rehabilitation HPSR with HRER, ASR
c. Greg King, CCSO as assigned by FHWA; Jill Hupp, CCSO; Any Consulting Parties; Gloria Scott – HQ (if state-owned resources are involved)

Attachment: Camelrock Four-Lane HPSR

Copy other organizations as appropriate (in this example, Section 106 PA Stipulation VIII calls for concurrent submittal to FHWA)

Optional: Business card stapled to submittal letter provides full contact info, and lets reviewer know who they should contact if more information is needed

Place Business Card Here