VDOT DESIGN APPROVAL PROCESS (Public Hearing or Notice of Willingness)

Monday, June 21, 2010

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

Public Hearing Design Approval Process

Time Line

DAY 11 - 30 — Compile & Submit Package — DAY 1 - 5

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 DA or Designee for signature*

DAY 30 - 35 — Submit for Approval — DAY 7 - 10

DA or Designee -

- *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*

DAY 35 - 45 — Review — DAY 10 – 14

Assistant State L&D Engineer -

- *Determines if Design approval package is in compliance*
  - *If "yes" - Distribute design approval package to FHWA representative, if applicable*
  - *If "no" - Send back to DA or Designee for follow up work and re-submittal*

DAY 45 - 60 — Approval — DAY 15

Assistant State L&D Engineer -

- *Receives and incorporates comments from FHWA and 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*

DAY 61 - 70 — Approval Notification

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)

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:*
  - *Residency Administrator letter of 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 DA or Designee for signature*

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*

DA or Designee -

- *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)

ABBREVIATIONS

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