Policy Manual for Public Participation In Transportation Projects

Project Participation

GOVERNMENT
Local, Regional and National

CITIZENS
Local Residents, Businesses and Travelers

Virginia Department of Transportation

Working together for a better Community

Approved by FHWA 3/15/1999

THIS MANUAL IS EQUIPPED WITH INFORMATION LINKS

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REVISIONS

Sheet	Date
3-9, 3-10	07/01/00
1-8, 3-4, 3-12, 3-14, 6-1, 7-1, 7-2, H-3, H-13	05/31/02
Index, L-41	
1-2, 1-3, 1-6, 1-7, 1-8, 3-1, 3-14, 5-1, 5-2 and 5-3	02/13/03
H-11, H-12, deleted H-13 and H-14	06/02/03
3-1, 4-1, 5.01, Section 6.0 – Rehearing deleted	03/18/04
Added Section 7.00	09/23/04
Replaced Section 4 (page 33)	10/19/08
Table of Content, Appendixes A and B	01/22/10
Revised the following flow charts in Section 3;	10/29/10
CIM Request Process	
Public Hearing Request Process	
Willingness Request Process	
Inserted the following flow charts in Section 5;	
Design Approval Process	
Location and Design Approval Process	
Location Approval Process	
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CIM Request Process	
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CIM Request Process	
Public Hearing Request Process	
Willingness Request Process	
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Design Approval Process Tier 1	
Design Approval Process Tier 2	
Location and Design Approval Process Tier 1	
Location and Design Approval Process Tier 2	
Revised the following flow charts in Section 3;	08/29/11
CIM Request Process	
Public Hearing Request Process	
Revised Section 4 to eliminate language about Code of Va.	

SECTION 1.00 - GENERAL

SEC. 1.01 - PURPOSE

This policy statement ensures that highway locations and designs are consistent with federal and state laws and local goals and objectives. The policies and procedures explained are intended to give full opportunity for coordination and participation by the public before the final approval of highway locations and designs. A procedure for one or more public hearings is designed to provide for free and open discussion of controversial issues and concerns before development of the final design has reached a point that it is impractical to make extensive modifications.

This statement also confirms the policy of the Virginia Department of Transportation (VDOT) to consider a wide range of factors, including possible adverse economic, social, and environmental effects, in the development of a project.

It is VDOT's desire that final decisions on any project be in the best overall public interest, taking into consideration the need for safe and efficient transportation, public services, and the costs of eliminating or minimizing adverse effects.

This policy is in accordance with Federal Regulation 23 CFR 771.111(h) and 23 USC 128, Section 33.1-18 of the Highway Laws of Virginia, Virginia Department of Transportation Policy Memorandum DPM 1-11 and shall apply to all proposed highway projects of VDOT, regardless of the system or funding involved. The Federal Highway Administration (FHWA) has endorsed this policy for use on all Federal-aid highway projects.

Projects administered/developed by others that will be funded by federal and/or state funds must meet the Department's guidelines for public participation.

Citizens who are affected by a public decision should:

- *Be given accurate information,*
- *Have a voice in the decision,*
- *Be involved in the implementation of the decision!*

SEC. 1.02 - OVERVIEW OF CITIZEN INVOLVEMENT

Citizens have numerous opportunities to express their viewpoints during the course of a project's development. They may voice their opinions and suggestions on a specific project at the District Pre-allocation Hearings and at the Tentative Allocation Hearings before a project is initiated. These views affect the Virginia Department of Transportation's (VDOT) decision on whether or not to proceed with a project and in the establishment of project priorities.

In addition to the citizen participation process provided by VDOT, local governing bodies provide citizens numerous opportunities to participate in the development of transportation programs. These local governing bodies, such as counties and cities, offer opportunities for citizen input through their recommendations and approvals on highway projects.

For projects with apparent major impact or public interest, VDOT solicits citizens' views through informal Citizen Participation Meetings, plus household and business surveys conducted through the agency's Environmental and Engineering sections. The views obtained influence the course of preliminary studies.

After sufficient data has been gathered and evaluated to allow development of feasible alternatives, a public hearing or an opportunity for a public hearing is provided. Depending on the magnitude of the project, the level of action may range from comprehensive advertising of meetings and displays of the proposals in several locations prior to the hearing to simple public notices with plans available for review and discussion at the local VDOT offices.

When a public hearing is held, the meeting may range from a series of large gatherings in a public auditorium, to a few persons gathered in a city, county, or local facility. If no hearing is held, the public participation may consist of a single citizen reviewing the plans with a department representative. Regardless of the amount of public input, all views are considered by VDOT. The approving authorities also consider citizens' views before a decision is made for a project location. On major projects citizens often have two formal opportunities for input into the project development process, once prior to deciding the location of a route and again prior to a commitment to specific design features.

Which type of meeting will accomplish the needs for this stage of the project?

SEC. 1.03 - DEFINITIONS

SEC. 1.03.1 – Citizen Informational Meeting

A Citizen Informational Meeting is an opportunity for the public to review, in an informal setting, the ongoing development of project information.

SEC. 1.03.2 – Citizens Participation Meeting/Workshop

A Community-based planning session, a collaborative effort between governments and the communities, serves to identify problems and involve all elements of the community. This session searches for the implementation of solutions to transportation issues.

SEC. 1.03.3 – Public Hearing

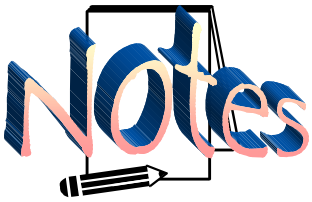
A public hearing is a well-publicized opportunity for the VDOT to present its studies and policies while receiving and documenting comments from the public on each proposal concerning engineering, social, economic, and environmental factors and effects resulting from each possible course of action.

SEC. 1.03.4 – Location Public Hearing

A Location Public Hearing is held before VDOT is committed to a specific route. This allows the Community to be included in the decision on the new location for projects that are determined to have different alternatives. This includes their general location, the type of facility necessary, or the transportation mode under consideration. The final determination of need for a Location Public Hearing is made by the State Location and Design Engineer upon careful evaluation of public interest and the concurrence of FHWA on Federal-aid projects. This type of hearing is held when preliminary engineering studies are of sufficient detail to indicate relative cost differences between the alternatives and the feasibility of their construction based on environmental studies and general engineering practices.

SEC. 1.03.5 – Design Public Hearing

A Design Public Hearing is held after the Commonwealth Transportation Board approves a route location or for projects that do not require extensive relocation but before VDOT is committed to a specific design. A Design Public Hearing is also held for projects being developed on existing alignment. This type of hearing is held after a project field inspection is held and plans are completed to a stage that all right of way limits/lines (including easements), storm water management basins, noise wall locations, retaining wall locations and construction limits, and major design features are delineated on the plans and identified clearly, within the parameters of the information known to date. Existing property lines, property owners, buildings, and other topographical data allow easy identification of impacts to properties. Alternate proposals on major design features may be presented.



SEC. 1.03.6 – Combined Location and Design Hearing

A Combined Location and Design Public Hearing is held for a project that is determined not to have feasible alternative solutions for the general location, type of facility necessary, transportation mode, and where there is no major concern about the need for the project. Project plans are normally at the same stage of completion as for a Design Public Hearing. Alternative design features may be presented at this type of hearing.

SEC. 1.03.7 – Notice of Willingness to Hold a Public Hearing

Requirements for a public hearing may be satisfied by a well-publicized Notice of Willingness to hold a public hearing. The status of the project is in accordance with the opportunity being given (location, design, or combined location and design). An opportunity to review the project plans and other information is given in this procedure. A public hearing is held if a written request is made and contact by VDOT cannot resolve the questions and concerns.

SEC. 1.03.8 – Social, Economic, and Environmental Effects

Important considerations in any VDOT project proposal are the direct and indirect benefits or losses to the community and transportation users. The Department considers the effects of its undertaking on the natural and human environment. Location and design studies include relevant and applicable considerations specific to each study. The following list is not exclusive, nor is each effect considered on every project, nor are they given equal weight in determining a particular location or design feature if considered.

Community is any group of people who share a common interest, a common belief or a common investment in the future…

1. Regional and community growth, including general plans and proposed land use, total transportation requirements, and status of the planning process;

2. Conservation and preservation of the general ecology of the area such as: park and recreational facilities, wildlife and waterfowl areas, historic and natural landmarks;

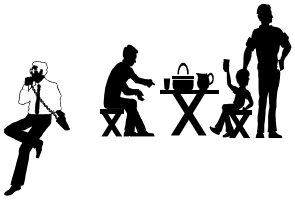
3. Public facilities and services, including religious, health and educational facilities, public utilities, and fire protection and other emergency services;

4. Community cohesion, including residential and neighborhood character and stability, highway impacts on minority and other specific groups and interests, and effects on the local tax base and property values;

5. Displacement of persons, businesses, farms, and nonprofit organizations, including relocation assistance, availability of adequate replacement housing, and economic activity (employment gains and losses, etc.);

6. Air, noise, and water pollution, including consistency with approved air quality implementation plans and any relevant federal or state water quality standards; and

7. Aesthetic and other values, including visual quality and the joint development and multiple use of space.



Community involvement can help expand our resources.

SEC. 1.03.9 - Environmental Document (for Federal Projects)

For those projects that require federal compliance, there are three classes of actions that prescribe the level of documentation required, in the National Environmental Policy Act (NEPA) process.

Class I Environmental Impact Statements (EISs). Actions that significantly affect the environment require an EIS (40 CFR 1508.27). The following are examples of actions that normally require an EIS:
(1) A new controlled access freeway.
(2) A highway project of four or more lanes on a new location.
(3) New construction or extension of fixed rail transit facilities (e.g., rapid rail, light rail, commuter rail, automated guideway transit).
(4) New construction or extension of a separate roadway for buses or high occupancy vehicles not located within an existing highway facility.

Class II Categorical Exclusion (CEs) Actions that do not individually or cumulatively have a significant environmental effect are excluded from the requirement to prepare an EA or EIS. A specific list of CEs normally not requiring NEPA documentation is set forth in Sec. 771.117(c). When appropriately documented, additional projects may also qualify as CEs pursuant to Sec. 771.117(d).

Class III Environmental Assessment (EAs) Actions in which the significance of the environmental impacts is not clearly established. All actions that are not Class I or II are Class III. All actions in this class require the preparation of an EA to determine the appropriate environmental document required.

Further information on the NEPA process and definitions of these classes are contained in FHWA's regulations 23 CFR 771 (Appendix L-1), and in 40 CFR Parts 1500-1508 (Appendix L-2) concerning highway projects. Public involvement on Federal-aid highway projects is required and coordinated using the NEPA process.

Citizens who are involved in the decision will support the outcome.

Public Comment Period

The public comment period for Federal-aid projects for which an Environmental Assessment (EA) has been prepared is 30 days from the date of public availability of the Environmental Assessment.
The public comment period for Federal-aid projects for which a draft Environmental Impact Statement has been prepared is a minimum of 45 days. The Federal Register public availability notice establishes this period.

SEC. 1.03.11 – State Environmental Review Process

During initial consideration of a transportation improvement, VDOT contacts local, state, and federal agencies and officials. Public advisory groups are also notified during these initial studies.

VDOT maintains a list of other persons and groups interested in specific projects or areas so they may be advised of certain actions and have opportunities for input. If a proposed project affects another state, views are solicited from the appropriate agencies within that state. All written views received during this coordination are made available to the public. Meetings other than the required public hearing(s) may be held at any time they would serve the public interest or when information from the public may affect the scope of the study or the choice of alternatives to be considered and may aid in identification of social, economic, and environmental effects. These meetings are normally conducted to permit maximum input and exchange of information.

SEC. 1.03.10 – Location, Location and Design or Design Approval

Location Approval or Location and Design Approval refers to the action by which the Commonwealth Transportation Board, (and FHWA on Federal-aid projects) indicate that the essential elements of public involvement for a highway project are satisfactory and acceptable for proceeding to the next appropriate step in project development.

Design Approval refers to the action by which the Chief Engineer for Project Development (and FHWA on Federal-aid projects) indicates that the essential elements of public involvement for highway projects are satisfactory and acceptable for proceeding to the next appropriate step in project development.

Facilities must be accessible to all Citizens so all may participate comfortably.

SEC. 1.04 - NON-DISCRIMINATION UNDER STATE GRANTS AND PROGRAMS

The Code of Virginia 51.5-40 (Appendix L-3) prohibits discrimination on the basis of disability in state assisted programs and activities.

Effective October 1, 1991, VR 602-01-2 (Appendix L-4) further specified that no qualified person with a disability shall on the basis of that disability be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under any program or activity which receives or benefits from state financial assistance or under any program or activity conducted by or on behalf of any state agency.

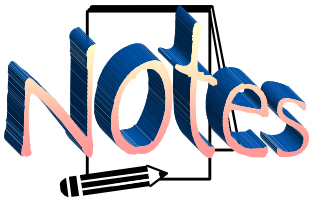
It further states, no qualified person with a disability shall, because a program or activity facilities are inaccessible, be excluded from participation in public hearings or public communications of any programs or activities governed by these regulations. To comply such programs and activities shall:

1. Take appropriate steps to insure that public meetings/hearings are held at facilities that provide accessibility to persons with a disability.
2. Take the appropriate steps to ensure that notice of public meetings/hearings are made available to individuals with impaired vision and hearing through means such as telecommunications devices, braille or typed material (open captioned) televised information, qualified sign language interpreters, other material or media.
3. Any program or activity governed by the regulations shall administer programs and activities in the most integrated setting feasible to meet the needs of qualified persons with a disability.

To further insure compliance with the act, the following actions are required. Public notices placed in daily and weekly newspapers alerting the public to upcoming meetings or public hearings to discuss proposed highway projects or changes in VDOT policy will state:

Individuals requiring special assistance to participate in the meeting should contact, title and phone number of resident engineer, or in the Northern Virginia District, the administrator for construction or division head, when applicable.

<u>Non-Discrimination</u> - VDOT ensures nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. For information call, phone number of resident engineer, or in the Northern Virginia District, the administrator for construction or division head, when applicable.



1. Whenever possible, meetings will be held in schools or other public buildings where persons using wheelchairs, walkers, crutches or canes can attend. If a person with a mobility disability notifies VDOT of his/her desire to attend the meeting, and it has been scheduled to be held in a building that was not readily accessible, either the meeting site should be changed, arrangements made to accommodate the individual, or arrangements made to being information to the interested person and receive his/her testimony.

2. In a formal hearing setting, wireless microphones should be provided for use by persons who cannot easily get to the speakers microphone. An audio tape (reading of brochure and comments) of the meeting can be made available for persons who could not attend the meeting. Written testimony can be given up to ten days after the meeting is held, for inclusion in the hearing record. When necessary, arrangements will be made to go to a citizen to receive his/her testimony for inclusion in the hearing record.

3. The Department of Deaf and Hard of Hearing has a statewide listing of persons qualified as signers. These persons can be hired to attend meetings when necessary and interpret for persons with hearing disabilities.

SECTION 2.00 - INFORMATION/ PARTICIPATION MEETINGS or WORKSHOPS

SEC. 2.01 Location Study Workshop – Initial Meeting

On all location studies, it is desirable to have a Public Scoping Meeting as soon as possible after a project is assigned. This type of meeting allows the citizen to be involved at the beginning of the process. From a list of attendees, a mailing list can be initiated, contacts for future interactions are made, and facts of local interest are obtained.

Contact should be made with local governmental officials prior to scheduling a meeting of this type to determine if studies or ideas for development are available and to inform these officials of VDOT impending actions. In most cases, the District Administrator or his representative will do this. This would also hold true for arrangements for a suitable meeting place. See Appendix G-4 for general guidelines when securing a location and arranging a meeting.

Location studies are prepared utilizing the best available database, and are the result of a concept that is conceived to alleviate a major need for improvement to the transportation system. Visual aids listed are not intended to be all-inclusive nor applicable to all projects but are representative of a "best case" situation needs for these and other displays and related requirements. The number of each type of visual aid is dependent upon the anticipated attendance and should be coordinated with the appropriate district/residency.

SEC. 2.01.1 - Study Window

A display showing the area to be studied, or study window, should be prepared utilizing a U.S.G.S. quadrangle sheet or mosaic with the extreme boundaries delineated. If there are well-known previously studied corridors in existence, these should also be shown in a corridor
band.

SEC. 2.01.2 - Purpose Of The Study

A general outline of the study and why it is being made, the citizens' part in the process, and the intended results should be prepared and utilized to inform the citizens of the purpose of the meeting. This information is generally placed at the entrance of the meeting room - far enough away from the actual displays to allow citizens to take time to read it.

SEC. 2.01.3 - Photos Of Interest In The Study Area

Enlarged, color photos of traffic congestion, historic sites, prominent businesses, and municipal buildings, and other sites as appropriate can be mounted to form an attractive display which will convey to the citizen features they are familiar with in the study area and any potential problem areas.

SEC. 2.01.4 - Traffic Projections

In some cases, traffic studies of a preliminary nature are available to support discussion about the need for a new location/improvement in the area. The existing level of traffic service is also helpful, if available.

SEC. 2 .01.5 - Remaining Actions

A tentative schedule of remaining actions on the project should be provided, giving general dates such as "Early 2000", if this information is available.

SEC. 2.01.6 – Meeting Handout

A handout is desirable at a meeting of this type; it should contain as a minimum:

- The purpose of the location study,
- The purpose of the workshop and the citizens' involvement,
- A map showing the study window,
- A tentative schedule of remaining actions, and
- The name of a contact person should more information be desired.

SEC. 2.01.7 - Comment Sheet

Along with the handout a comment sheet should be provided whereby the citizenry can provide their thoughts in writing. This sheet should indicate:

- The project number,
- To whom it should be mailed,
- A block which can be checked if they wish to be put on a mailing list to be notified of upcoming events, and
- Questions relevant to the information being sought about the study area. This comment sheet is the Project Managers' tool for gathering the information necessary to move in the correct direction with the project.

SEC. 2.01.8 - Miscellaneous

Have state maps and other Department publications available at the meeting. Also, it may be advisable to have copies of the VDOT Right of Way and Utilities booklet available.

SEC. 2.02 – Government Workshop – (Alternatives Development and Consensus Building)

As the study progresses, alternatives are evaluated, additional support data is obtained, and ultimately, the candidate build alternatives are chosen. At this stage, a meeting coordinated with local officials should take place. This will ensure close coordination between all involved and will eliminate confusion or misunderstanding as to which alternatives will be presented at the next public meeting.

A second location workshop may be held if further information is needed to narrow the selection of the candidate build alternatives.

SEC. 2.02.1 - Study Window

The study window display should now show all alternatives initially considered and those now being considered as candidate build alternatives. It is desirable to have two separate displays showing these two distinct sets of alternatives. This should be shown on an aerial mosaic if at all possible to permit the citizenry to easily orient themselves.

SEC. 2.02.2 - Purpose of the Study

A display showing the basic information as outlined in Section 2.01 and welcoming the citizens to this information meeting should be prepared.

SEC. 2.02.3 - Photos of Interest in the Study Area

The same display as previously used or updated to show growth or change in the area should be available.

SEC. 2.02.4 - Traffic Projections

At this stage of the study, traffic projections should be available and displayed in an effective manner.

SEC. 2.02.5 - Remaining Actions

A tentative schedule of remaining actions giving a general time frame such as "Early 2000" should be displayed.

SEC. 2.02.6 - Video Presentation

At this point in the study, enough data will be available to provide a video presentation. The program need not be lengthy, approximately 4-5 minutes is the ideal time. It should give a brief history of the project, all alternatives considered, the candidate build alternative, traffic projections, and remaining action. Additional layouts showing problem areas, points of interest, and anything else deemed important should be included. A program of this type, viewed prior to studying the displays, will answer a large number of the questions that arise at these meetings.

SEC. 2.02.7 - Information Meeting Handout

In addition to the information outlined in Section 2.01.6, the handout should contain a history of the previous meetings, proposed typical section, and a map providing the same candidate build alternatives as shown on the displays. See Appendix G-1 for further guidance.

SEC. 2.02.8 - Comment Sheet

The same type sheet described in Section 2.01.7 should be used.

SEC. 2.02.9 - Miscellaneous

State maps and other Department publications along with Right of Way and Utility booklets should be available at this meeting.

Sec. 2.03 - COMMUNITY WORKSHOPS AND INFORMATION MEETINGS held prior to COMBINED LOCATION AND DESIGN/ DESIGN HEARING

In the same manner and for the same reasons as stated in Sections 2.01 and 2.02, it is desirable to have a Community workshop for location and design projects - both to receive and provide information. Usually one method of development has been selected and this meeting is to advise the citizenry of this and provide the opportunity to gather ideas as to the effects this design will have on the area. Occasionally, alternate methods of development are also presented at these meetings.

SEC. 2.03.1 - Purpose of Meeting

Section 2.01.2 is applicable.

SEC. 2.03.2 - Photos of Interest on the Project

Section 2.01.3 is applicable.

SEC. 2.03.3 - Aerial Mosaic or Continuous Roll of Plans

Either a mosaic and/or a shaded continuous roll of plan sheets should be available for review. In addition, several sets of the plans, profiles, and cross-sections should be strategically placed in the review area. An alphabetized list of all landowners and the plan sheet location of their property should be prepared and available to those greeting the public.

SEC. 2.03.4 - Traffic Projections

Section 2.02.4 is applicable.

SEC. 2.03.5 - Remaining Actions

This display should show the tentative schedule of remaining actions giving a general time frame such as “Advertisement for construction is anticipated in "Early 2000"”.

SEC. 2.03.6 – Video Presentation

Section 2.02.6 is applicable.

SEC. 2.03.7 – Public Meeting Handout

The handout should contain, as a minimum, a brief history of the project, a map showing the project, project purpose, storm water management basins (location and type), typical section, traffic data, right of way impacts, environmental review, remaining actions, cost (preliminary engineering, right of way acquisition, utility relocation, and construction cost), type of financing for the project, and the name of a contact person. See Appendix G-1 for further guidance.

SEC. 2.03.8 - Comment Sheet

Section 2.01.7 is applicable.

SEC. 2.03.9 - Miscellaneous

State maps and other Department publications along with the Right of Way and Utility booklet should be available at this meeting.

SEC. 2.04 - COORDINATION AND SUBMISSION OF DATA PRIOR TO MEETINGS

Coordination of effort is essential in the assembly of necessary data for the successful execution of a public meeting. The Public Involvement Section must receive, in writing, the Public Hearing Request Form (Appendix H-1) with all appropriate data from whoever has scheduled the meeting. This form must contain the date, time, place, and type of meeting in order that the proper advertisement can be prepared. Section 3.02 offers guidance as to the procedures that the Public Involvement Coordinator follows in advertising a public meeting/hearing. The following actions, review procedures, and time frames must be adhered to in order for the process to proceed smoothly:

Prior to Meeting	Review of Material	Final Review
Rough draft of booklets pre-recorded presentations	Project Manager 60 Days	Public Involvement speech, and/or script for
Rough drawings of visual on display or in booklet	Project Manager 60 Days	Public Involvement aides, maps, etc., to be
Typed draft of Urban, District, script	Project Manager 45 Days Residency & Others as Necessary	Public Involvement booklet and video
Rework of any material as necessary with major changes	ASAP	ASAP
Distribution of booklets must be available when advertisement is published	Send to: District Residency City or Town Central Office	30 Days
Completed speeches, slides, and displays	Project Manager Public Involvement District	20 days

SECTION 3.00 - PUBLIC HEARINGS

SEC. 3.01 - HEARING REQUIREMENTS (revised 03/19/04)

A separate Location Public Hearing, a Design Public Hearing, a Combined Location and Design Public Hearing, or a Notice of Willingness for those hearings, are provided when their need is determined in accordance with DPM 1-11 (Appendix L-6) or deemed appropriate by the Project Designer with approval of the State Location and Design Engineer. This determination is made after review with appropriate VDOT divisions, local and state government entities, and federal agencies taking into account the general complexity of the project and anticipated public interest.

If the system is interstate, primary, urban or secondary and the:

Roadway corridor is predominantly or completely on new location requires a location public hearing followed by a design public hearing.
Projects on the existing roadway corridor but that have a significant social, economic or environmental impact require a design public hearing.
Projects with the majority of the proposed work within the existing corridor but with work on new location require a combined location and design public hearing.
Projects within the existing highway corridor where insignificant public interest and/or environmental impacts are anticipated require a combined location and design public hearing or a posting of willingness to hold a combined location and design public hearing.

Provide accurate unbiased information…
Listen to the voice of the community …
Consider the information received in future decisions about the project…

Notice Of Willingness To Hold Hearing (revised 3/19/04)

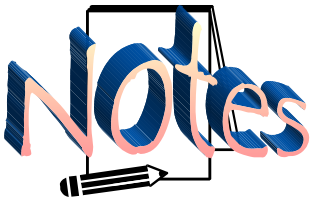
The publication of a notice of willingness to hold a Location, Design, or Combined Location and Design, public hearing will satisfy any public hearing requirement. This determination should be made using the guidelines provided in DPM-1-11 (Appendix L-6) that a Public Hearing is not beneficial to the public.

On Federal-aid projects, one or more public hearings, or the willingness for hearing(s), are part of all Class I actions, almost all Class III actions, and most Class II actions. Class I actions normally involve the two-hearing process but may be handled with one combined hearing (or willingness) if the project is not controversial, or as determined by the State Location and Design Engineer and the Federal Highway Division Administrator. Hearings or the willingness for hearings for Class II and III actions are provided when the conditions in the preceding paragraphs of section 3.01 are met or when the State Location and Design Engineer or the FHWA's Division Administrator determines it to be in the public interest.

If a substantial amount of time (three years or more) passes before the appropriate location, design, or location and design approval is obtained, the Environmental Manager must review the adequacy of the previously prepared document and a review of the project is made. If there are significant changes in the population of the area, the land use regulations or impacts to environmental conditions of the project, the hearing requirements shall be fulfilled again.

If determined by FHWA (Federal-aid projects) or the State Location and Design Engineer to be in the public interest, a new hearing is held or willingness provided to consider supplemental information relative to proposals presented at previous hearings or new alternatives to previous proposals. If a Location Hearing was held, a new Location Hearing may be combined with a Design Hearing whether or not a Design Hearing has been previously held. The result of a new hearing is considered, and a new location and/or design approval is processed.

For State funded projects, if a substantial amount of time (three years or more) passes before the next major step (acquisition of right of way) in the project development process has begun, a Public Meeting may be held to provide the public with updated information about location, design, or location and design. If there are significant changes in the impacts or environmental conditions of the project, the hearing requirements must be fulfilled again.



SEC. 3.02 - PUBLIC HEARING PROCEDURES

To insure compliance with state and federal regulations, Reference 23 USC 128, 23 CFR Part 771, 40 CFR Parts 1500-1508, 33.1-18 and maintain uniformity in the handling of public hearings, the following steps are necessary to schedule the hearing.

Essential information as outlined in this section must be sent to the Public Involvement Section 60 days prior to the scheduled meeting.

Upon notification of the type, date, time, and place of the public hearing to be held, the Public Involvement Manager will prepare the public notice and cover letter to the District Administrator which will include instructions to the District Administrator and others receiving copies of said memorandum concerning the conducting of the hearing and distribution of the hearing notice.

Each notice of public hearing shall contain:

- Date, time, and place of meeting and informal plan review (if appropriate).
- Description of project proposal.
- 8 1/2” x 11” project location map (to be included in all distributions and postings).
- Statement that tentative schedules will be discussed.
- Statement that right-of–way relocation assistance information will be available.
- Statement of opportunity for public comment period at meeting.
- Project identification information.

- Statement of availability of project information 30 days prior to the hearing and the availability of the environmental assessment (if Federally funded) at specified locations 30 days prior (minimum of 15 days) to the hearing. Environmental information is to include 106 and Agricultural Forestal District statements.

- Procedure for submitting written statements.

- Other statements concerning special arrangements for open forum, conduct of meeting, informal plan review meetings, etc, when necessary.

- Non-Discrimination notification and the procedure for individuals requiring special assistance to attend and participate in the meeting. (Revised 05/31/02)

- Project identification information.

The Public Hearing Notice will be published at least twice in newspapers having general circulation in the vicinity of the project. The notice is also published in any newspaper having a substantial circulation in the area concerned, such as foreign language, local community, or minority-based newspapers. The first notice should appear 30 days prior to the hearing with the second notice appearing from 5 to 12 days before the hearing. For Federal-aid projects identified as Class I actions, the Draft Environmental Impact Statement must be available to the public 30 days prior to the hearing and 15 days after the hearing is held. Care should be taken to identify low-income or minority populations located in the project study area, and an extra effort should be made to ensure that these populations are informed of and have access to public involvement opportunities.

Public Hearing notices must appear in the newspaper 30 days prior to the scheduled hearing date…

VDOT will publish a listing of all public meetings to be made available to other news media, other state agencies, federal agencies, local public officials, and any other interested groups or individuals who, by nature of their function, interest, or responsibility, may be interested in or affected by the proposal. A list is maintained by VDOT of persons, groups, agencies, etc., which express an interest in certain projects or specified areas.

The following are responsible for specific tasks to insure compliance with notification of scheduled meetings.

- Upon notification the Public Involvement Manager will prepare the public notice and cover letter to the District Administrator and others receiving copies of the said notice.

- The Public Involvement Manager will notify the Clerk of the Court of the appropriate county, city, or town in which the proposed action is to occur and provide the Clerk of the Court a copy of the notice and project map for posting.

- The Public Involvement Manager will notify the Federal Highway Administration (if federally funded), appropriate federal and state agencies and special interest groups such as the Virginia Road and Transportation Builders Association, local Highway Commissions, and Bicycle organizations by its inclusion in the Monthly Public Meetings' Listing.

- The Office of Public Affairs will publish the notice at least twice in newspapers having general circulation in the vicinity of the project. The notice will also be published in any newspaper having a substantial circulation in the area concerned, such as foreign language, local community, or minority based newspapers. Public Hearing Notices must appear 30 days prior to the hearing and 5 to 12 days before the hearing. For Federal-aid projects identified as Class I actions, the notice must state that the Draft EIS is available for review or the date it will become available.

- The District Administrator or appointee will send the notice to all members of the Board of Supervisors of the county affected and to all members of the City or Town Council; to the County Administrator; City Manager; Mayor and other officials directly concerned.

Sharing the responsibilities makes the task easier for everyone…

- The District Administrator or appointee should in addition send copies to the appropriate Chairman of the Local Planning Bodies; President of the Local Chamber of Commerce; Heads of Local Civic and Citizen Associations; Superintendent of Local Schools; President of Local Parent Teacher Associations, and other officials as deemed appropriate.

- The District Administrator or appointee should also post the notice in the appropriate courthouse, post office, and other public places and buildings in the vicinity of the project.

- The Resident Engineer will post signs on the terminus of the project notifying the public of the proposed project in accordance with Traffic Engineering Divisions, IIM, TE-303.

- For Location and Design project hearings and Design Project hearings, the Project Engineer in charge of the project will notify the adjacent property owners by direct mailing of the public notice and project location map of the public meeting a minimum of 20 days prior to the meeting. For all hearing types a direct post card mailing to the community/individuals affected by the proposal may be distributed.

SEC. 3.03 - DATA REQUIRED FOR A PUBLIC HEARING

The formal or open forum public hearing provides VDOT an opportunity to advise and educate the citizens relative to the scope of the project. The following items should be prepared with care and in a manner easily understood by the general public.

Any questions call your coordinator for more information…

SEC. 3.03.1 - Aerial Mosaic

An aerial mosaic of photos, preferably less than one year old, may be prepared and the proposed design shown at a convenient scale. Care should be taken to select the scale that best depicts the type project being presented 1"=1,000' (1:10000 plus/minus) may be satisfactory for location studies and 1"=25' (1:250 plus/minus) for small design projects. Care should be taken to depict the corridor or design in colors and patterns, which will contrast best with the mosaic's background. The number of mosaics needed should be determined by the anticipated attendance.

SEC. 3.03.2 - Shaded Alternatives or Plans

Prints of the alternatives shaded and exhibited in either a continuous roll and in sets of plan sheets are necessary for locating individual properties. To further facilitate the ease of property owners in locating their property, individual photographs should be taken of prominent structures on each of the adjacent properties and 2"x 3" photos should be displayed on the shaded plans. These should be mounted for ease of displaying and viewing. In addition, several sets of the completed plans including profiles and entrances should be available for viewing in the display area. Several sets of cross sections should also be available for use. A list of property owners and the sheet location of their property should also be available. This list should be in alphabetical order. The number of prints required should be determined by the anticipated attendance.

Displays should be developed in a manner that non-engineering Citizens can readily understand…

SEC. 3.03.3 – Renderings - Photographs with existing and proposed development

One of the most effective ways to convey the effects of the proposal is through the use of renderings (before and after photographs of the project) on which the proposed alternative or design is shown. Excellent results can be obtained creating a three-dimensional effect that shows the proposal in its current setting. These services are available through the Location and Design Division's Public Involvement Section.

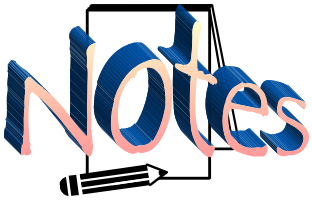
SEC. 3.03.4 - Traffic Display

On large projects, a display showing traffic volumes (current and future), density, and level of service should be shown. These displays are prepared and provided by the Transportation Planning Division as deemed appropriate by the State Transportation Planning Engineer.

SEC. 3.03.5 – Environmental Documents

Environmental documents must be available at the public hearing in sufficient quantities for viewing by the public. Likewise, sensitive environmental concerns should be depicted for public viewing (Noise Wall Study information, Historic Property impacts, Wetland Mitigation sites, etc…) with photos and written text. These displays are prepared and provided by the Environmental Division as deemed appropriate by the State Environmental Engineer.

If the Environmental Division does not display this information separately it will be included in the Location and Design displays by the Project Manager.



SEC. 3.03.6 - Public Hearing Handout

The public hearing handout should be of good quality, since it is VDOT's explanation of what we hope to accomplish. For guidance in preparing the handout, see Appendix G-1. The number required should be based on the anticipated attendance.

The Local Assistance Coordinator will provide verbiage for the handout for urban projects to the designer 60 days prior to the scheduled hearing date.

SEC. 3.03.7 - Video Presentation

At public hearings, videos are provided to augment both the engineering design and right of way displays. The engineering video presentation should include location maps, photos showing existing and projected design, typical sections, traffic volumes, environmental considerations, costs, and a tentative schedule of events are necessary, plus any other information deemed appropriate. The right of way information may be included in the project video if deemed appropriate by the Right of Way and Utilities Agent in charge of this project.

This video presentation provides an excellent way for VDOT to convey the proposed alternatives or design, and care should be taken to prepare these in a professional manner for maximum effectiveness.

SEC. 3.03.8 - Miscellaneous

Sufficient copies of the current Right of Way and Utilities booklet should be made available. Any current information deemed suitable for distribution, such as state maps and other pamphlets concerning VDOT programs, should also be available.

SEC. 3.04 - COORDINATION AND SUBMISSION OF DATA PRIOR TO HEARING

As has been stated previously, coordination and submission of data prior to the hearing is essential. Section 2.04 lists time frames and review procedures applicable to all public meetings.

SEC. 3.05 - CONDUCT OF PUBLIC HEARING

Meetings, whether one-on-one, in small groups or in public events are the dominant method used to engage communities/citizens in discussions about the issues they face with the proposed project.

Public hearings vary in size and content, but their purpose remains consistent - to present the proposal and to receive the citizens' comments. Listed below are general regulations that pertain to public hearings. Additional guidance is found in Appendix G-2.

Public hearings are held at a time and place convenient for persons affected by the proposal. The procedures used may differ according to the project, area, and the number of persons expected to attend.

Provisions are made to accept written statements and other exhibits in place of, or in addition to, oral statements made for the record, within 10 calendar days after the hearing. A statement concerning the 10-day time limit for submission of such data and the appropriate address to which it should be sent must be provided.

An informational booklet should be provided to assure a basic understanding of the proposal (see Appendix G-1 for contents).

At a Location Hearing, information on any location alternatives studied should be available. At a Design Hearing, information on any design alternatives studied should be available, with an extensive project history.

VDOT provides as many responsible representatives as necessary to conduct the hearing and respond to questions. These representatives should always remain as long as necessary after the hearing to discuss individual concerns and questions relative to the project.

VDOT may arrange for local public officials or other responsible persons to conduct a hearing. However, it is the responsibility of VDOT to meet hearing requirements and to provide proper representation.

Types of public hearings:
Open Forum Hearing
Traditional Hearing

On a Federal-aid project, VDOT brochure contains information relevant to federal participation in funding and decision-making.

VDOT explains right of way acquisition procedures, the relocation assistance program, when appropriate, and announces the availability of a right of way and utilities booklet explaining that process.

VDOT explains that at any time after the hearing and before the location and/or design approval, all available information relating to the proposal is made available, upon request, for public inspection, copying, and purchase (including the transcript described in Section 3.06 when it becomes available).

SEC. 3.06 – TRADITIONAL PUBLIC HEARING with an INFORMAL PLAN REVIEW

A traditional hearing may be held if deemed appropriate by the designer or if a written request is received from the governing body of the county, city or town in which the route is proposed to be located or upon the written request of twenty-five citizens. The written request must be received within fourteen days following the first published notice of the hearing. If a traditional hearing is deemed appropriate, the information about the project is provided in a verbal format and in a visual format. A meeting room is set up to provide for the gathering of a full group meeting to provide and gather verbal information. It is desirable to have an informal plan review prior to the scheduled public hearing. These reviews should ideally be held immediately prior to the hearing and at hours convenient to the citizenry. This part of the process provides project information in a visual format and allows citizens to make written comments and suggestions on the proposed project.

Traditional public hearings are probably the least effective way to discuss issues, offer alternatives and gain consensus on matters of public/community interest.

The same data that is required for the informal plan review before the traditional public hearing as is required for the open forum public hearing and should be available for this meeting. This is shown in Section 3.02. The date, time and place for this informal plan review should be included in the public hearing notice. Staffing should consist of sufficient personnel from the various disciplines to adequately answer the citizens' questions.

SEC. 3.07 – OPEN FORUM PUBLIC HEARING

A open forum public hearing (open house) encourages one-on-one discussions in an informal setting. This style of meeting has an easy, open and encouraging effect on citizens and can be very helpful in building a sense of consensus between the Department and citizens.

At the meeting, people familiar with all facets and features of the project visually display their information. The purpose of the open forum may be to suggest solutions or may simply be to give information and facts. The process is highly interactive with technical people presenting and fielding questions from communities, individual citizens, or small groups.

Sec. 3.08 - NOTICE OF WILLINGNESS POSTING PROCEDURES

The requirements (definition section 3.00) for a public hearing may be satisfied by the publishing of a Notice of Willingness to hold a Public Hearing. The Willingness can be posted at the Location, Design, or Combined Location and Design stage, if the project meets the specifications for posting a notice of willingness. The Department may proceed with the posting of a notice of willingness without a completed environmental document, provided our Environmental Division determines that a Class II (categorical exclusion) level of environmental documentation is applicable and will be completed within forty-five days of the execution (expiration date) of the willingness.

Essential information as outlined in this section must be sent to the Public Involvement Section at least 25 days prior to the desired deadline for the expiration of the notice.

Upon notification of the Public Involvement Manager by the Project Manager of the desire to post a notice of willingness to hold a public hearing, the Public Involvement Manager will prepare the public notice and cover letter to the District Administrator which will include instructions to the District Administrator and others receiving copies of said memorandum concerning the notification of willingness to hold a public hearing and distribution of the notice and project location map.

See the APPENDIX for HOW TO GUIDE

Each notice of willingness to hold a public hearing shall contain:

- Description of proposal
- Locations with availability of maps, drawings and other information concerning the project proposal.
- Statement of willingness to hold a public hearing, procedure for submitting written request to hold a public hearing.
- Non-Discrimination notification. *(Added 05/31/2002)*
- Project identification information.

A Notice to show a willingness to hold a public hearing must appear 15 days before the expiration date…

The notice of willingness to hold a public hearing will be published at least twice in newspapers having general circulation in the vicinity of the project. The notice is also published in any newspaper having a substantial circulation in the area concerned, such as foreign language, local community, or minority-based newspapers. The first notice should appear 15 days prior to the established expiration date with the second notice appearing from 5 to 7 days before the expiration date.
VDOT will publish a listing of all public meetings and willingness to hold public meetings to be made available to other news media, other state agencies, federal agencies, local public officials, and any other interested groups or individuals who, by nature of their function, interest, or responsibility, may be interested in or affected by the proposal. A list is maintained by VDOT's persons, groups, agencies, etc., that express an interest in certain projects or specified areas.

The following are responsible for specific tasks to insure compliance with the posting of the Notice of Willingness.

- Upon notification the Public Involvement Manager will prepare the public notice and cover letter to the District Administrator and others receiving copies of the said notice.

- The Public Involvement Manager will notify the Clerk of the Court of the appropriate county, city, or town in which the proposed action is to occur and provide the Clerk of the Court a copy of the notice and project map.

- The Public Involvement Manager will notify the Federal Highway Administration, (if federally funded), appropriate federal and state agencies and special interest groups such as the Virginia Road Builders Association, local Highway Commissions, and bicycle organizations by its inclusion in the monthly public meetings' listing.

- The Office of Public Affairs will publish the notice at least twice in newspapers having general circulation in the vicinity of the project. The notice will also be published in any newspaper having a substantial circulation in the area concerned, such as foreign language, local community, or minority based newspapers. Notice of Willingness to hold a Public Hearing Notice must appear 15 days prior to the expiration date and 5 to 7 days before the expiration date.

- The District Administrator will send the notice to all members of the Board of Supervisors of the county effected and to all members of the City or Town Council; to the County Administrator; City Manager; Mayor and other officials directly concerned.

- The District Administrator should in addition send copies to the appropriate Chairman of the Local Planning Bodies; President of the Local Chamber of Commerce; Heads of Local Civic and Citizen Associations; Superintendent of Local Schools; President of Local Parent Teacher Associations, and other officials as deemed appropriate.

- The District Administrator should also post the notice in the appropriate courthouse, post office, and other public places and buildings in the vicinity of the project.

Coordination is the key to success…

- The Resident Engineer will post signs on the terminus of the project notifying the public of the proposed project in accordance with IIM, TE-303.

- The Project Manager in charge of the project will notify the adjacent property owners by direct mailing of the public notice and project location map of the public meeting a minimum of 10 days prior to the expiration date.

If a request for a public hearing is received, the Public Hearing Notice will be posted in accordance with normal public hearing procedures. The notice cannot be posted until the environmental document is completed and available for public review.

If no request is received to hold a hearing or the request is rescinded, the Resident Engineer will notify the District to continue with the project location and/or design approval. The District Location and Design Engineer then notifies the State Location and Design Engineer and all other appropriate Divisions by memorandum to proceed with the location and/or design approval for the project. After location and/or design approval has been obtained from the State Location and Design Engineer the Project Manager will notify the Division responsible for the financial programming of the project (Local Assistance Representative). The development of the project will proceed forward to right of way negotiations and acquisitions. If the project is federally funded, right of way approval cannot be obtained until the requirements of NEPA are satisfied.

VDOT CIM REQUEST PROCESS

Thursday, August 25, 2011

(Schedule set for a 45 day process – no legal requirements for this type of meeting)

Project Manager submits a completed PM-120 to DPA
(a minimum of 45 days before meeting date)

DPA - Creates:

- ***ADV and Brochure to be available to public***

PM to Notify Local, State, and Federal Governments a Minimum of 15 days prior to the Meeting and placement of relevant data per PI Manual.

Create Advertisement and Location Map for Public Hearing

PM -

- ***Prepares the PM – 120 (which reflects info consistent with iPM, PCES, Plans, Environmental Document for consistency of information)***
- ***Assures compliance with State Law 33.1 and NEPA federal regulations / Public Involvement Manual***
- ***Identifies and secures a location to conduct Public Hearing***
- ***Secures a court reporter for the Public Hearing***
- ***Submits the request package to DPA for processing including:***
  - ***Project narrative for Advertisement***
  - ***Project location map***
  - ***PM-120 and supporting information posted on iPM***
  - ***Project graphics***

DPA – creates:

- ***Advertisement***
- ***submits draft to PM for review***

PM – reviews:

- ***Draft advertisement for accuracy of project information and compliance***
- ***Responds to DPA***

DPA - receives/incorporates:

- ***Comments from PM***

DPA - submits:

- ***Draft advertisement and location map to R/W, CR, Env Manager for review and comment***
- ***Makes requested changes***

DPA – submits:

- ***Revised Advertisement to COPA.***
- ***Advertisement Plan to COPA***
- ***Revised advertisement to DPDE or DCE for content and compliance approval***

DPDE or DCE – reviews advertisement:

- ***Provides approval to DPA***

COPA – reviews:

- ***Advertisement for branding compliance***
- ***Advertisement Plan for placement compliance***
- ***Provides approval to DPA and posts on Public Events Calendar***

PM - notifies:

- ***Local Clerk of the Court, Board of Supervisors, City or Town Council, County Administrator, City Manager, Mayor and other officials directly concerned with project of the Notice. (advertisement and location map)***
- ***Local Planning Bodies, President of local Chamber of Commerce and Heads of Local Civic and Citizen Associations***
- ***Adjacent property owners by direct mailing of the Notice (advertisement and location map) a minimum of 10 days prior to the meeting***
- ***FHWA (if federally funded), appropriate Federal and State agencies, special interest groups i.e. Virginia Transportation Construction Alliance, local bicycle organizations, etc.***

PM - distributes:

- ***Copies via e-mail of advertisement and location map to: District and CO Right of Way, Environmental and Civil Rights and DPDE or DCE, District Administrator and Asst. L&D Engr.***

- ***Advertisement submitted to newspaper***
- ***Information is posted on VDOT web***

Time Line

DAY 45 Receive Data	DAY 45 - 35 Creates Documents	DAY 35 Transmit to DPA	DAY 30 Transmit Final Data to others	DAY 25 Submit to Papers

Create Brochure

Create Brochure and comment sheets follow steps for public hearing brochure and comment sheet (time frame is flexible)

PM - posts:

- *Notices (advertisement and location map) are posted in the appropriate courthouse, post office and other public places and buildings in the vicinity of the project*

PM - ensures:

- *Signs are posted on the termini of the project notifying the public of the proposed project in accordance with Traffic Engineering Division Memorandum TE-303*

DPA - provides:

- *Information for posting on project web page*

DPA - distributes:

- *Final copy of advertisement and location map to newspapers, PM and DPDE or DCE.*

ABBREVIATIONS

CIM - Citizen Information Meeting
COPA – Central Office Public Affairs
DPA – District Public Affairs
PM - Project Manager
PC - Project Coordinator
DPDE – District Project Development Engineer
DCE – District Construction Engineer
PA – Public Affairs
CR – Civil Rights

VDOT PUBLIC HEARING REQUEST PROCESS

Monday, June 06, 2011

(Schedule set for a 60 day process)

Project Manager requests to hold Public Hearing
(request 60 days prior to public hearing date)

DPA - Creates:
- ADV and Brochure to be available to public

PM to Notify Public, Local, State, and Federal Governments 30 days prior to the Public Hearing and placement of relevant data in District per PI Manual.

Create Advertisement for Public Hearing

Time Line

Create Brochure

DAY 60 Receive Data

PM -
- Prepares the PM – 120 (which reflects info consistent with iPM, PCES, Plans, Environmental Document for consistency of information)
- Assures compliance with State Law 33.1 and NEPA federal regulations / Public Involvement Manual
- Identifies and secures a location to conduct Public Hearing
- Secures a court reporter for the Public Hearing
- Submits the request package to DPA for processing including:
  - Project narrative for Advertisement
  - Project location map
  - PM-120 and supporting information posted on iPM
  - Project graphics

PM - Gathers information from:
- Plans, Env, Noise Study, R/W, Construction, and assures compliance with State Law 33.1 and NEPA federal regulations/Public Involvement Manual (Historical, Cultural, Noise, and Wetland impacts)
- Submits to DPA for processing
  - Project narrative for Advertisement
  - Project location map
  - PM-120 and supporting information posted on iPM
  - Project graphics
  - Questions for comment sheet

DAY 55 Transmit Data

DPA – creates:
- Advertisement notice
- Submits draft to PM for review

DPA – creates:
- Brochure (location map, typical section, project layout provided by PM).
- Creates comment sheets.

DAY 50 Transmit Data

PM – reviews:
- Draft advertisement for accuracy of project information and compliance
- Responds to DPA

DPA - receives/incorporates:
- Comments from PM

DPA - submits:
- Draft advertisement and location map to R/W, CR, Env Manager for review and comment
- Makes requested changes

PM – reviews:
- Draft brochure for compliance and makes suggested changes to DPA

DPA - receives/incorporates:
- Comments from PM and submits draft brochure and comment sheet, to R/W and Env Manager and DPEM or DCE for review and comment.
- Makes requested changes

DAY 45 Transmit Final Data

DPA – submits:
- Revised Advertisement to COPA.
- Advertisement Plan to COPA
- Reviews advertisement for content and compliance approval

COPA – reviews:
- Advertisement for branding compliance
- Advertisement Plan for placement compliance
- Provides approval to DPA and posts on Public Events Calendar

DPEM or DCE –
- Reviews advertisement
- Provides approval to DPA

DPA – submits concurrently:
- Brochure to COPA for review of branding compliance
- Brochure to DPEM or DCE for review of content and compliance

DAY 41 Transmit Final Data to others

DPA – distributes:
- Final copy of advertisement, and location map to PM and DPEM or DCE

COPA –
- Approval of Final Edits sent to DPA

DPEM or DCE –
- Approval sent to DPA

DAY 40 Submit to Papers and DPEM

PM notifies:
- Local Clerk of the Court, Board of Supervisors, City or Town Council, County Administrator, City Manager, Mayor and other officials directly concerned with project of the Notice. (advertisement and location map)
- Local Planning Bodies, President of local Chamber of Commerce and Heads of Local Civic and Citizen Associations
- Adjacent property owners by direct mailing of the Notice (advertisement and location map) a minimum of 10 days prior to the meeting
- FHWA (if federally funded), appropriate Federal and State agencies, special interest groups i.e. Virginia Transportation Construction Alliance, local bicycle organizations, etc.
- Distributes copy (e-mail) of advertisement and location map to: District and CO Right of Way, Environmental, Civil Rights and DPEM or DCE , District Administrator and Asst. L&D Engr.

PM - posts:
- Notices (advertisement and location map) in the appropriate courthouse, post office and other public places and buildings in the vicinity of the project

PM - ensures:
- Signs are posted on the termini of the project notifying the public of the proposed project in accordance with Traffic Engineering Division Memorandum TE-303

DPA provides:
- Information for posting on project web page

DPA - distributes:
- Final copies of printed brochures and comment sheets to the PM, DPEM or DCE, Environmental Manager (if applicable), and PA web master for posting on internet

PM - distributes:
- To Local Government

DAY 30

Advertisement appears in newspaper, signs are posted on termini of project, brochures, environmental information and plans are available at District, local government offices (if applicable). Information is posted on VDOT web and iPM

Brochure and comment sheet available to the public at the District and local government offices (if applicable).

ABBREVIATIONS

COPA – Central Office Public Affairs
DPA – District Public Affairs
PM - Project Manger
PC - Project Coordinator
DPEM – District Preliminary Engineering Manager
DCE – District Construction Engineer
PA – Public Affairs
CR – Civil Rights

NOTICE OF WILLINGNESS REQUEST PROCESS

Friday, June 10, 2011

Project Manager requests a posting of notice of Willingness to hold a Public Hearing
(request received 30 days prior to the expiration date of the posting)

Notice of Willingness

PM -

- *Prepares the PM – 120 (which reflects info consistent with iPM, PCES, Plans, Environmental Document for consistency of information)*
- *Assures compliance with State Law 33.1 and NEPA federal regulations / Public Involvement Manual*
- *Submits the request package to DPA for processing including:*
  - *Project narrative for Notice*
  - *Project location map*
  - *PM-120 and supporting information posted on iPM*

DPA - Creates:

- *Data to be available to public*

Time Line

DAY 30
Receive Data

DPA – creates:

- *Notice of willingness to hold public hearing*
- *Submits draft to PM for review*

PM – reviews:

- *Draft Notice for accuracy of project information and compliance*
- *Responds to DPA*

DPA – receives/incorporates:

- *Comments from PM*

DAY 30
Transmit Data to DPA

DPA – submits:

- *Revised Notice to COPA.*
- *Advertisement Plan to COPA*
- *Reviews notice for content and compliance approval*

COPA – reviews:

- *Notice for branding compliance*
- *Advertisement Plan for placement compliance*
- *Provides approval to DPA and posts on Public Events Calendar*

DPEM or DCE –

- *Reviews notice*
- *Provides approval to DPA*

DAY 25
Transmit Data to PM

COPA – reviews:

- *Notice for branding compliance*
- *Advertisement Plan for placement compliance*
- *Provides approval to DPA and post on Public Event Calendar*

DPA – distributes:

- *Final copy of notice and location map to PM and DPEM or DCE*

DAY 21
Transmit Approval to DPA

PM - notifies:

- *Local Clerk of the Court, Board of Supervisors, City or Town Council, County Administrator, City Manager, Mayor and other officials directly concerned with project of the Notice. (advertisement and location map)*
- *Local Planning Bodies, President of local Chamber of Commerce and Heads of Local Civic and Citizen Associations*
- *Adjacent property owners by direct mailing of the Notice (advertisement and location map) a minimum of 10 days prior to the Notice of Willingness being advertised*
- *FHWA (if federally funded), appropriate Federal and State agencies, special interest groups i.e. Virginia Transportation Construction Alliance, local bicycle organizations, etc.*
- *Distributes copy (e-mail) of notice and location map to: District and CO Right of Way, Environmental, Civil Rights and DPEM or DCE , District Administrator and Asst. L&D Engr.*

DAY 20
Transmit Notice

PM - posts:

- *Notices (advertisement and location map) are posted in the appropriate courthouse, post office and other public places and buildings in the vicinity of the project*

PM - ensures:

- *Signs are posted on the termini of the project notifying the public of the proposed project in accordance with Traffic Engineering Division Memorandum TE-303*

Notice appears in newspaper, signs are posted on termini of project, environmental information and plans are available at District, local government offices (if applicable). Information is posted on VDOT web and iPM

Notice posted in newspaper (must be posted 15 and 7 days before expiration date)

ABBREVIATIONS

COPA – Central Office Public Affairs
DPA – District Public Affairs
PM - Project Manager
PC - Project Coordinator
DPEM – District Preliminary Engineering Manager
DCE - District Construction Engineer
PA – Public Affairs
CR – Civil Rights

SEC. 4.00 – EXCEPTIONS FROM THE PUBLIC HEARING PROCESS

A Hearing process is not required for emergency projects, as well as those that are solely for highway maintenance, or operational improvements, or both, except when they:

- Require the acquisition of right of way
- Changes the layout or function of connecting roadways or of the facility being improved
- Have an unfavorable effect upon abutting real property
- Otherwise have a significant adverse social, economic, environmental or other effect, or for which FHWA determines that a public hearing is in the public interest

Upon determination of the Project Manager that a project meets the criteria for Exceptions from the Public Hearing Process, a letter should be drafted for concurrence in this determination by the appropriate District Administrator (or his designee). Upon concurrence by the District Administrator, the Project Manager shall secure Design Approval from the appropriate Assistant District Administrator in a responsible charge position, notify the Project Team, and post the concurrence letter in the Project Documents section of IPM. The development of the project may then proceed to the next step in the project development process.

Exclusion Regulations: US 23 CFR771.111 (h)(2) (iii); Virginia Administrative Code 24 VAC 30-380-10; §33.1-70.2

Definitions: (based on § 33.1-23.02 (A); § 33.1-49; § 33.1-269 (10); § 33.1-89 (A) and 33.1-89.2)

- ***Construction and reconstruction***—actions that add new capacity to the transportation network, replace completely an existing facility, or significantly improve the functionality of an existing facility. Reconstruction – replacing completely an existing facility or significantly improving the functionality of an existing facility. Rural Rustic Road projects fit into this category. Public involvement requirements will be considered to have been met by VDOT upon receipt of the standard County Board of Supervisors resolution requesting designation of the project/road as a Rural Rustic Road. See the Rural Rustic Road Guide on the Local Assistance Website.

- ***Maintenance***—actions taken to preserve assets in current condition or restore them to original functionality. This includes the removal and replacement up through the base of a pavement structure.

- ***Operations***—action taken to manage traffic flow on the network to promote the safe and efficient movement of traffic. This includes the installation of such traffic-control devices and the improvement of existing turn lanes as are necessary for the safe and efficient utilization of the highway as well as the planning, design and installation of devices and other equipment related to incident management and congestion management.

APPLICATION OF THE PUBLIC INVOLVEMENT PROCESS FOR CONSTRUCTION, HIGHWAY MAINTENANCE, OPERATIONAL AND EMERGENCY PROJECTS

See § 33.1 – 70.2 for requirements relative to emergency paving of unpaved Secondary Roads.

PROJECT TYPE

EMERGENCY / MAINTENANCE / OPERATIONAL

CONSTRUCTION / RECONSTRUCTION

Does the Project:

- Require the acquisition of right of way
- Changes the layout or function of connecting roadways or of the facility being improved
- Have an unfavorable effect upon abutting real property
- Otherwise have a significant adverse social, economic, environmental or other effect, or for which FHWA determines that a public hearing is in the public interest

(If project fits any one of the scenarios listed above go to "yes")

YES

PUBLIC HEARING (or Willingness Postings) (REQUIRED)

NO

PUBLIC HEARING (or Willingness Postings) (NOT REQUIRED)

Definitions:

- ***Construction and reconstruction***—actions that add new capacity to the transportation network, replace completely an existing facility, or significantly improve the functionality of an existing facility. Reconstruction – replacing completely an existing facility or significantly improving the functionality of an existing facility. Rural Rustic Road projects fit into this category. Public involvement requirements will be considered to have been met by VDOT upon receipt of the standard County Board of Supervisors resolution requesting designation of the project/road as a Rural Rustic Road. See the Rural Rustic Road Guide on the Local Assistance Website.
- ***Maintenance***—actions taken to preserve assets in current condition or restore them to original functionality. This includes the removal and replacement up through the base of a pavement structure.
- ***Operations***—action taken to manage traffic flow on the network to promote the safe and efficient movement of traffic. This includes the installation of such traffic-control devices and the improvement of existing turn lanes as are necessary for the safe and efficient utilization of the highway as well as the planning, design and installation of devices and other equipment related to incident management and congestion management.

SECTION 5.00 – PUBLIC HEARING PROJECT APPROVAL

SEC. 5.01 - LOCATION AND/OR DESIGN APPROVAL

For projects on which a hearing or hearings are held, the following procedure will apply:

After study of the comments received from the public, environmental considerations, costs, design standards, and the evaluations of any studies completed as a result of the public involvement procedures, the transcript will be compiled. The transcript will be summarized and issues addressed by the District Construction Engineer or District Location and Design Engineer to develop a recommendation to be forwarded to the State Location and Design Engineer (Public Involvement Manager) for distribution to the appropriate approving authority.

The Public Involvement Manager will distribute the transcript and recommendations to the appropriate reviewing authorities i.e., Local Assistance Division, Structures and Bridge Division, Transportation Planning Division, Traffic Engineering Division, and the Assistant State Location and Design Engineer. The Public Involvement Manager will compile the information and recommendations for review by the State Location and Design Engineer.

1. For location or location and design approval the State Location and Design Engineer will forward his recommendation to the Chief Engineer for Program Development and, in turn, the Chief Engineer will forward his recommendation to the Commonwealth Transportation Board (CTB) for action.

   For design approval the State Location and Design Engineer will forward his recommendation to the Chief Engineer for Program Development for approval of the major design features.

   If a recommendation is approved by the CTB/Chief Engineer, the State Location and Design Engineer (Public Involvement Manager) by letter notifies the Clerk of the Court of the appropriate county, city, or town in which the proposed action is to occur that the project was approved on a specific date. The District Administrator advises those who spoke or corresponded with VDOT as part of the hearing record. This response notes any changes in the proposal as presented at the hearing stage and responds directly to the individual comments or questions.

2. On Federal-aid projects, final approval is obtained when:

   a) For Location or Location and Design Hearings, FHWA approves the Draft Environmental Document or Categorical Exclusion when the FHWA Division Administrator has received and accepted the public hearing transcripts, reports, and certifications required by Federal Codes.

   b) For Design Hearings on interstate projects, FHWA approves the major design features after receipt of the design study report, the hearing transcript, and the formal request for approval (certification acceptance procedures are followed for non-interstate projects).

   c) Project plans may be signed for Right of Way and Utilities 15 days after the record of decision has been posted.

SEC. 5.02 – LOCATION AND/OR DESIGN APPROVAL
<u>For projects with posting of notice of willingness to hold hearing:</u>

Approval for projects on which Notice of Willingness procedures have been sufficient to satisfy the public involvement requirements, the following procedures will apply:

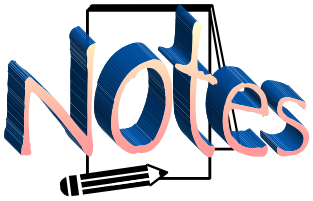
1. For state funded projects, approval is obtained when, all appropriate approving authorities (Structure and Bridge representative, Local Assistance representative, etc.) has reviewed and signed off on the project. This includes the Chief Engineer for Program Development through his delegated representative.

2. For federal-aid projects, final approval is obtained when:

   a) For Location or Location and Design Notice of Willingness, FHWA approves the final environmental document, Environmental Assessment-Finding of No Significant Impact, or in the case of a Categorical Exclusion, which is approved prior to a Notice of Willingness, the FHWA Division Administrator has received and accepted the certifications required by Federal Codes.

   b) For Design Notice of Willingness on interstate projects, FHWA approves the major design features after receipt of the design study report and the formal request for approval (certification acceptance procedures are followed for non-interstate projects).

3. Project plans may be signed for Right of Way and Utilities 15 days after the record of decision has been posted.



VDOT DESIGN APPROVAL PROCESS – TIER 1* (Public Hearing or Notice of Willingness)

Monday, June 20, 2011

(Schedule set for a 55 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required)

*Tier 1 projects – All maintenance schedules, SAAP's and NFO < $5M Construction Cost

Public Hearing Design Approval Process

DAY 11 - 30 — Compile & Submit Package — DAY 1 - 6

After 10 Day comment period expires:

Project Manager -

- Evaluates comments received and addresses public's issues, suggestions, questions (in writing, when requested)
- Completes public hearing compliance list
- Compiles the transcript to include:
  - Sign-in sheets
  - Written and Oral comment sheets
  - Petitions
  - Project brochure and Location Map
  - Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)
  - Compliance check list
- Develops and Posts the following items in iPM :
  - Transcript, Project summary, decision brief and CTB resolution for Design approval
  - Letter requesting project approval
- Confirms Scoping Letter and Environmental Document are posted in iPM.
- Seeks design concurrence from District L&D and/or S&B Engineer (s)
- Submits public hearing package to District Project Development Engineer (DPDE)

DAY 30 - 40 — Review — DAY 7 - 13

DPDE -

- Reviews Public Hearing package
- Distributes to CTB Representative for review and addresses comments
- Determines if Design approval package is in compliance
  - If "yes" - Notify the appropriate FHWA representative, if applicable via e-mail that the Approval Package is available in iPM. See FHWA District Representatives below.
  - If "no" - Send back to PM for follow up work and re-submittal

DAY 40 - 46 — Approval — DAY 14

DPDE -

- Provides approval of the major design feature of the project to the PM

DAY 46 - 55 — Approval Notification — DAY 15

Project Manager -

- Distributes approval notice to District and CO R/W, Environmental, Programming, Local Assistance and Civil Rights Manager
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)
- Notifies all interested citizens
- Notifies DPA Manager

Total Design Public Hearing Process Time = 115 Days (Typical)

DESIGN APPROVAL PROCESS COMPLETE PROCEED TO R/W PHASE

Time Line

Willingness Design Approval Process

PH NO

Willingness expires with no request to hold Public Hearing:

Project Manager -

- Compiles submission package including:
  - Letter documenting no request
  - Location Map
  - Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)
  - Compliance check list
- Posts package in iPM and confirms Scoping Letter and Environmental Document are posted
- Develops letter requesting project approval
- Seeks design concurrence from District L & D Engineer and/or S & B Engineer (s)
- Submits public hearing package to District Project Development Engineer (DPDE)

PH YES

Willingness expires with a request to hold Public Hearing was received:

Project Manager -

- Meets with requestor to address project concerns
  - If concerns are satisfied, citizen withdraws request in writing and project moves to the willingness approval process
  - If concerns cannot be satisfied, project moves to the Public Hearing request process

DPDE -

- Reviews willingness package
- Determines if Design approval package is in compliance
  - If "yes" - Reviews package
  - If "no" - Send back to PM for follow up work and re-submittal

DPDE -

- Provides approval for the major design features of the project to the PM

Project Manager -

- Receives design approval from DA designated responsible person

Project Manager -

- Distributes approval notice to project team members and stake holders
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)
- Notifies all interested citizens
- Notifies DPA Manager

Total Design Willingness Process Time = 45 Days (Typical)

FHWA District Representatives

John Simkins: - Fredericksburg, Hampton Roads, NOVA and Richmond

Marisel Lopez-Cruz: - Bristol, Culpeper, Lynchburg, Salem and Staunton,

ABBREVIATIONS

DA	–	District Administrator
DPA	–	District Public Affairs
PM	-	Project Manger
CTB	-	Commonwealth Transportation Board
AG	–	Attorney General
DPDE	-	District Project Development Engineer

VDOT DESIGN APPROVAL PROCESS – TIER 2* (Public Hearing or Notice of Willingness)

Monday, June 20, 2011

(Schedule set for a 70 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required)

*Tier 2 projects – All FO, all NFO > $5M and all projects designated as Design Build at the Scoping Stage

Public Hearing Design Approval Process

After 10 Day comment period expires:

Project Manager -

- *Evaluates comments received and addresses public's issues, suggestions, questions (in writing, when requested)*
- *Completes public hearing compliance list*
- *Compiles the transcript to include:*
  - *Sign-in sheets*
  - *Written and Oral comment sheets*
  - *Petitions*
  - *Project brochure and Location Map*
  - *Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)*
  - *Compliance check list*
- *Develops and Posts the following items in iPM :*
  - *Transcript, Project summary, decision brief and CTB resolution for Design approval*
  - *Letter requesting project approval*
- *Confirms Scoping Letter and Environmental Document are posted in iPM.*
- *Seeks design concurrence from District L&D and/or S&B Engineer (s)*
- *Submits public hearing package to District Project Development Engineer (DPDE)*

DPDE -

- *Reviews Public Hearing package*
- *Distributes to CTB Representative for review and addresses comments*
- *Recommends approval of Public Hearing package by signing the approval request letter*
- *Provides Assistant State Location and Design Engineer with Design Approval package:*
  - *Transcript*
  - *Compliance check list*
  - *Letter requesting project approval*
  - *Verification of compliance with State and Federal laws*

Assistant State L&D Engineer -

- *Determines if Design approval package is in compliance*
  - *If "yes" - Notify the appropriate FHWA representative, if applicable via e-mail that the Approval Package is available in iPM. See FHWA District Representatives below.*
  - *If "no" - Send back to DA or Designee for follow up work and re-submittal*

Assistant State L&D Engineer -

- *Receives and incorporates comments from Attorney General's Office*
- *Reviews project information*
- *Provides recommendation to State L&D Engineer for approval of the major design feature of the project*

State L&D Engineer -

- *Reviews project Information*
- *Provides recommendation to Chief Engineer for approval of the major design feature of the project*
- ***Chief Engineer*** -
- *Reviews project information*
- *Provides approval of the major design feature of the project to the State L&D Engineer*

Project Manager -

- *Receives design approval from State L&D Engineer*
- *Distributes approval notice to DA, District and CO R/W, Environmental, Programming, Local Assistance, RA and Civil Rights Manager*
- *Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)*
- *Notifies all interested citizens*
- *Notifies DPA Manager*

Total Design Public Hearing Process Time = 130 Days (Typical)

Time Line

DAY 11 - 30	DAY 30 - 35	DAY 35 - 45	DAY 45 - 60	DAY 61 - 70
Compile & Submit Package	Submit for Approval	Review	Approval	Approval Notification
DAY 1 - 5	DAY 7 - 10	DAY 10 – 14	DAY 15	

DESIGN APPROVAL PROCESS COMPLETE PROCEED TO R/W PHASE

Willingness Design Approval Process

PH NO

Willingness expires with no request to hold Public Hearing:

Project Manager -

- *Compiles submission package including:*
  - *Letter documenting no request*
  - *Location Map*
  - *Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)*
  - *Compliance check list*
- *Posts package in iPM and confirms Scoping Letter and Environmental Document are posted*
- *Develops letter requesting project approval*
- *Seeks design concurrence from District L&D and/or S&B Engineer (s)*
- *Submits public hearing package to District Project Development Engineer (DPDE)*

- ***DPDE*** -
- ***Reviews willingness package***
- ***Recommends approval of willingness package by signing the approval request letter***
- ***Provides Assistant State Location and Design Engineer with Design Approval package:***
  - ***Residency Administrator letter of no request***
  - ***Compliance check list***
  - ***Letter requesting project approval***
  - ***Verification of compliance with State and Federal laws***

Assistant State L&D Engineer -

- *Determines if Design approval package is in compliance*
  - *If "yes" - Reviews package*
  - *If "no" - Send back to DA or Designee for follow up work and re-submittal*
- *Provides approval for the major design features of the project to the PM*

Project Manager -

- *Receives design approval from Assistant State L&D Engineer*
- *Distributes approval notice to project team members and stake holders*
- *Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)*
- *Notifies all interested citizens*
- *Notifies DPA Manager*

Total Design Willingness Process Time = 45 Days (Typical)

PH YES

Willingness expires with a request to hold Public Hearing was received:

Project Manager -

- *Meets with requestor to address project concerns*
  - *If concerns are satisfied, citizen withdraws request in writing and project moves to the willingness approval process*
  - *If concerns cannot be satisfied, project moves to the Public Hearing request process*

FHWA District Representatives

John Simkins: *- Fredericksburg, Hampton Roads, NOVA and Richmond*

Marisel Lopez-Cruz: *- Bristol, Culpeper, Lynchburg, Salem and Staunton,*

ABBREVIATIONS

DA – District Administrator
DPA – District Public Affairs
PM - Project Manger
CTB - Commonwealth Transportation Board
AG – Attorney General
DPDE - District Project Development Engineer

VDOT LOCATION & DESIGN APPROVAL PROCESS – TIER 1* (Public Hearing Only)

Monday, June 20, 2011

(Schedule set for a 70 day process for Public Hearing and a 45 day process for Willingness Held with no Public Hearing Required)

*Tier 1 projects – All maintenance schedules, SAAP's and NFO < $5M Construction Cost

Public Hearing Location & Design Approval Process

After 10 Day comment period expires:

Project Manager -

- *Evaluates comments received & addresses public's issues, suggestions, questions (in writing, when requested)*
- *Completes public hearing compliance list*
- *Compiles the transcript to include:*
  - *District recommendation letter*
  - *Sign-in sheets*
  - *Written and Oral comment sheets*
  - *Petitions*
  - *Project brochure and Location Map*
  - *Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)*
- *Develops and Posts the following items in iPM :*
  - *Transcript, Project summary, decision brief and CTB resolution for Location & Design approval*
  - *Letter requesting project approval*
- *Confirms Scoping Letter and Environmental Document are posted in iPM.*
- *Seeks design concurrence from District L&D and/or S&B Engineer (s)*
- *Submits public hearing package to District Project Development Engineer (DPDE)*

DPDE -

- *Reviews Public Hearing package*
- *Distributes to CTB Representative for review and addresses comments*
- *Recommends approval of Public Hearing package by signing the approval request letter*
- *Provides Assistant State Location and Design Engineer with Location & Design Approval package:*
  - *Transcript*
  - *Compliance check list*
  - *Letter requesting project approval*
  - *Verification of compliance with State and Federal laws*
  - *Project summary, decision brief, CTB resolution for location approval and location map*

Assistant State L&D Engineer -

- *Determines if location & Design approval package is in compliance*
  - *If "yes" - Notify the appropriate FHWA representative, if applicable via e-mail that the Approval Package is available in iPM. See FHWA District Representatives below.*
  - *If "no" - Send back to DA or Designee for follow up work and re-submittal*
- *Submit project location resolution and summary to Attorney General's Office for review, comment and approval*
- *Receives and incorporates comments from Attorney General's Office*
- *Reviews project information*
- *Provides recommendation to State L&D Engineer for approval of the project location*

State L&D Engineer -

- *Reviews project Information*
- *Provides recommendation to Chief Engineer for presenting the project location to the CTB for approval*

Chief Engineer -

- *Reviews project information*
- *Provides concurrence recommendation to seek approval for the location of the project from the CTB to the State L&D Engineer*

State L&D Engineer -

- *Submits approval to Assistant State Location and Design Engineer*

Assistant State L&D Engineer -

- *Provides the project summary, decision brief, resolution (after approval of AG's Office) and location map to:*
  - *Commissioner's Administrative Assistant for inclusion on the CTB's agenda for approval*
  - *State L&D Engineer for presentation to the CTB*

CTB -

- *Approval or Denial of the project location*

Commissioner's Administrative Assistant -

Provides electronic copy of the approved project location resolution to State L&D Engineer and DA

DPDE -

- *Approves major design features of the project and provides to the PM*

PM -

- *Distributes approval notice to project team members and stake holders*
- *Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)*
- *Notifies all interested citizens*
- *Notifies DPA Manager*

Total Location Public Hearing Process Time = 130 Days (Typical)

Time Line

DAY 11 - 30	DAY 30 - 35	DAY 35 - 45	DAY 45 - 60	DAY 61 - 70
Compile & Submit Package	Submit for Approval	Review	Approval	Approval Notification

LOCATION & DESIGN APPROVAL PROCESS COMPLETE

PROCEED TO RIGHT OF WAY PHASE

ABBREVIATIONS

- *DA – District Administrator*
- *DPA – District Public Affairs*
- *PM - Project Manger*
- *CTB - Commonwealth Transportation Board*
- *AG – Attorney General*
- *DPDE - District Project Development Engineer*

FHWA District Representatives

John Simkins: *- Fredericksburg, Hampton Roads, NOVA and Richmond*

Marisel Lopez-Cruz: *- Bristol, Culpeper, Lynchburg, Salem and Staunton,*

VDOT LOCATION & DESIGN APPROVAL PROCESS – TIER 2* (Public Hearing Only)

Monday, June 20, 2011

(Schedule set for a 70 day process for Public Hearing and a 45 day process for Willingness Held with no Public Hearing Required)

* Tier 2 projects – All FO, all NFO > $5M and all projects designated as Design Build at the Scoping Stage

Public Hearing Location & Design Approval Process

Time Line

DAY 11 - 30 — Compile & Submit Package

After 10 Day comment period expires:

Project Manager -

- *Evaluates comments received & addresses public's issues, suggestions, questions (in writing, when requested)*
- *Completes public hearing compliance list*
- *Compiles the transcript to include:*
  - *District recommendation letter*
  - *Sign-in sheets*
  - *Written and Oral comment sheets*
  - *Petitions*
  - *Project brochure and Location Map*
  - *Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)*
- *Develops and Posts the following items in iPM :*
  - *Transcript, Project summary, decision brief and CTB resolution for Location & Design approval*
  - *Letter requesting project approval*
- *Confirms Scoping Letter and Environmental Document are posted in iPM.*
- *Seeks design concurrence from District L&D and/or S&B Engineer (s)*
- *Submits public hearing package to District Project Development Engineer (DPDE)*

DAY 30 - 35 — Submit for Approval

DPDE -

- *Reviews Public Hearing package*
- *Distributes to CTB Representative for review and addresses comments*
- *Recommends approval of Public Hearing package by signing the approval request letter*
- *Provides Assistant State Location and Design Engineer with Location & Design Approval package:*
  - *Transcript*
  - *Compliance check list*
  - *Letter requesting project approval*
  - *Verification of compliance with State and Federal laws*
  - *Project summary, decision brief, CTB resolution for location approval and location map*

DAY 35 - 45 — Review

Assistant State L&D Engineer -

- *Determines if location & Design approval package is in compliance*
  - *If "yes" - Notify the appropriate FHWA representative, if applicable via e-mail that the Approval Package is available in iPM. See FHWA District Representatives below.*
  - *If "no" - Send back to DA or Designee for follow up work and re-submittal*
- *Submit project location resolution and summary to Attorney General's Office for review, comment and approval*
- *Receives and incorporates comments from Attorney General's Office*
- *Reviews project information*
- *Provides recommendation to State L&D Engineer for approval of the project location*

DAY 45 - 60 — Approval

State L&D Engineer -

- *Reviews project Information*
- *Provides recommendation to Chief Engineer for presenting the project location to the CTB for approval*

Chief Engineer -

- *Reviews project information*
- *Provides concurrence recommendation to seek approval for the location of the project from the CTB and provides to the State L&D Engineer*

State L&D Engineer -

- *Provides approval to Assistant State L&D Engineer*

Assistant State L&D Engineer -

- *Provides the project summary, decision brief, resolution (after approval of AG's Office) and location map to:*
  - *Commissioner's Administrative Assistant for inclusion on the CTB's agenda for approval*
  - *DA for presentation to the CTB*

CTB -

- *Approval or Denial of the project location*

Commissioner's Administrative Assistant -

- *Provides electronic copy of the approved resolution to State L&D Engineer and DA*

DAY 61 - 70 — Approval Notification

Assistant State L&D Engineer -

- *Provides recommendation to State L&D Engineer for approval of the major design features of the project*

State L&D Engineer -

- *Provides recommendation to Chief Engineer for approval of the major design features of the project*

Chief Engineer -

- *Approves major design features of the project and provides to the State L&D Engineer*

PM -

- *Receives Location & Design approval from State L&D Engineer and distributes notice to project team members and stake holders*
- *Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)*
- *Notifies all interested citizens*
- *Notifies DPA Manager*

Total Location Public Hearing Process Time = 130 Days (Typical)

LOCATION & DESIGN APPROVAL PROCESS COMPLETE

PROCEED TO RIGHT OF WAY PHASE

ABBREVIATIONS

- *DA – District Administrator*
- *DPA – District Public Affairs*
- *PM - Project Manger*
- *CTB - Commonwealth Transportation Board*
- *AG – Attorney General*
- *DPDE - District Project Development Engineer*

FHWA District Representatives

John Simkins: *- Fredericksburg, Hampton Roads, NOVA and Richmond*

Marisel Lopez-Cruz: *- Bristol, Culpeper, Lynchburg, Salem and Staunton,*

LOCATION APPROVAL PROCESS (Public Hearing Only)

Monday, February 22, 2010

(Schedule set for a 70 day process for Public Hearing)

Public Hearing Location Approval Process

Time Line

DAY 11 - 30 — Compile & Submit Package

After 10 day comment period expires:

Location Study Project Manager *-*

- *Evaluates comments received & addresses public's issues, suggestions, questions (in writing, when requested)*
- *Compiles the transcript to include:*
  - Recommendation letter
  - Sign-in sheets
  - Written & Oral comment sheets
  - Petitions
  - Project brochure & Location Map
  - Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)
- Posts transcript in iPM & confirms Scoping Letter and Env. Document are posted
- Notifies project study team members (L&D, TMPD, Programming, Local Assistance for urban projects, S&B for bridge projects & District) that transcript is available for their review in iPM
- Meets with study team to provide them an opportunity to comment on the location for consideration by Environmental Administrator

DAY 30 – 35 — Submit for Approval

Location Study Project Manager *-*

- Prepares study team meeting summary, including recommendation to be provided to Environmental Administrator, Chief of Policy and Environment and the CTB.
- Submits location study recommendation package to Environmental Administrator for review and approval.

DAY 35 – 45 — Review

Environmental Division Administrator *–*

- Reviews project information & transcript including:
  - Comments received
  - Environmental impacts
  - Purpose & need
  - Study Team's recommendation
- Prepares recommendation and submits to Chief of Policy and Environment

-OR-

- Provides project information and no recommendation to Chief of Policy and Environment

Chief of Policy & Environment *–*

- Reviews recommendation and upon agreement, will submit recommendation to the Commissioner

-OR-

- Reviews the project information and disagrees

DAY 45 - 60 — Approval

Environmental Division Administrator *–*

- *Notifies Location Study Project Manager of Chief of Policy & Environment and Commissioner's decisions on approval of project location.*

Location Study Project Manager *–*

- *Prepares CTB Decision Brief for review by the Chief of Policy and Environment and the Environmental Administrator*
- *Prepares CTB Resolution and submits to Attorney General's Office for review, comment & approval.*
- *Provides CTB scheduler with the resolution and fact sheet*

DAY 61 – 70 — Approval Notification

Location Study Project Manager *-*

- *Attends CTB Meeting to support the Chief of Policy and Environment during presentation to the Board*

Chief of Policy and Environment *-*

- *Presents the Department's location recommendation to CTB*

CTB *– Approval or Denial*

Commissioner's Administrative Assistant *-*

- *Provides electronic copy of the approved resolution to Environmental Administrator & DA*

Location Study Project Manaager *-*

- *Receives approval & distributes notice to project team members & stake holders*
- *Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)*

Total Location Public Hearing Process Time = 130 Days (Typical)

LOCATION APPROVAL PROCESS COMPLETE

PROCEED TO DESIGN PHASE

ABBREVIATIONS

DA – District Administrator

DPA – District Public Affairs

PM - Project Manger

CTB - Commonwealth Transportation Board

AG – Attorney General

<u>SECTION 6.00 – REHEARING</u> - section deleted

SECTION 7.00 –MUNICIPALITY CONDUCTED PUBLIC HEARING GUIDANCE for inclusion in the SIX YEAR IMPROVEMENT PROGRAM

SEC. 7.01 – PURPOSE

This policy statement ensures that new projects to be included in the Six Year Improvement Program (SYIP) meet federal and state laws relevant to public involvement. This statement also confirms the policy of the Virginia Department of Transportation (VDOT) to consider public input in all projects before inclusion in the SYIP.

This policy is in accordance with Federal Regulation 23 CFR §77; 23 CFR §450.212 and Section §33.1-18 of the Highway Laws of Virginia.

SEC. 7.02 – DEFINITION OF PUBLIC HEARING

The policies and procedures explained here are intended to give full opportunity for participation by the public before a new project is included in VDOT's SYIP. The conduct of a Public Hearing provides an opportunity for citizens to gather information, review proposals and provide comment on city/town proposals before they are included in the SYIP.

SEC. 7.03 - NON-DISCRIMINATION

The Code of Virginia §51.5-40 (Appendix L-3) prohibits discrimination on the basis of disability in state assisted programs and activities.

Effective October 1, 1991, VR §602-01-2 (Appendix L-4) further specified that no qualified person with a disability shall on the basis of that disability be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under any program or activity which receives or benefits from state financial assistance or under any program or activity conducted by or on behalf of any state agency. It further states, no qualified person with a disability shall, because a program or activity facilities are inaccessible, be excluded from participation in public hearings or public communications of any programs or activities governed by these regulations.

To comply such programs and activities shall:

> *Take appropriate steps to insure that public hearings are held at facilities that provide accessibility to persons with a disability.*

Take the appropriate steps to ensure that notice of public hearings are made available to individuals with impaired vision and hearing through means such as telecommunications devices, braille or typed material (open captioned) televised information, qualified sign language interpreters, other material or media.

Any program or activity governed by the regulations shall administer programs and activities in the most integrated setting feasible to meet the needs of qualified persons with a disability.

To further insure compliance with the act, all public notices will state:

Individuals requiring special assistance to participate in the meeting should contact, title and phone number of responsible person.

Municipality ensures nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. For information call, phone number of responsible person.

Whenever possible, meetings will be held in public buildings where persons using wheelchairs, walkers, crutches or canes can attend. If a person with a mobility disability notifies the city/town of his/her desire to attend the meeting, and it has been scheduled to be held in a building that was not readily accessible, either the meeting site should be changed, arrangements made to accommodate the individual, or arrangements made to bring information to the interested person and receive his/her testimony.
In a formal hearing setting, wireless microphones should be provided for use by persons who cannot easily get to the speakers microphone. An audiotape (reading of project information and comments) of the meeting can be made available for persons who could not attend the meeting. When necessary, arrangements will be made to go to a citizen to receive his/her testimony for inclusion in the hearing record.

The Department of Deaf and Hard of Hearing has a statewide listing of persons qualified as signers. These persons can be hired to attend meetings when necessary and interpret for persons with hearing disabilities.

SEC. 7.04 - PUBLIC HEARING NOTIFICATION

To insure compliance with state and federal regulations, and maintain uniformity in the handling of public hearings, the following steps are necessary to schedule the hearing.

The notification of the public hearing should include the following:

- Date, time, and place of meeting and informal plan review (if appropriate)
- Description of the new projects that are proposed
- Statement of opportunity for public comment period at meeting
- Project identification information (Municipality tracking number)
- Procedure for submitting written statements
- Other statements concerning special arrangements for meeting (example: speak registration, speaker time limits, etc.) when necessary
- Non-Discrimination notification and the procedure for individuals requiring special assistance to attend and participate in the meeting.
- If desired, the municipality can submit a draft Public Hearing Notice to the Local Assistance Division (LAD) for review and comment prior to publication. Please allow 2 weeks.

The Public Hearing Notice should be published at least twice in newspapers having general circulation in the vicinity of the project. The notice should also be published in any newspaper having a substantial circulation in the area concerned, such as foreign language, local community, or minority-based newspapers.

The first notice should appear 30 days prior to the hearing with the second notice appearing from 5 to 12 days before the hearing. Care should be taken to identify low-income or minority populations located in the project areas, and an extra effort should be made to ensure that these populations are informed of and have access to public involvement opportunities.

The Clerk of the Court should post a copy of the project notification and area map on the public notices board at each of the city/town buildings; post offices and other public places and buildings in the vicinity of the projects thirty days prior to the hearing.

Copies of the public notification should be sent to the appropriate Heads of Local Civic and Citizen Associations; Superintendent of Local Schools; President of Local Parent Teacher Associations, and other officials as deemed appropriate.

SEC. 7.05 – CONDUCT OF THE PUBLIC HEARING

The formal or open forum public hearing provides an opportunity to advise and educate the citizens relative to the need for the additional projects.

The presentation material for either style of hearing should include the locations of the new projects, the existing conditions (photo or description), plus any other information deemed appropriate. Provisions should be made to accept written statements and other exhibits in place of, or in addition to, oral statements made for the record.

The meeting room should be of a size to allow for the gathering of all citizens to gather the information simultaneously for the traditional hearing and for the comfort of individuals for the open forum hearing. Staffing should consist of sufficient personnel from the various disciplines to adequately answer the citizens' questions.

SEC. 7.06 – TRADITIONAL STYLE PUBLIC HEARING OR AS PART OF CITY/TOWN COUNCIL MEETING

For a traditional hearing the information about the new projects would be provided in a verbal format and in a visual format usually from a podium. A video presentation provides an excellent way to convey the relevant information to the public.

SEC. 7.07 – OPEN FORUM STYLE PUBLIC HEARING

An open forum public hearing (open house) encourages one-on-one discussions in an informal setting, the information about the new projects would be provided in a written format. The process is highly interactive with technical people presenting and fielding questions from individual citizens or interested groups.

SEC. 7.08 – TRANSCRIPT OF PROCEEDINGS

A transcription of the verbal and written comments relevant to the new proposals, copies of the public notices and copies of the data provided to the citizens, should be submitted along with the municipality's Project Programming Resolution to LAD for inclusion in VDOT's SYIP.

APPENDIX A
GUIDANCE FOR THE PUBLIC HEARING HANDOUT

A public hearing handout should contain sufficient information to provide a clear, understandable explanation of the project. Handouts should be prepared with the understanding that many are distributed prior to the hearing and are read by people who may not attend the hearing.

Contents should include:

1. Date, time and location of hearing, and plan review.

2. Project numbers and description.

3. Length of project.

4. Type of hearing (location, design, location and design).

5. Contact person and location of additional information.

6. Contact person for right of way information and relocation assistance.

7. Statement concerning any special arrangements for conduct of hearing (reserved speaker times, time limits, etc.).

8. Non-discrimination notification statement. (Added 05/31/2002)

9. Procedure for submitting written statements and exhibits for the hearing record.
   a) For Interstate, Primary, and Arterial projects, all comments oral and written will be returned to the District Administrator. A printed postage paid comment sheet will be provided on all projects.
   b) For Secondary projects all comments oral and written will be returned to the Resident Engineer. A printed postage paid comment sheet will be provided on all projects.

10. Map or maps as necessary for explaining project.

11. Project history (need for project, consistency with area planning, previous meetings, existing road system and problems, etc.).

12. Description of project, location and design features.

13. Explanation of special construction details (detours, maintenance of traffic, etc.).

14. Description of alternatives studied (not in detail unless viable).

15. If appropriate, a statement that an environmental document has been prepared and is available for review.

16. If appropriate, a summary of environmental impacts and mitigation measures (this may consist of a statement that there are no significant impacts).

17. A statement on flood plain involvement (if involved, try to explain briefly).

18. A statement on number of families, etc., to be displaced.

19. Cost figures and funding responsibilities.

20. Discussion on remaining actions necessary and schedule for right of way acquisition and construction activities.

21. A statement on maintenance responsibilities after completion.

22. A statement that all information, including the transcript, will be available for review and copying and the location where it will be available.

23. If a federal-aid project, explain federal-state relationship.

Example Statement for Federal-aid Project:

The Federal Highway Administration must approve the need for the proposed highway improvement, as well as the environmental document, plans, specifications, cost estimates, right of way acquisitions, and construction procedures.
This federal participation in the decision-making process provides an additional check to assure that federal, state, and local goals and objectives are met and that opportunity for public participation is provided. Federal and state regulations require that a wide range of factors and impacts are considered and that the final decisions are made in the best overall public interest.

APPENDIX A
GUIDANCE FOR TRADITIONAL PUBLIC HEARING PRESENTATION

A public hearing presentation by VDOT should last no longer than 25 minutes. There are usually three VDOT representatives (moderator, engineer, right of way and utilities) giving presentations. Special presentations may be made when necessary (environmental landscaping, traffic, etc). All presentations should be coordinated to avoid repetition or leaving out necessary data.

While the moderator and right of way and utilities presentations are generally the same format for each hearing, care should be taken to assure that all items are consistent with a particular hearing and project.

The moderator generally covers:

- The call to order and introduction.
- The project description and type of hearing.
- Introduction of local officials (if the officials desire to be introduced).
- Explanations of conduct of the meeting with special care to adjust to specific attendance and speaker registration procedures.
- Statement concerning submission of written comments and preparation of transcription.
- Availability of information (including transcript) in the future.
- Remaining actions prior to final approval of the project.
- Any project related data he/she feels should be a part of the general comments.
- Introduction of speakers including making sure all persons wanting to speak are accommodated (even if they did not pre-register).
- Maintain control of a meeting, including setting time limits if necessary and obtaining clear statements of name, address, and comments regarding the project.
- Closing the meeting.

<u>The Engineering Presentation</u>

An engineering presentation should contain the same basic engineering information contained in the handout. It should be more general in content because the listeners do not have an opportunity to study maps and digest the information, as they would while reading a booklet. If there will be no special environmental presentation, the engineering should cover the environmental impacts and studies and should indicate availability of the environmental document if a Federal-aid project is being presented (coordination with the environmental section is necessary).

Slides or other special display materials should be used at all public hearings.

The Right of Way and Utilities Presentation

VDOT's Right of Way and Utilities Division in the Central Office keeps current an example of a complete right of way presentation. Each presenter should adjust this presentation to meet his or her own speaking tone and style, as well as adjusting it to meet the requirements of a specific project. A Right of Way and Utilities representative will be available to discuss acquisition and relocation procedures after the formal presentation.

There is a slide presentation available to accompany this speech that should be used at all public hearings.

APPENDIX A
GUIDANCE ON ITEMS TO CHECK WHEN SETTING UP AND CONDUCTING PUBLIC MEETINGS

MAKING THE ARRANGMENTS –

The District Administrator or his appointed representative is responsible for making all arrangements for and conducting the hearing. Careful thought should be given to the details of any public hearing, from making arrangements for a meeting time and place to final submission of transcripts. Responses to public comments and recommendations on project action should be carefully considered to indicate a willingness to respond to concerned citizenry input.

As a general rule, all public hearings will be held at night. Exceptions to this rule will be considered if there is good reason to believe that a day hearing will best serve the interests of local citizens.

PROJECT INFORMATION AVALIABLE FOR REVIEW -

Maps, drawings, and other information must be available for public inspection and copying in appropriate local highway offices, city and county offices, and public libraries as the need may dictate when the hearing advertised (30 days prior to meeting date) or willingness to conduct a hearing is advertised (15 days prior to expiration date). The information shall include a Location, Location and Design, or Design Study Report which will be made available to the public as interest is shown and distributed to all who attend the public hearing. The information for review and copying shall include, among other items, the Environmental Impact Statement (including Section 4(f) statement when applicable) or environmental assessment on all Federal Aid projects.

MEETING WITH LOCAL CITIZENS BEFORE HEARING -

On all projects in urban areas or other areas of unusual public interest, at least one meeting should be scheduled before the public hearing to informally review the project with local citizens and answer questions.

The District Administrator should notify all local civic and citizens' associations advising them of scheduled public hearings in their area. The District Administrator or VDOT engineers should arrange to meet with organizations that have a strong interest in the project, at their invitation, to informally discuss the proposed project prior to the scheduled hearing.

ADDITIONAL/ALTERNATIVE ADVERTISEMENT OF MEETINGS -

Advantage should be taken of any available opportunity for public service spot announcements on radio and TV just prior to the public hearings. This opportunity should be used to encourage people to attend the hearing who have interest in the traffic service of the road, as well as those who may live adjacent to the project.

REGISTRATION -

OPEN FORUM HEARINGS - Registration cards or sheets, which will provide as a minimum, the person's name, mailing address, will be provided to all who attend a public hearing**.**

FORMAL HEARINGS - Registration cards or sheets, should include as a minimum, the person's name, mailing address, an area to indicate if a Citizen wishes to speak. These cards should be turned in to the moderator.

PUBLIC TESTIMONY –

OPEN FORUM HEARINGS – A Verbatim Reporter should be available to receive public comment and should be placed in a location easily seen by those attending the meeting. An employee may take verbal comments via a tape recorder if it is deemed to be more physically responsible for small projects. However the recorder should never be left unattended.

FORMAL HEARINGS - Microphones for receiving public testimony should be conveniently placed near the front. Wireless microphones should be available for those individuals who cannot easily get to the speakers microphone. Arrangements should never be in a way that would intimidate the public. Arrangements should also be such that participants from the audience address the hearing officer rather than the audience.

Some ways of avoiding problems are:

- Make your best estimate of expected attendance, then prepare for twice that number (size of facility, number of handouts, number of Department representatives, number and type of displays, length of time needed for plan reviews, type of attendance and speaker registration to be used, etc.).

- Check for other activities scheduled for the same time at or near the facility as they would relate to noise, parking, and crowd control (basketball, baseball, football, bingo, classes, band practice, etc.).

- Make sure that the facility will have air conditioning or heating (whichever is necessary). Some newer buildings have computer systems that cut off systems after normal hours and facility managers are unable (or reluctant) to change the system. Also, check to see if the building must be emptied at a certain time.

- Check with the facility manager prior (one to two days) to any meeting to assure that the necessary people will be available to unlock the building, set up tables and chairs, indicate light switches, etc..

- Check parking area to make sure that all prime spaces are not filled with state vehicles, particularly if spaces close to the entrance are limited.

- Check to see if signs will be necessary to direct the public to the meeting area.

- Check with the representatives to assure they are prepared, that they know what time to arrive, that presentations have been coordinated and practiced, and that all displays and equipment will arrive on time. Representatives should be present from the engineering, environmental, right of way and utilities sections for most projects. Specialists may be requested to participate whenever necessary, and may include highway and traffic safety, transportation planning, landscaping, noise, water quality, bridge, drainage, etc., sections.

- If special displays are to be used, those representatives using them should set them up and review prior to the start of any meeting.

- Set up displays and registration material in as wide an area as is practical to spread the people out, avoiding confusion and a crowded appearance.

- Have pre-addressed comment sheets or envelopes available for submittal of written comments after the meeting.

- If practical, provide handouts, registration material, and displays outside the formal meeting room. This allows conversations with late arrivals without disrupting the meeting.

Assistance may be obtained from the Public Involvement Section of the Location and Design Division. Different registration and hearing formats may be desirable in certain cases and may be discussed with this section. Additional display equipment, directional signs, informational signs, and personnel may be obtained through this section.

APPENDIX A
GENERAL GUIDELINES FOR PLANNING MEETINGS

1. PUBLICITY/PROMOTION/NOTIFYING

notices - to whom
letters of invitation
directions to meeting place
phone calls
news releases
contact with the media
copies of speeches
copies of meeting plan
pictures/photographs
bulletin boards
personal contacts

2. AGENDA AND RESOURCE MATERIALS

copies of agenda
contact people on the agenda
materials needed (e.g., reprints)
committee reports
previous agreement and time commitments

3. RESPONSIBILITIES BEFORE THE MEETING

leadership assignments
documentation or recording
assignments
resource persons
observers
"hosting" roles
making reports
trying out equipment
test whether charts and posters are readable
test electrical outlets
preview films for timing and content

4. SPACE CHECK

size and shape of space room (when, how)
electrical outlets
mike outlets
engineering, where to be reached
acoustics
doors, bathrooms, and stairs (handicap accessibility)
elevators
heat/cold regulation/ventilation
parking facilities (number and access)
registration area/location
transportation, access to facility (by buses)
room set up arrangements
access to meeting
name of custodian
telephone access
exhibit space wall space for displays, etc.
emotional impact (color, aesthetics)

5. EQUIPMENT FOR MEETING

tables (number, size, shape)
chairs (comfort, number)
microphones
audio tape recorder
audio tape cassettes
video tape recorder
video tape cassettes
extension cords
overhead projector
chalkboard, chalk, eraser
bulletin boards
projection table (s)
flannel board
easels (number)
slide projector, screen, platform
camera, film
transparencies & appropriate pens & grease pencils
TV and VCR

6. MATERIALS AND SUPPLIES FOR THE MEETING

name tags
pamphlets
small tip felt pens, display materials
large tip felt pens
decorations
masking tape
posters
paper clips
instruction sheets
pins/thumb tacks
directional signs (to meeting)
scissors, stapler, glue
note pads
pencils
visual aids
plans/mosaic
renderings/photographs
copies of study reports
copies of environmental document

7. JUST BEFORE THE MEETING

seating arrangements
extra chairs
extra tables
P.A. system checkout
equipment (easels, screens, etc.)
materials (paper, pens, etc.)
ash trays
thermostat
opening and closing of windows
registration set-up
check that charts, boards, screens can be seen from everywhere
agendas available
other materials available: handouts, name tags, tables (number) and audio-visual equipment ready

8. AT THE MEETING

meeting, greeting, seating of participants and guests
documentation - recording
evaluation activity
handing out materials
operation of equipment
process, review, stop sessions, etc.
announcements

9. **END OF MEETING AND AFTER**

hold post meeting debriefing (what everyone gathered from comments from the meeting)
collect unused materials
return borrowed equipment
clean up
thank helpers
read and analyze feed-back, prepare feedback and mail follow-up materials to remind people of their commitments (telephone and written)

APPRENDIX A
Compliance for **Public Hearing**
(provide supporting documentation if available)

State Project #:
Federal Project #:
County:
UPC:
From:
To:

Public Notification of Hearing -

1. Public Notice content:
    a. Date, time, place and type of meeting
    b. Description of project (iPM)
    c. Statement of tentative schedules
    d. Statement of right-of-way relocation and assistance information
    e. Statement of opportunity for written and oral comment
    f. Procedure for submitting written statements (10-day comment period)
    g. Project identification information
    h. Availability of project material (plans, brochure, and environmental documentation)
    i. Non-Discrimination notification with working phone number for public inquiries

2. Certification of publication in newspapers (Copy of Advertisement from Daily Newspaper):
    a. 30 days ahead
    b. Second posting within 15 days of project

3. Notification of Local, State and Federal officials:
    a. Clerk of Court or Town/City Clerk
    b. Other Local Officials
    c. FHWA
    d. Other State Agencies

4. Public Notification:

a. Letters to adjacent property owners
b. Highway signs on termini of project
c. Posting in local businesses and public facilities
d. Notification of special interest groups

5. Data available to Public 30 days prior –

1. Public Hearing plans in:

a. Residency
b. District
c. City or Town
d. Central Office
e. Public Hearing plans .tiff (post on iPM)

2. Environmental

a. Copies of environmental document
b. Noise Wall information

3. Brochure or information to support project

a. Title VI
b. Project description
c. Traffic data
d. Environmental data
e. Right of way impacts
f. Tentative schedule
g. Procedures for submission of comments
h. Availability of public hearing comments to public

4. Comment Sheet
    a. Project identification information
    b. Comment period information

5. Plans in place, residency, district, falcon, city, town etc.

6. Conduct of meeting:
    1. Project information:
        a. Plans
        b. Brochure
        c. Comment sheet
        d. Environmental data

    2. Court Reporter

    3. Comment table

    4. Right of Way

    5. Environmental

    6. Residency

    7. Reception desk

    8. EEO data

7. Transcript submission:
    1. Cover with hearing and project information
        a. Project description

b. Type of hearing
c. Project limits
d. UPC code

2. Index of content
    a. Sign in sheets
    b. Oral comment
    c. Written comment
    d. County/Town/City recommendation

3. Sign in sheets
    a. Copies of original

4. Local government recommendation

5. Cover letter that addresses the citizens' comments, the Residency recommendation and the Districts recommendation.

6. One set of prints (half size ok)

APPENDIX A

Compliance for **Willingness** to hold a Public Hearing
(provide supporting documentation if available)

State Project #:
Federal Project #:
County:
UPC:
Fr:
To:

Public Notification of Willingness to hold a Public Hearing -

1. Public Notice content:
    a. Date, type of meeting
    b. Description of project (iPM)
    c. Procedure for requesting a hearing
    d. Project identification information
    e. Availability of project material (plans and environmental documentation)
    f. Non-Discrimination notification with working phone number for public inquiries

2. Certification of publication in newspapers (Copy of Advertisement from Daily Newspaper):
    a. 15 days ahead
    b. Second posting within 7 days of project

3. Notification of Local, State and Federal officials:
    a. Clerk of Court or Town/City Clerk
    b. Other Local Officials
    c. FHWA
    d. Other State Agencies

4. Public Notification:
    a. Letters to adjacent property owners
    b. Highway signs on termini of project
    c. Posting in local businesses and public facilities
    d. Notification of special interest groups

5. Data available to Public 15 days prior –
    1. Plans in:
        a. Residency
        b. District
        c. Plans .tiff - posted on iPM

6. Environmental
        a. Copies of environmental document
        b. Noise Wall information

7. Plans attached

APPENDIX A

Compliance for **Exception** for Public Hearing

(Answer yes or no for items below and provide documentation)

State Project #:
Federal Project #:
UPC:
County:
Fr:
To:

1. Project is either an emergency or solely for highway maintenance or operational improvements.

2. This project does not require the acquisition of additional right of way:
   a. ____ Purchase is required for easements either permanent or temporary beyond the current limits.
   b. ____ Additional purchase of right of way is required.
   c. ____ Right of way has been donated and transfer is complete.

3. This project will not have any unfavorable effect upon abutting real property:
   a. ____ Do the adjacent property owner object to the project.
   b. ____ Will the changes to the area affect the economic, scenic, or use of the owners property.

4. Will the project change the layout or function of connection roads or streets of the facility being improved?
   a. ____ Will traffic be detoured during construction.
   b. ____ Will neighbors have a different travel pattern after the project is complete.
   c. ____ Are streets being closed or opened.

5. Does this project have federal funding? ____

   a. If so, has an environmental document been completed and public posting of the availability of the document occurred. ____

6. District/Local Government letter of concurrence in exception determination. _____

APPENDIX B
Region 3's Environmental Guidebook
23 CFR 771

PART 771 - ENVIRONMENTAL IMPACT AND RELATED PROCEDURES

To access 23 CFR 771 – Environmental Impact and related procedures website click on the link below.

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=0342effde9eee877884a54f81c87dafc;rgn=div5;view=text;node=23%3A1.0.1.8.44;idno=23;cc=ecfr

APPENDIX B

Environmental Justice in Minority Populations and Low-Income Populations
Executive Order #12898

To access Environmental Justice in Minority Populations and Low-Income Populations website click on the link below.

http://www.epa.gov/oswer/ej/html-doc/execordr.htm

APPENDIX B

Code of Virginia 51.5-40

To access the Code of Virginia 51.5-40 website click on the link below.

http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+51.5-40

APPENDIX B

VR 602-01-2

AMERICANS WITH DISABILITIES ACT of 1990

To access the AMERICANS WITH DISABILITIES ACT of 1990 website click on the link below.

http://www.ada.gov/

APPENDIX B

Section 33.1-18 of the Highway Laws of Virginia

To access the Code of Virginia 33.1-18 **website click on the link below.**

http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+33.1-18

APPENDIX B

(DPM-1-11 – Filed – November 10, 2008)
VDOT DEPARTMENT POLICY MEMORANDA (DPM) MANUAL

PUBLIC HEARINGS FOR THE LOCATION AND DESIGN OF HIGHWAY CONSTRUCTION PROJECTS

Status of Policy

This policy, classified as a regulation subject to the *Virginia Register Act* (§ 2.2-4100 through 2.2-4104 of the Code of Virginia), but exempt from the provisions of the *Administrative Process Act* (§ 2.2-4000 through 2.2-4032 of the Code of Virginia), was filed with the State Registrar of Regulations under the title *Public Hearings for the Location and Design of Highway Construction Projects* (24 VAC 30-380-10), with the latest revision effective October 22, 2008. The text of the regulation can be accessed via the Internet at one or more of the following addresses:

• Registrar of Regulations site: (*The Virginia Register, Volume 25, Issue 5, page 1130*)
http://legis.state.va.us/codecomm/register/vol25/iss05/v25i05.pdf

• Virginia Administrative Code, Legislative Information System:
http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+24VAC30-380-10
Alternatively, paper copies of the regulation may be obtained from the Policy Division.

APPENDIX C

HOW TO REQUEST A PUBLIC MEETING

To request a public meeting be advertised the following form should be completed with the requested information (LD-434). This form, 8 ½ "X 11" project locations map and a set of project plans (title, location, typical, plan and profile) should be forwarded to the Public Involvement Section (this is a minimum).

VIRGINIA DEPARTMENT OF TRANSPORTATION
LOCATION AND DESIGN DIVISION
OFFICE OF PUBLIC INVOLVEMENT
PUBLIC HEARING/MEETING REQUEST FORM

DATE OF REQUEST: ____/____/____

FROM: _____ PHONE: _____

ROUTE: _____ PROJECT #: _____

FROM: _____

TO: _____

LENGTH: _____ COUNTY/CITY: _____

PPMS #: _____ FEDERAL PROJECT #: _____

DISTRICT: _____ RESIDENCY: _____

CHARGE CODE: UPC _____, Act. Code___ IMPERIAL METRIC

TYPE: LOCATION _____ DESIGN _____ COMBINED LOC & DES _____

WILLINGNESS POSTING _____ CITIZEN INFORMATION _____

DAY AND DATE SCHEDULED: _____, _____/_____/_____

STYLE: OPEN FORUM: FROM ___:_____ p.m. TO ___:_____ p.m.

FORMAL: PRE-HEARING PLAN REVIEW AT ___:_____ p.m.

HEARING AT ___:_____ p.m.

LOCATION: _____
(Letter of confirmation of date, time and place required)

ENVIRONMENTAL DOCUMENT REQUIRED? YES ___ NO ___

IF YES, WHAT TYPE? _____

DATE OF APPROVAL: ____/____/____ (Submit approved document to PI)

(PI must have title sheet, public hearing plans, letter size map)

APPENDIX C

******* DATA REQUESTED FROM PUBLIC INVOLVEMENT SECTION ********
(Items you would like PI to prepare)

++

ITEMS FOR BROCHURE/HANDOUT:

COVER: YES ___ NO ___

LOCATION MAP: YES ___ NO ___

TYPICAL SECTION: YES ___ NO ___
(If yes, copy of typical section plan sheet required)

COMMENT SHEET: YES ___ NO ___
(If yes, provide questions)

PRINTING: YES ___ NO ___

IF YES, NUMBER OF COPIES: _____

++

OTHER SUPPORT ITEMS:

VIDEO: YES ___ NO ___
(If yes, photos/material and script shall be submitted)

RENDERINGS: YES ___ NO ___
(If yes, call coordinator for information that's required)

MASS MAILING LABELS _____ MASS MAIL POST CARDS _____
(If yes, attach a map showing area to be covered)

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NOTE: (Revised 9/04)
ALL INFORMATION SHALL BE SUBMITTED TO THE OFFICE OF PUBLIC INVOLVEMENT NO LESS THAN 60 DAYS PRIOR TO HEARING DATE.

APPENDIX C

HOW TO PREPARE A PROJECT BROCHURE

The following information contains a sample of all the standard sections to be included in each project booklet. These sections are representative and do not have to be used word for word, but can be if it fits your needs. Each project is unique; therefore, your project may require some additional information.

INFORMATION MEETING BOOKLET-

Provide a description of the information you wish to gather comment for.

LOCATION PUBLIC HEARING BOOKLET –

Provide a description of each Alternative presented and a comparison of the pros and cons of each including but not limited to environmental, right of way, construction, permits and cost.

DESIGN PUBLIC HEARING BOOKLET-

Provide a description of the proposed major design features and their impact on the surrounding area.

LOCATION AND DESIGN PUBLIC HEARING BOOKLET –

Provide a description of the location changes and the major design features and their impact on the surrounding area.

INTRODUCTION

The purpose of this Design Public Hearing is to provide a public opportunity for any person, acting on his/her own behalf or representing a group or governing body, the opportunity to offer comments or submit written material or other displays concerning the proposed improvements to Route 000 (Project Information).

VDOT ensures nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. For further information, contact the Virginia Department of Transportation, Office of Civil located at ?? in ??, Virginia 2? or telephone 804???-???? or TDD 711.

All comments received both oral and written, will be included in a transcript for review by Department personnel, citizens and all other interested parties. Questions and concerns raised as a result of this meeting will be addressed by the Project Designer prior to consideration of the project by the Chief Engineer (Commonwealth Transportation Board).

REASON FOR METRIC PLANS

The plans have been developed in metric units for all projects such as the ones being discussed at this meeting. In order to aid in the understanding of our proposed project, all

information provided at this meeting will be given in both metric and imperial units. A disposable scale is available to measure dimensions in feet from our metric plans.

DESIGN CRITERIA

The purpose of this project is to eliminate substandard horizontal alignment curves and poor stopping sight distances at vertical crests along segments of the road. This project will also provide a wider shoulder for addition recovery space for errant vehicles. These improvements will dramatically increase safety along Duncan Road.

STATEMENT FOR STORMWATER MANAGEMENT

During construction, all reasonable efforts will be made to protect the environment with respect to dust control, siltation and erosion. Stormwater management facilities will be incorporated into this project. Construction will conform to the nationwide best management practices, VDOT specification and special provisions and the Virginia Department of Soil and Water Conservation regulations.

"or"

Potential impacts to flood plains and wetlands were evaluated. To minimize potential impacts on water quality and adjacent wetlands and comply with regulations five stormwater management ponds are proposed. The ponds have been located where necessary to reduce increases in run-off and pollutants leaving the roadway while minimizing impacts to existing residential neighborhoods.

Basin #	Location (station)	Property owner	Fenced (only is some areas)	Comment

FLOOD PLAIN IMPACTS

This project is not expected to generate any negative flood plain impacts.

"or"

The flood plain impacts that will result from this project will be addressed at the public hearing.

TRAFFIC DATA

The average daily volume of traffic on Route 000 is 000 vehicles per day (based on 1998 data). This volume is expected to increase to 000 vehicles per day by the design year 2010.

RIGHT OF WAY

The improvements to Duncan Road (Route 670) will require minimum additional right of way. No families, businesses or non-profit organizations will be relocated as a result of this project.

(CHECK IIM 203 FOR CORRECT SECTION)

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Easements are required for construction of slopes and maintenance of drainage facilities. As we further coordinate and finalize project development, preliminary utility easement locations shown on the public hearing plans may change. The property owner will be informed of the exact location of the easements during the right of way acquisition process and prior to construction.

ENVIRONMENTAL REVIEW (IF A FEDERAL PROJECT)
A Draft Environmental Assessment was submitted to and approved by the Federal Highway Administration on May 5, 1995. All pertinent environmental issues relative to the National Environmental Policy Act of 1969 were discussed. A Memorandum of Agreement addressing impacts to the ----- was submitted to and approved by the Department, the Federal Highway Administration, the Department of Historic Resources, and Advisory Council. The Council signed this under the conditions of the Agreement. All pertinent comments made at the formal public hearing will be addressed and incorporated where prudent in the Final Environmental Assessment.

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ENVIRONMENTAL/NOISE WALL STATEMENT

A review of the project corridor was made to determine the social, economic, and environmental impact of the proposed project upon the community and surrounding area. It has been determined that no significant impact will result from the construction of this project. On "July 7, 1994 a "Draft" Environmental Impact Statement was approved by the Federal Highway Administration and is available for your review here tonight or at the Virginia Department of Transportation offices located at (district and residency office.)

A study of the noise impacts to the adjacent properties has been conducted. Thirty-seven locations were identified for evaluation. The results of the study is included below for your review:

LOCATION	LENGTH	HEIGHT	COST

Those receptors that are noted as not meeting the criteria for construction may be constructed with third party funding and the consent of the local governing body. The funding decisions and agreement of the local governing body for the construction of noise abatement measures will be included as a part of the public hearing transcript and therefore must be submitted before the project is presented to the Commonwealth Transportation Board for consideration.

MAJOR INVESTMENT STUDY

As a part of this public involvement process for the Major Metropolitan Transportation Investment we are seeking your comments on alternatives and will provide an opportunity for you to receive information and express your views. The Major Investment Study (MIS) and Congestion Management Study (CMS) elements will also be presented for your consideration.

ANTICIPATED IMPACTS

During construction, every reasonable effort will be made to protect the environment with respect to dust control and erosion control. Access to all properties will be maintained during construction.

ESTIMATED COST

The 1995 project cost for preliminary engineering is $500,000, for utility relocation is 500,000, for right of way is $ 500,000 and $ 700,000 for construction the total is estimated to be $1.2 million.

REMAINING ACTION

The following tentative schedule has been proposed:

Review and evaluation of information received at the Location and Design Public

Hearing Mid-1995;
Consideration by the Commonwealth Transportation Board Mid-1995;
Begin acquisition of Right of Way Late-1995;
Advertise for construction Early-1996.

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ADDITIONAL INFORMATION

Project information, including comments made at the Public Hearing, will be available for review at the following Virginia Department Of Transportation's offices:

Richmond District Office
2400 Pine Forest Drive
Colonial Heights, Virginia
Telephone ( )
TTY (800) 307-4630

Petersburg Residency Office
4608 Boydton Plank Road
Petersburg, Virginia
Telephone ( )

WRITTEN COMMENTS

In order to be made a part of the official transcript of the public hearing, written comments or questions should be submitted within 10 days after the public hearing to:

Richmond District Administrator
Virginia Department of Transportation
P. O. Box 3402
Colonial Heights, Virginia 23834

Information regarding right of way may be obtained from:

.

District Right of Way and Utilities Manager
Virginia Department of Transportation
2400 Pine Forest Drive
P. O. Box 3402
Colonial Heights, Virginia 23834
Telephone ( ) 000-0000

The booklet should also include a typical section graphic and a project location map.

APPENDIX C

HOW TO REQUEST A MASS MAILING of the PROJECT AREA

The Resident Engineer, who is closest to those effected by the project design, can request it; the Resident Engineer will know if there is an active local interest in the project. So in addition to posting signs on both ends of the project, the Resident Engineer can request a mass mailing of the zip code area be included as a part of the public hearing process.

The Project Designer, who knows the existing and proposed traffic patterns and the number of adjacent property owners that is effected by the project. On normal projects the Designer sends out copies of the notice that's put in the newspaper and the project location map to each person located on the project. If the Designer feels that the whole area around the project will be effected by the changes in the roadway or the construction of the project, they can decide it would be in the best interest of the public to notify everyone in that zip code area.

The Construction Engineer, who is aware of the politically sensitive projects, can also request that a mass mailing of the zip code area be done.

Each District has its own process for approval to request a mass mailing be done so you will need to discuss this with your management.

The Public Involvement Representative can suggest to the District that a mass mailing be done on a project based on area population, results of prior hearings, and requests received from the public, or at the request of Central Office management. If this is the case, we will coordinate this with the District Location & Design Engineer.

HOW TO REQUEST A MASS MALING BE DONE…

The Project Designer can request as a part of the Public Hearing Request form to schedule a public meeting. The Project Designer will use this form to indicate other public hearing information they would like the Public Involvement Section to provide such as brochures, videos, typical sections, mosaics, rendering etc..

When a mass mailing is requested, the Project Designer will provide a map indicating the area (radius around the project or a zip code number) they would like to have notified and if they would like the Public Involvement Section to prepare a post card to be used or if the Designer will provide one.
NOTE: If a prepaid permit number is not provided, postage will have to be applied in the District OR the return address must be Central Office.

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HOW TO PREPARE A VIDEO The following is a sample of the video script (to be provide 60 days before meeting) and how to insert project photos. The project designer may take the photos or may request the Public Involvement Section to provide project photos.

PUBLIC MEETING VIDEO SCRIPT
ROUTE
COUNTY

VIDEO	AUDIO
VDOT SLATE CG file: OPENER H (for Hearing), or OPENER M (for Meeting). Add specifics.	Music up
Hold VDOT SLATE and specifics	WELCOME AND THANK YOU FOR PARTICIPATING IN A VIRGINIA DEPARTMENT OF TRANSPORTATION [LOCATION, DESIGN, LOCATION AND DESIGN] PUBLIC HEARING [CITIZEN PARTICIPATION MEETING]. THIS [HEARING] [MEETING] IS BEING HELD TO CONSIDER PROPOSED IMPROVEMENTS TO _____ IN _____ (COUNTY, CITY).
Reel 0001: Open Forum CG file: FORUM. CG up at "in an open..."	THIS IS AN OPPORTUNITY TO EXPRESS YOUR COMMENTS AND RECOMMENDATIONS, IN AN OPEN FORUM,
Reel 0002: Open Forum 2 CG file: FORUM.	AND TO HAVE THEM BECOME A PART OF THE OFFICIAL RECORD OF THIS [HEARING] [MEETING].
Reel 0001: VDOT Rep A & VDOT Rep B CG file: VDOTREP.	VIRGINIA DEPARTMENT OF TRANSPORTATION REPRESENTATIVES ARE AVAILABLE IN THE DISPLAY AREA TO ANSWER ANY QUESTIONS YOU MAY HAVE CONCERNING THE PROJECT.
Reel 0002: Comments CG file: COMMENT. CG up at "provide us... "	ONCE YOUR QUESTIONS HAVE BEEN ADDRESSED, PROVIDE US WITH YOUR COMMENTS WHILE YOU ARE HERE TODAY.
Reel 0001: Writing Comments	SHOULD YOU DECIDE NOT TO PROVIDE YOUR COMMENTS AT THIS TIME,
Reel 0001: Fold & Click CG file: SUBMIT (for standard ten day period), or SUBMITD (for a specific date)	COMMENT SHEETS MUST BE COMPLETED AND SUBMITTED WITHIN TEN DAYS OF THIS [HEARING] [MEETING] TO BECOME A PART OF THE OFFICIAL RECORD OF THIS [HEARING] [MEETING].
Reel 0003: Comment Box CG file: REVIEW.	ALL COMMENTS WILL BE THOROUGHLY REVIEWED BY DEPARTMENT PERSONNEL BEFORE THE PROJECT IS SUBMITTED TO THE COMMONWEALTH TRANSPORTATION BOARD FOR CONSIDERATION.
Reel 0002: Key Element CG file: YOURPART.	YOUR PARTICIPATION IS A KEY ELEMENT OF THIS [HEARING] [MEETING]. Music Out
Reel 0004: Stream CU	DURING ANY CONSTRUCTION OPERATION

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	VDOT IS COMMITTED TO SAFEGUARDING THE ENVIRONMENT.
Reel 0005: Const Shot	GOOD CONSTRUCTION METHODS AND PRACTICES WILL BE FOLLOWED,
Reel 0006: Silt Fence	AND CAREFUL ATTENTION WILL BE GIVEN TO EROSION AND SEDIMENT CONTROL.
Reel 0007: CAD CU CG file: METRIC1.	THIS PROJECT IS BEING DEVELOPED IN METRIC UNITS.
Reel 0001: Metric Hearing	FOR YOUR CONVENIENCE, THE INFORMATION AT THIS HEARING IS PRESENTED IN BOTH METRIC AND IMPERIAL UNITS.
Reel 0008: Conv Scale CG file: METRIC2.	TO HELP YOU UNDERSTAND THE PLANS, A SCALE IS AVAILABLE TO CONVERT METERS TO FEET.
Location Map. Use arrows to denote termini as spoken	THE PROPOSED PROJECT BEGINS ____ AND ENDS ____, A DISTANCE OF ____.
Insert specific project information here	Insert specific project information here
Reel 0009: Traffic Count CG file: TRAFNOW, add count	CURRENTLY, THE AVERAGE TRAFFIC VOLUME ON ____ IS ABOUT _ VEHICLES PER DAY.
RB5FRZ: Trf Count CG file: TRAFPROJ, add year and count.	THE AVERAGE TRAFFIC VOLUME IS PROJECTED TO BE _ VEHICLES PER DAY BY THE YEAR 20__.
RB5FRZ: Dollar CG file: ESTCOST, add numbers.	THE TOTAL ESTIMATED PROJECT COST IS __ DOLLARS.
Reel 0010: ROW CG file: ROWDIS, add numbers.	THE RIGHT OF WAY REQUIRED FOR THIS PROJECT WILL DISPLACE _____ RESIDENCES, _____ BUSINESS(ES) AND ____ NON-PROFIT ORGANIZATIONS.
Reel 0010: ROW CG file: ROWUTILA: "Preliminary utility easement locations shown on the public hearing plans may change." OR OR OR OR OR OR CG file: ROWUTILB: "Additional easements for utility relocations may be required beyond the proposed right-of-way shown on the public hearing plans."	AS WE CONTINUE TO COORDINATE AND FINALIZE PROJECT DEVELOPMENT, [PRELIMINARY UTILITY EASEMENT LOCATIONS SHOWN ON THE PUBLIC HEARING PLANS MAY CHANGE] [ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THE PUBLIC HEARING PLANS.] THE PROPERTY OWNER WILL BE INFORMED OF THE EXACT LOCATION OF THE EASEMENTS DURING THE RIGHT OF WAY ACQUISITION PROCESS AND PRIOR TO CONSTRUCTION.
RB5FRZ: Actions CG file: REVIEW.	FOLLOWING THE REVIEW AND EVALUATION OF THE COMMENTS FROM TODAY'S MEETING, IT IS ANTICIPATED THAT
RB5FRZ: Actions CG file: OTHER.	Insert here any actions before CTB approval, such as locality approval or a public hearing.

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RB5FRZ: Actions CG file: TOCTB, add date.	THE PROJECT WILL BE PRESENTED TO THE VIRGINIA COMMONWEALTH TRANSPORTATION BOARD FOR CONSIDERATION IN _____.
RB5FRZ: Actions CG file: ROWACQ, add date.	FOLLOWING BOARD APPROVAL, RIGHT OF WAY ACQUISITION COULD BEGIN IN _____.
RB5FRZ: Actions CG file: ADVDATE, add date.	ADVERTISEMENT FOR CONSTRUCTION IS EXPECTED IN _____. Music Up
Reel 0002: Dept Rep CG: VDOTREP.	DEPARTMENT REPRESENTATIVES ARE AVAILABLE IN THE DISPLAY AREA TO ANSWER ANY QUESTIONS YOU MAY HAVE
Reel 0001: ROW Acq	CONCERNING THE PROJECT, RIGHT OF WAY ACQUISITION AND RELOCATION ASSISTANCE.
VDOT SLATE CG: OPENER H or OPENER M. Add specifics.	WE, AT THE VIRGINIA DEPARTMENT OF TRANSPORTATION, THANK YOU FOR PARTICIPATING IN THIS VERY IMPORTANT DECISION MAKING PROCESS.
FADE TO BLACK FADE FROM BLACK TO CG: CREDIT file	Music Out.

This information should be tailored to represent the issues of your individual project. The information provided is only a guide. This script will result in a video of about 5 minutes.

APPENDIX C

HOW TO REQUEST A PROJECT RENDERING

The Project Designer can request a rendering be produced as a part of the Public Hearing Request form to schedule a public meeting. The Project Designer will use this form to indicated other public hearing information they would like the Public Involvement Section to provide brochures, videos, typical sections, mosaics, mass mailings etc.. **Please indicate on the form the number of renderings required and the date completed photos are needed.**

DATA NEEDED – photographic

- Plan sheet indicating the site for the rendering
- Topographic map of the area with site marked on map
- Project location map

DATA NEEDED – project design

- Plans, profiles and typical sections
- Electronic files – Microstation (DGN) or AutoCAD – (DWG)
  - Contour data, topographical data (3D is ideal) (2D is okay)
  - Signaling, signage, pavement delineation/striping plans
  - Landscaping plans if applicable and available
- Hard copy (full set of plans at ½ typical sheet size)
- If electronic files do not exist, please send full set of plans at full size

PROJECT DESIGN FILES may be provided in any of the following formats –
Floppy disk 2.0 MEG
Iomega ZIP disk – 100MEG, PC or Macintosh
Iomega Jaz disk- 1 GIG (Mac only)

APPENDIX C

HOW TO PREPARE A TRANSCRIPT FOR SUBMISSION
and an example of the process for projects managed by the District

January 2 - Public Hearing held;

January 2 - Public comments to be returned to District Location and Design Engineer for urban, primary or interstate projects and to the Resident Engineer for secondary projects;

January 12 – Close of comment period for written comments and other submissions (10 day comment period is 10 calendar days NOT business days);

January 26 - Appointed person (District Location and Design Engineer) compiles transcripts, reviews comments and makes a recommendation to District Construction Engineer;

INFORMATION to be included in the TRANSCRIPT
Project Transcripts submitted for presentation to the Board should include the following information in this format.

COVER SHEET – first sheet

Location and Design Public
Hearing Transcript

Route 000
Project 0000-000-000…
County
Date of Hearing
Location of Hearing
Time of Hearing

INDEX OF SHEETS – second sheet

Index of Sheets

	Page
Sign-In Sheet	3
Public Hearing Brochure	4-7
Oral Comments	8-10
Written Comments	11-15

2

Submit the original of the information, the District recommendation letter, and a memorandum indicating the electronic copy (.pdf file) has been posted on the Project Cost Estimating System by the Project Designer.

January 29 – Copies of transcript and other information sent to State Location and Design Engineer (Attention: Public Involvement Section) with the recommendation of District Construction Engineer.

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January 31 - Distribute the transcript to appropriate reviewers for recommendation:

Assistant State Location and Design Engineer
State Local Assistance Director (if urban)
State Transportation Planning Engineer (if bike lanes included)
State Environmental Engineer (if federal project)
State Structures and Bridge Engineer (if bridge included)
FHWA (if federal project)

February 12 - Recommendations made by appropriate reviewers for consideration by State Location and Design Engineer for inclusion in recommendation to the Chief Engineer for presentation to Commonwealth Transportation Board for approval of the location or location and major design features or presentation of recommendation to the Chief Engineer for Program Development for approval of the major design features.

February 26 – Public Involvement Section provides public hearing package (letter of recommendation to Chief Engineer, Project Summary, and Resolution if going to CTB) to State Location and Design Engineer for review;

March 3 – Package provided to Chief Engineer for signature or presentation to the Commonwealth Transportation Board for approval;

March 19 – Commonwealth Transportation Board Meeting for project review (the CTB meets the third Thursday of the month).

March 23 – Notification of involved personnel of action taken on project.

March 27 – Notification of persons who participated in the public hearing process of the action taken on the project by the District Administrator (or his designee).