

SECTION 2D – 3 - PREPARATION AND PROCESSING OF PUBLIC HEARING DATA

RESPONSIBILITY OF THE PUBLIC INVOLVEMENT SECTION

The **Public Involvement Section** is responsible for the processing and distribution of all public hearing data. The location site of the public hearing should be identified on this map if possible. It is also responsible for reviewing and assisting in the preparation and coordination of statements and visual aids for presentation and display at public hearing and meetings.

URBAN AND SECONDARY PROJECTS

On applicable projects, the Local Assistance Division work closely with the Public Involvement Section in the processing of the aforementioned data.

DATA REQUIRED FROM DESIGNER

In order to properly fulfill their responsibilities, the Public Involvement Section is to be provided certain data by the project designer, project manager, District Coordination Unit, or **Engineering Development and Projects Management Section**. All necessary data is to be furnished at least sixty days prior to the scheduled hearing date.

The designer should consult with the moderator of the public hearing and determine what materials will be required to properly present the project to the public. Depending on the complexity of the project, this data may vary from a simple plan layout to a presentation including slides, photographs, perspective drawings, models and other items to serve as aids for public understanding. The more complex displays may require up to 120 days to prepare.

After the needs have been determined, prints of plans and other necessary data are to be provided to the Public Involvement Section for their use in preparing display materials. The designer should also contact the District Administrator and other appropriate persons to determine if there are any special interest groups that require notification of the upcoming public hearing. This information is to be relayed to the Public Involvement Section.

The original study report or informational brochure is to be provided to the Public Involvement Section. This is to be accomplished by the Local Assistance Division on applicable projects. The Public Involvement Section is responsible for the distribution of all necessary materials to the District Administrators' and **Residency Administrators'** offices and other locations specified in the public hearing notice at the time the notices are posted.