Monday, June 21, 2010

## (Schedule set for a 55 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required) After 10 Day comment period expires: Project Manager -\*Tier 1 projects – All maintenance schedules, Evaluates comments received and addresses public's issues, suggestions, questions (in **SAAP's and NFO < \$5M Construction Cost** writing, when requested) Completes public hearing compliance list Compiles the transcript to include: Sign-in sheets Public Hearing yn Approval Process Written and Oral comment sheets Project brochure and Location Map **Total Design** Local Government resolution (s) or position (s) (not legally required, District <u> Project Manager</u> determines whether preferred to include) **Public Hearing** Distributes approval notice to Compliance check list **Process Time =** District and CO R/W, Develops and Posts the following items in Environmental, Programming, **115 Days** Local Assistance and Civil Rights Design (Typical) Transcript, Project summary, decision Manager brief and CTB resolution for Design Notifies affected local government DA or Designee -Clerk of the Court, Chairman of the Letter requesting project approval Board of Supervisors, Mayor or Reviews Public Hearing package DA or Designated Responsible Charge City Manager (as appropriate) Confirms Scoping Letter and Environmental Position -Distributes to CTB Representative Document are posted in iPM. Notifies all interested citizens for review and addresses comments Provides approval of the major Seeks design concurrence from District L&D design feature of the project to the Notifies DPA Manager Recommends approval of Public and/or S&B Engineer (s) Hearing package by signing the Submits public hearing package to DA or approval request letter Designee for signature **DESIGN APPROVAL** Time Line DAY 11 - 30 DAY 40 - 46 **DAY 46 - 55** DAY 30 - 35 PROCESS COMPLETE **Compile & Submit Package Approval Notification Submit for Approval** Approval PROCEED TO R/W **DAY 14 DAY 1 - 5 DAY 15 DAY 7 - 10 PHASE** Willingness expires with no request to hold <u> Project Manager</u> -DA or Designated Responsible Charge Project Manager Public Hearing: Receives design approval from DA Distributes approval notice to Project Manager Reviews willingness package or Designee project team members and stake Compiles submission package including: Provides approval for the major Determines if Design approval design features of the project to package is in compliance Notifies affected local government Residency Administrator letter of no the PM Clerk of the Court, Chairman of the o If "yes" - Reviews package Board of Supervisors, Mayor or Location Map If "no" - Send back to PM for City Manager (as appropriate) follow up work and re-submittal Local Government resolution (s) or Notifies all interested citizens position (s) (not legally required, District determines whether preferred to include) Notifies DPA Manager O Compliance check list Willingness Design Approval Process Posts package in iPM and confirms Scoping Letter and Environmental Document are **Total Design** Develops letter requesting project approval Willingness Seeks design concurrence from District L&D **Process Time =** and/or S&B Engineer (s) Submits public hearing package to DA or 45 Days (Typical) Designee for signature Villingness expires with a request to hold PH YES Public Hearing was received: Project Manager -FHWA District Representatives **ABBREVIATIONS** Meets with requestor to address project John Simkins: - Fredericksburg, Hampton concerns DA – District Administrator If concerns are satisfied, citizen Roads, NOVA and Richmond DPA - District Public Affairs withdraws request in writing and project moves to the willingness approval PM - Project Manger Marisel Lopez-Cruz: - Bristol, Culpeper,

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Design Approval ProcessT1\_4\_06\_11.vsd

If concerns cannot be satisfied, project

moves to the Public Hearing request

process

CTB - Commonwealth Transportation

**Board** 

AG - Attorney General

Lynchburg, Salem and Staunton,