

National Historic Preservation Act Letter

This letter is designed for NHPA "no adverse effect" determinations only. The circumstances of each case will affect the way the letter is written. The other major determination, "adverse effect," triggers a negotiation process and may result in a Memorandum of Agreement (MOA). This letter would be altered for such determination and be accompanied by a draft MOA.

Letterhead

Date

Name

Advisory Council on Historic Preservation
Old Post Office Building
1100 Pennsylvania Avenue, NW
Suite 803
Washington, DC 20004

or

Name

Advisory Council on Historic Preservation
730 Simms Street, Room 401
Golden, CO 80401

Re: Application Description, CAIS Control Number

Dear Mr./Ms. *(Name)*:

The Office of the Comptroller of the Currency (OCC) has received an application from the *(name of bank, city, state)* to *(list of activity)* at *(address)*.

The proposed branch/office location will be located at *(name of building and district) (address)*, which is *(listed/eligible for listing)* on the National Register of Historic Properties.

Describe historic property.

Discuss the bank's proposal and how it will affect the historic property.

The OCC has reviewed the bank's proposed project and determined that it will have no adverse effect on *(the existing building or property)* located at *(address)*, or on the *(name)* Historic *(building and district)*. The *(name of the State Historic Preservation Office)* (SHPO) *(concur with the determination of no adverse effect, or does not concur, or concurs with conditions)*.

If concurs with conditions, list conditions.

If the OCC does not agree, describe why the agency believes its determination is accurate.

Insert the following, if appropriate.

The bank has indicated to the OCC that it agrees to the SHPO's conditions.

Add any other language that is pertinent to the circumstances of the case.

In accordance with Section 106 of the National Historic Preservation Act and with Section 800.5(d) of the regulations of the Advisory Council on Historic Preservation (36 CFR 800), I request the Council's concurrence with the OCC's determination that the establishment of the proposed (describe proposal and location) will not have an adverse effect on the (existing building and historic district). A copy of the SHPO's determination and information provided by the bank are enclosed to assist you in making that determination.

If you have any questions, you can contact me at (phone number).

Sincerely,

-Signature-

Name
OCC National Historic Preservation Officer

cc: Official File