VDOT LOCATION & DESIGN APPROVAL PROCESS (Public Hearing Only)

Monday, June 21, 2010

(Schedule set for a 70 day process for Public Hearing and a 45 day process for Willingness Held with no Public Hearing Required)

Public Hearing Location & Design Approval Process

After 10 Day comment period expires:

Project Manager -

- *Evaluates comments received & addresses public's issues, suggestions, questions (in writing, when requested)*
- *Completes public hearing compliance list*
- *Compiles the transcript to include:*
  - *District recommendation letter*
  - *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)*
- *Develops and Posts the following items in iPM :*
  - *Scoping Letter and Environmental Document*
  - *Project summary, decision brief and CTB resolution for Location approval*
  - *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*

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 Location & Design Approval package:*
  - *Transcript*
  - *Compliance check list*
  - *Letter requesting project approval*
  - *Verification of compliance with State and Federal laws*
  - *Project summary, decision brief, CTB resolution for location approval and location map*

Assistant State L&D Engineer -

- *Determines if location & Design approval package is in compliance*
  - *If "yes" - Distribute location & Design approval package to FHWA representative, if applicable*
  - *If "no" - Send back to DA or Designee for follow up work and re-submittal*
- *Submit project location resolution and summary to Attorney General's Office for review, comment and approval*

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 project location*

State L&D Engineer -

- *Reviews project Information*
- *Provides recommendation to Chief Engineer for presenting the project location to the CTB for approval*

Chief Engineer -

- *Reviews project information*
- *Provides concurrence recommendation to seek approval for the location of the project from the CTB to the State L&D Engineer or Designee*

State L&D Engineer -

- *Submits approval to Assistant State Location an Design Engineer*

Assistant State L&D Engineer -

- *Provides the project summary, decision brief, resolution (after approval of AG's Office) and location map to:*
  - *Commissioner's Administrative Assistant for inclusion on the CTB's agenda for approval*
  - *DA for presentation to the CTB*

CTB -

- *Approval or Denial*

Commissioner's Administrative Assistant -

- *Provides electronic copy of the approved resolution to State L&D Engineer and DA*

Assistant State L&D Engineer -

- *Provides recommendation to State L&D Engineer for approval of the major design features of the project*

PM -

- *Receives location approval from State L&D Engineer and distributes 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 Location Public Hearing Process Time = 130 Days (Typical)

Time Line

DAY 11 - 30	DAY 30 - 35	DAY 35 - 45	DAY 45 - 60	DAY 61 - 70
Compile & Submit Package	Submit for Approval	Review	Approval	Approval Notification

LOCATION & DESIGN APPROVAL PROCESS COMPLETE

PROCEED TO RIGHT OF WAY PHASE

ABBREVIATIONS

DA – District Administrator

DPA – District Public Affairs

PM - Project Manger

CTB - Commonwealth Transportation Board

AG – Attorney General