Monday, November 19, 2012

## (Schedule set for a 55 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required) Provides recommendation to Assistant State L&D Engineer for approval of any change in limited access (See Road Design Manual, Ch.2E) Assistant State L&D Engineer -Provides recommendation to State L&D Engineer for approval of any change in limited access (See Road Design Manual, Ch.2E) After 10 Day comment period expires: State L&D Engineer -Project Manager -Reviews project Information Tier 1 projects – All maintenance schedules Evaluates comments received and addresses **SAAP's and NFO < \$5M Construction Cost** Provides recommendation to Chief Engineer for public's issues, suggestions, questions (in presenting any change in limited access (See Road writing, when requested) Design Manual, Ch.2E) to the CTB for approval Completes public hearing compliance list Chief Engineer -<u>DPDE</u> -Compiles the transcript to include: Reviews project information Reviews Public Hearing package Sign-in sheets Provides concurrence recommendation to seek Distributes to CTB Representative O Written and Oral comment sheets approval for any change in limited access (See for review and addresses comments Road Design Manual, Ch.2E) from the CTB and ublic Hearing Approval Proc provides to the State L&D Engineer Determines if Design approval Provides approval of the major Project brochure and Location Map package is in compliance State L&D Engineer design features of the project to Local Government resolution (s) or **Total Design** If "yes" - Notify the appropriate the PM Provides approval to Assistant State L&D Engineer position (s) (not legally required, District FHWA representative, if **Public Hearing** determines whether preferred to include) Assistant State L&D Engineer applicable via e-mail that the Compliance check list Approval Package is available in Provides the project summary, decision brief. Process Time = **Public** Project Manager iPM. See FHWA District resolution (after approval of AG's Office) and Develops and Posts the following items in Distributes approval notice to 115 Days Representatives below. location map to: District and CO R/W, If "no" - Send back to PM for Design O Commissioner's Administrative Assistant for (Typical) O Transcript, Project summary, decision Environmental, Programming, follow up work and re-submittal inclusion on the CTB's agenda for approval brief and CTB resolution for Design Local Assistance and Civil Rights Submit project Design and/or any DA for presentation to the CTB Manager change in limited access (See Road Letter requesting project approval Notifies affected local government Design Manual, Ch.2E) resolution Clerk of the Court, Chairman of the Confirms Scoping Letter and Environmental and summary to Attorney General's Approval or Denial of any change in limited access Document are posted in iPM. Board of Supervisors, Mayor or Office for review, comments and (See Road Design Manual, Ch.2E) City Manager (as appropriate) Seeks design concurrence from District L&D approval Commissioner's Administrative Assistant and/or S&B Engineer (s) Notifies all interested citizens Receives and incorporates Provides electronic copy of the approved Submits public hearing package to District comments from Attorney General's Notifies DPA Manager resolution to State L&D Engineer and DA Project Development Engineer (DPDE) Office **DESIGN APPROVAL DAY 11 - 30 DAY 40 - 46 DAY 46 - 55 DAY 30 - 40** PROCESS COMPLETE **Compile & Submit Package Approval Notification** Review **Approval** PROCEED TO R/W Time **PHASE DAY 1 - 6 DAY 14 DAY 15** Villingness expires with no request to hold Project Manager Provides approval for the major Reviews willingness package > Distributes approval notice to Project Manager design features of the project to project team members and stake Determines if Design approval Compiles submission package including: package is in compliance Project Manager -Notifies affected local government Letter documenting no request If "yes" - Reviews package Clerk of the Court. Chairman of the Receives design approval from DA Location Map If "no" - Send back to PM for Board of Supervisors, Mayor or designated responsible person follow up work and re-submittal City Manager (as appropriate) Local Government resolution (s) or position (s) (not legally required, District Notifies all interested citizens determines whether preferred to include) Notifies DPA Manager Compliance check list Posts package in iPM and confirms Scoping Willingness Design Approval Process Letter and Environmental Document are **Total Design** Develops letter requesting project approval Seeks design concurrence from District L & D Willingness Engineer and/or S & B Engineer (s) **Process Time =** Submits public hearing package to District Project Development Engineer (DPDE) 45 Days (Typical) Villingness expires when a request to hold a Public Hearing is received: FHWA District Representatives **ABBREVIATIONS** PH YES Project Manager -Meets with requestor to address project John Simkins: - Fredericksburg, Hampton District Administrator Roads, NOVA and Richmond - District Public Affairs If concerns are satisfied, citizen withdraws request in writing and project - Project Manager Marisel Lopez-Cruz: - Bristol, Culpeper, moves to the willingness approval Lynchburg, Salem and Staunton, - Commonwealth Transportation Board If concerns cannot be satisfied, project

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moves to the Public Hearing request

Attorney General

DPDE - District Project Development Engineer