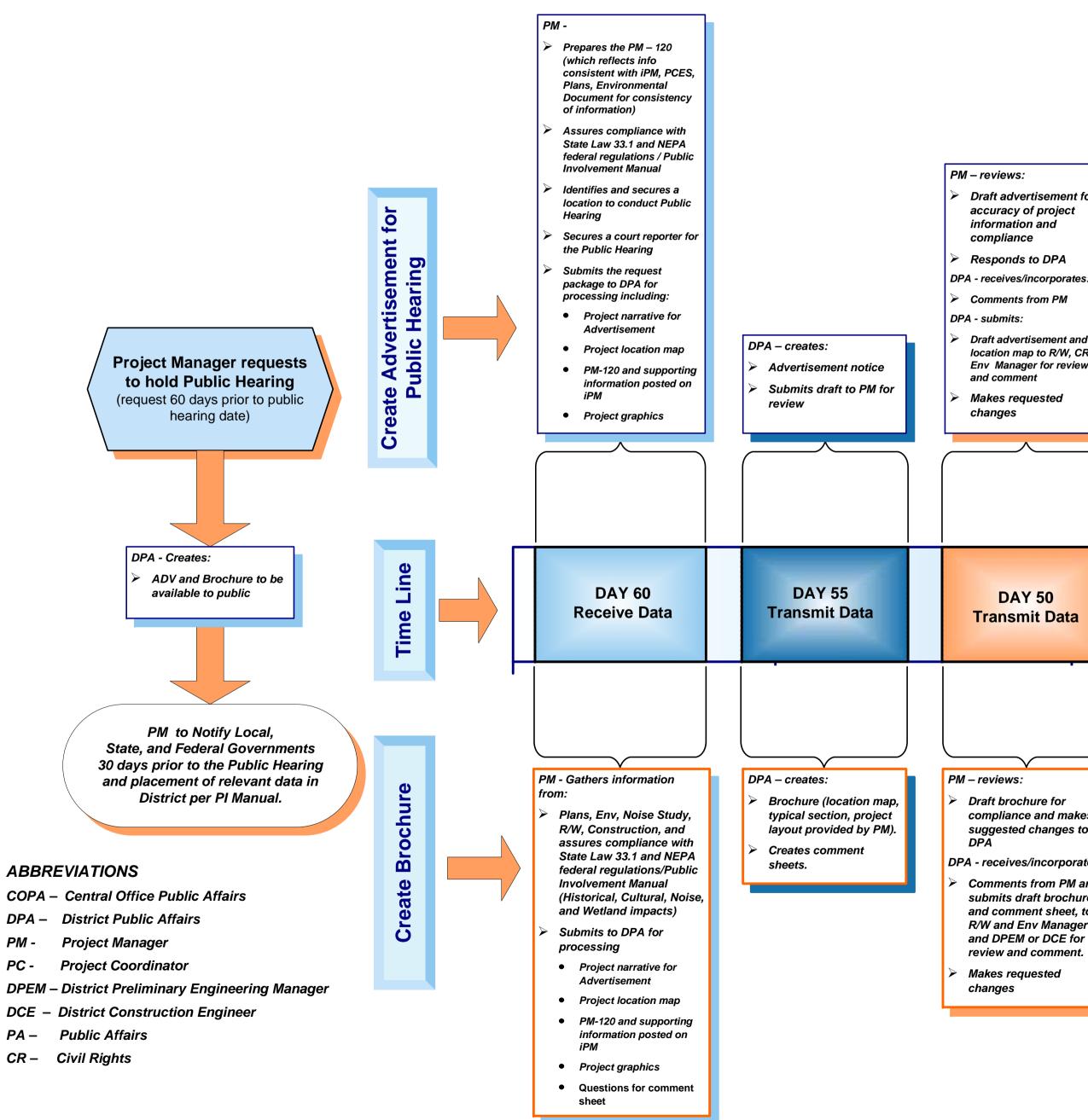
## VDDT PUBLIC HEARING REQUEST PROCESS

## (Schedule set f



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et for a 60 da	v process)			
<ul> <li>PM - reviews:</li> <li>Praft advertisement for accuracy of project information and compliance</li> <li>Responds to DPA</li> <li>DPA - receives/incorporates:</li> <li>Comments from PM</li> <li>DPA - submits:</li> <li>Draft advertisement and location map to R/W, CR, Env Manager for review and comment</li> <li>Makes requested changes</li> </ul>	DPA – submits: <ul> <li>Revised Advertisement to COPA.</li> <li>Advertisement Plan to COPA</li> <li>Reviews advertisement for content and compliance approval</li> </ul> <li>COPA – reviews:</li> <li>Advertisement for branding compliance</li> <li>Advertisement Plan for placement compliance</li> <li>Provides approval to DPA and posts on Public Events Calendar</li> <li>DPEM or DCE –</li> <li>Reviews advertisement</li> <li>Provides approval to DPA</li> <li>Provides approval to DPA</li>	DPA – distributes: > Final copy of advertisement, and location map to PM and DPEM or DCE	<ul> <li>PM notifies:</li> <li>Local Clerk of the Court, Board of Supervisors, City or Town Council, County Administrator, City Manager, Mayor and other officials directly concerned with project of the Notice. (advertisement and location map)</li> <li>Local Planning Bodies, President of local Chamber of Commerce and Heads of Local Civic and Citizen Associations</li> <li>Adjacent property owners by direct mailing of the Notice (advertisement and location map) a minimum of 10 days prior to the meeting</li> <li>FHWA (if federally funded), appropriate Federal and State agencies, special interest groups i.e. Virginia Transportation Construction Alliance, local bicycle organizations, etc.</li> <li>Distributes copy (e-mail) of advertisement and location map to: District and CO Right of Way, Environmental, Civil Rights and DPEM or DCE, District Administrator and Asst. L&amp;D Engr.</li> <li>PM - posts:</li> <li>Notices (advertisement and location map) in the appropriate courthouse, post office and other public places and buildings in the vicinity of the project</li> <li>PM - ensures:</li> <li>Signs are posted on the termini of the project notifying the public of the projoed project in accordance with Traffic Engineering Division Memorandum TE-303</li> <li>DPA provides:</li> <li>Information for posting on project web page</li> </ul>	Advertisement appears in newspaper, signs are posted on termini of project, brochures, environmental information and plans are available at District, local government offices (if applicable). Information is posted on VDOT web and iPM
DAY 50 Transmit Data	DAY 45 Transmit Final Data	DAY 41 Transmit Final Data to others	DAY 40 Submit to Papers and DPEM	DAY 30
<ul> <li>PM – reviews:</li> <li>Draft brochure for compliance and makes suggested changes to DPA</li> <li>DPA - receives/incorporates:</li> <li>Comments from PM and submits draft brochure and comment sheet, to R/W and Env Manager and DPEM or DCE for</li> </ul>	<ul> <li>DPA – submits concurrently:</li> <li>Brochure to COPA for review of branding compliance</li> <li>Brochure to DPEM or DCE for review of content and compliance</li> </ul>	COPA – → Approval of Final Edits sent to DPA DPEM or DCE – → Approval sent to DPA	<ul> <li>DPA - distributes:</li> <li>Final copies of printed brochures and comment sheets to the PM, DPEM or DCE, Environmental Manager (if applicable), and PA web master for posting on internet</li> <li>PM - distributes:</li> <li>To Local Government</li> </ul>	Brochure and comment sheet available to the public at the District and local government offices (if applicable).

Makes requested



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