



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT HOUSING - FEDERAL HOUSING COMMISSIONER ACKNOWLEDGEMENT OF RECEIPT OF ENVIRONMENTAL REVIEW EXHIBITS			HUD AREA/SERVICE OFFICE		
NAME AND ADDRESS OF DEVELOPER					
CITY OR COUNTY		STATE	ZIP CODE	TELEPHONE NUMBER <i>(Include Area Code)</i>	
HUD FILE NUMBER		NAME OF SUBDIVISION			
TRACT NUMBER		LOCATION OF SUBDIVISION			
DATE					
<input type="checkbox"/> Your request for environmental review was received on _____ and processing will begin immediately. Please refer to the HUD File Number shown in all correspondence regarding this submittal.					
<input type="checkbox"/> An Environmental Impact Statement is required.					
<input type="checkbox"/> Your submittal is incomplete and is being returned herewith. The following items are required:					
<input type="checkbox"/> Location Map					
<input type="checkbox"/> Preliminary Subdivision Plan					
<input type="checkbox"/> Form HUD-92010, Equal Employment and Housing Opportunity Certification					
<input type="checkbox"/> Other					
SIGNATURE OF HOUSING DHD/SCS				DATE	

Replaces Form FHA-2261, which is Obsolete

HUD-82261 (8-78)

FORM HUD 92251, ACKNOWLEDGEMENT OF RECEIPT OF ENVIRONMENTAL
REVIEW EXHIBITS

- a. Purpose: To notify the developer (1) that the application is complete and that an environmental review will be conducted, (a HUD file number is also assigned), (2) that an Environmental Impact Statement is required, or (3) that the submittal is incomplete. The items needed are checked.

The subdivision file numbers begin with the number one, and subsequent applications are assigned sequential numbers. This facilitates identification even though subdivision names are changed. HUD and the developer refer to this file number in all exchanges of exhibits or correspondence.

- b. Prepared By: Valuation staff.

- c. Instructions.

(1) Upon receipt of an acceptably completed application, complete one copy of Form HUD 92251. Include all heading entries from the information on application Form HUD 92250, and enter the appropriate HUD file number. The date of receipt of the application will be entered and the first box checked to indicate that the environmental review will begin immediately.

(2) An unacceptable application:

- a If the application is unacceptable because of a substantial deficiency which requires return of the entire application to the developer, Form HUD 92251 shall be completed by checking the appropriate box to indicate the reason for its return. A HUD file number will not be established for returned applications nor will any record of the submittal be kept by HUD. (Use Form HUD 92253 for preliminary Office reject.)
- b If the deficiency can be identified by telephone and if corrected documents are readily available to the developer, such corrected documents may be requested by telephone, and the application held until the corrected copies arrive and are substituted in the file. In this event the application will be retained by the Field Office but no file number will be assigned until the corrected documents have arrived and the application is complete. The telephone call will be documented in the file, and if the corrected documents do not arrive within ten days, the file will be returned to the developer as outlined in the preceding paragraph.