## **DESIGN APPROVAL PROCESS (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)

Approval Evaluates comments received & addresses public's issues, suggestions, questions (in writing when requested) Completes public hearing compliance list Assistant State L&D Engineer -Compiles the transcript to include: Receives and incorporates Receives design approval DA or Designee from State L&D Engineer comments from FHWA & CTB Design Written & Oral comment sheets Reviews Public Hearing Distributes approval notice package Reviews project information to DA, District & CO R/W, O Project brochure & Location Map Local Government resolution (s) or position (s) (not legally required) Assistant State L&D Engineer -Recommends approval of Provides recommendation to State I Programming, Local Public Hearing package by & D Engineer for approval of the Assistance, RA, & Civil Hearing I Proc Determines if design approval O Compliance check list major design features of the project signing approval request Rights Manager package is appropriate for Posts public hearing package in iPM & confirms Scoping State L & D Engineer -Notifies affected local Letter and Env. Document are posted Total Design Public Provides Assistant State government Clerk of Court, Reviews project information If "yes" - Distributes design Location and Design Chairman of Board of Hearing Process Time Develops letter requesting project approval (email approval package to Provides recommendation to Chief Supervisors, Mayor or City Engineer with Design 130 days (typical) Engineer for approval of the major Manager (as appropriate) O FHWA representative, if Public Approval package: Submits public hearing package to District L&D Engineer design features of the project Notifies all interested Transcript CTB Representative for that area for review and comment (14 day working time frame is stated in distribution letter) Chief Engineer -O Compliance check list District L&D Engineer -Reviews project information Notifies DPA Officer Letter requesting project approval (email template) Reviews & concurs with public hearing package by signing If "no" - Sends back to DA or Provides approval for the major Verification of compliance with State & Federal laws the approval request letter Designee for follow up work & resubmittal design features of the project to the Submits package approval to DA or Designee for signature State L&D Engineer DAY 11 - 30 DAY 30 - 35 DAY 35 - 45 DAY 45 - 60 DAY 61-70 **DESIGN APPROVAL Time Line** Compile & Submit Package Submit for Approval PROCESS COMPLETE Approval Notification Review Approval DAY 1 - 5 DAY 10 - 14 DAY 15 Willingness expires with no request to hold Public Hearing: Assistant State L&D Engineer -<u>РМ</u> -Residency Administrator -Reviews willingness package Determines if design approval Receives design approval from Notifies PM that no request for hearing was received package is appropriate for Assistant State L&D Engineer Recommends approval of Project Manager willingness package by If "no" - Sends back to DA or District & CO R/W, Environn signing approval request Compiles submission package including: Programming, Local Assistance, RA, & Civil Rights Manager Designee for follow up work & re-Willingness Design Approval Process Total Design Willingness O Residency Administrator letter of no request Provides Assistant State O Location Map Process Time 45 days Notifies affected local government If "yes" - reviews package Location and Design Local Government resolution (s) or position (s) (not legally required) Clerk of Court. Chairman of Board of (typical) Engineer with Design Provides approval for the major Supervisors, Mayor or City Manager Approval package: design features of the project to (as appropriate) Residency Administrator letter of no request Posts package in iPM & confirms Scoping Letter & Env. Notifies all interested citizens Document are posted O Compliance check list Notifies DPA Officer Develops letter requesting project approval (email template) District Location & Design Engineer -Verification of compliance with State & Federal laws **ABBREVIATIONS** Reviews & recommends approval of project Public Hearing process and major design features DA - District Administrator PM - Project Manger Provides package to the DA or Designee for signature RA - Residency Administration Willingness expires and a request to hold Public Hearing CTB - Commonwealth Transportation

- 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

DPA - District Public Affairs