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

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

DPDE ·

After 10 Day comment period expires:

writing, when requested)

Compliance check list

approval

• Sign-in sheets

Petitions

iPM

Evaluates comments received and addresses

public's issues, suggestions, questions (in

Completes public hearing compliance list

Compiles the transcript to include:

Written and Oral comment sheets

• Project brochure and Location Map

• Local Government resolution (s) or

Develops and Posts the following items in

• Transcript, Project summary, decision

Confirms Scoping Letter and Environmental

Seeks design concurrence from District L&D

Submits public hearing package to District

DAY 11 - 30

Project Development Engineer (DPDE)

Letter requesting project approval

Document are posted in iPM.

and/or S&B Engineer (s)

brief and CTB resolution for Design

position (s) (not legally required, District

determines whether preferred to include)

Project Manager -

- Reviews Public Hearing package
- Distributes to CTB Representative for review and addresses comments
- Recommends approval of Public Hearing package by signing the approval request
- 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 and/or any change in limited access (See Road Design Manual, Ch.2E) 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 Design and/or any change in limited access (See Road Design Manual, Ch.2E) resolution and summary to Attorney General's Office for review, comments and approval

DAY 30 - 35

Submit for Approval

- Receives and incorporates comments from Attorney General's Office
- Reviews project information

Assistant State L&D Engineer -Ch.2E)

- State L&D Engineer -
- CTB for approval Chief Engineer -

- L&D Engineer
- State L&D Engineer
- Engineer

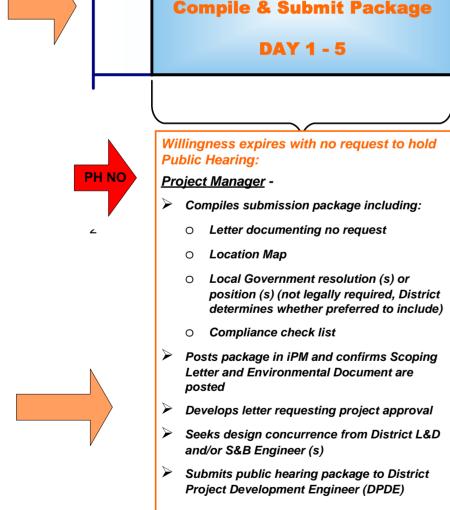
- CTB ·

Line Time

Design rocess

Willingness D Approval Pro

Public Hearing Design Approval Process



lingness expires when a request to hold a Public Hearing is received:

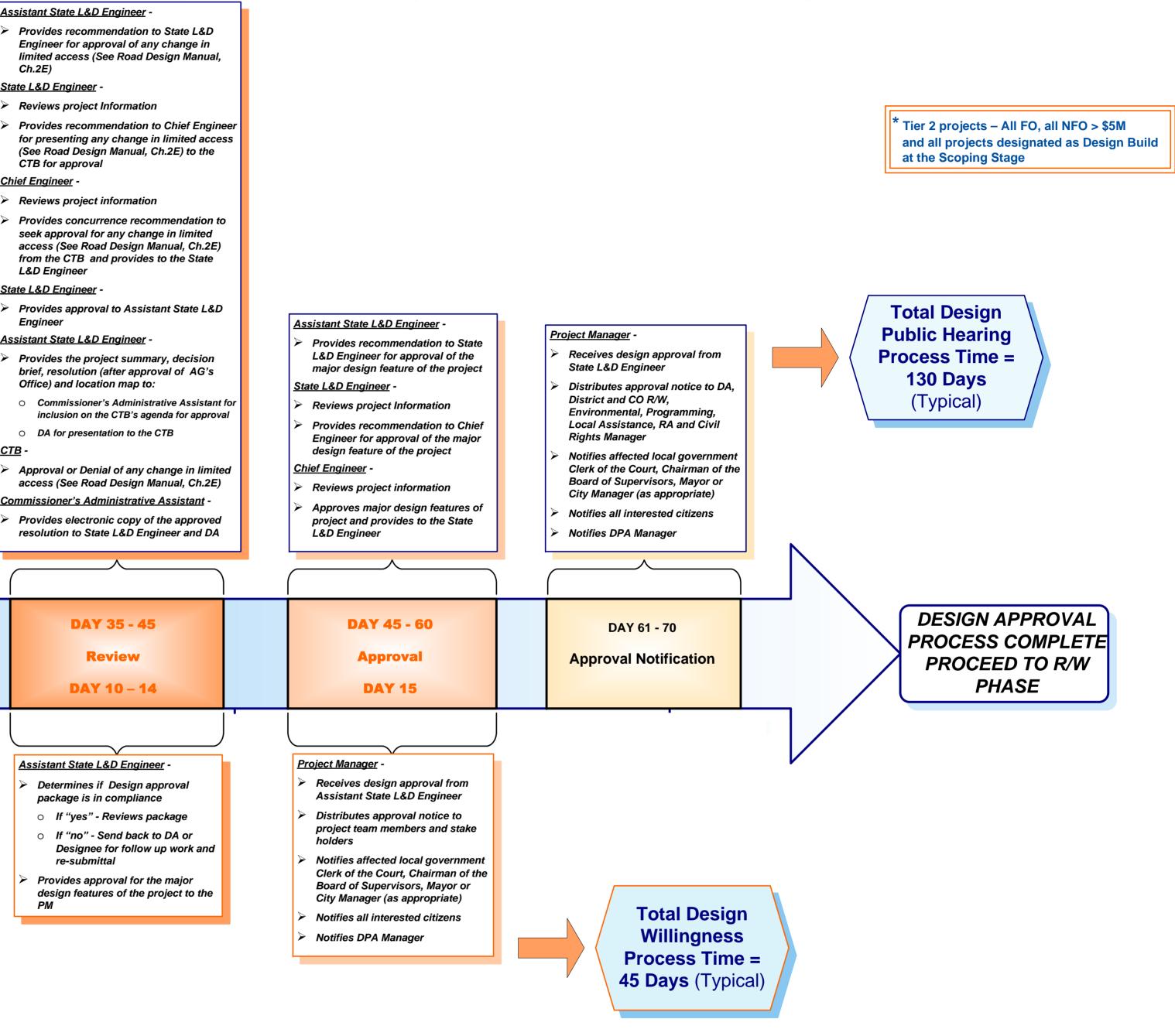
Project Manager ·

PH YE

- 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
- <u>Recommends approval of</u> willingness package by signing the approval request letter
- Provides Assistant State Location and Design Engineer with Design <u>Approval package:</u>
- o <u>Residency Administrator letter of no</u> request
- O <u>Compliance check list</u>
- Letter requesting project approval
- Verification of compliance with State and Federal laws



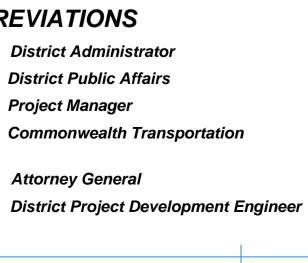
FHWA District Representatives

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

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

ABBREVIATIONS

DA –	District /
DPA -	District F
РМ -	Project I
CTB - Board	Commor
AG –	Attorney
DPDE -	District



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Monday, November 19, 2012