Location

sseco.

Iblic Hearing I Approval Pro

Time Line

Willingness Location

Approval Process

Public

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

Assistant State L&D Engineer -

package is appropriate for

If "yes" - Distributes location

Submits project resolution &

office for review, comment &

If "no" - Sends back to DA or Designee for follow up work &

DAY 35 - 45

Review

DAY 10 - 20

summary to Attorney General's

CTB Representative for that area for review and comment (14 day working time frame is stated in distribution letter)

approval package to -

O FHWA representative, if

Determines if location request

- Evaluates comments received & addresses public's issues, suggestions, questions (in writing, when requested)
- Completes public hearing compliance list
- Compiles the transcript to include:
- O Sign-in sheets
- O Written & Oral comment sheets
- O Project brochure & Location Map
- O Local Government resolution (s) or position (s) (not legally required)
- Posts package in iPM & confirms Scoping Letter and Env.
- Develops project summary, decision brief & CTB resolution
- Develops letter requesting project approval (email template)
- Submits public hearing package to District L&D Engineer for

District L&D Engineer -

- Reviews & concurs with public hearing package by signing the approval request letter
- Provides transcript package to DA or designee for signature

DA or Designee -

- Reviews Public Hearing package
- Recommends approval of Public Hearing package by signing the approval request
- Provides Assistant State Location and Design Engineer with Location Approval package:
- Transcript
- O Compliance check list
- Letter requesting project approval (email template)
- Project summary, decision brief CTB resolution & location map

Receives and incorporates comments from FHWA, CTB Representative & Attorney General's

Assistant State L&D Engineer -

- Reviews project information
- Provides recommendation to State I & D Engineer for approval of the project location

State L & D Engineer -

- Reviews project information
- Engineer for presenting the project location to the CTB for approval

Chief Engineer -

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

DAY 45 - 60

Approval

State Location & Design Engineer

- Provides the project summary, decision brief, Resolution (after approval of AG's Office) & location map to:
 - Commissioner's Administrative Assistant for inclusion on the CTB's agenda for approval
 - DA and/or State L&D Engineer for presentation to the CTB

Commissioner's Administrative Assistant -

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

PM·

- Distributes approval notice to DA. District & CO R/W. Environmental. Programming, Local Assistance, RA & Civil Rights Manage
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as
- Notifies all interested citizens
- Notifies District Public Affairs Officer

Total Location Public Hearing Process Time 130 days (typical)

DAY 61-70

Approval Notification

DAY 35 - 44

Residency Administrator -

Project Manager -

DAY 11 - 30

Compile & Submit Package

DAY 1 - 5

Willingness expires with no request to hold Public Hearing:

O Local Government resolution (s) or position (s) (not legally required)

Posts package in iPM & confirms Scoping Letter and Env.

Develops project summary, decision brief & CTB resolution

Reviews and recommends approval of project Public Hearing

Provides submission package to the DA or Designee for signature

Develops letter requesting project approval (email template)

Notifies PM that no request for hearing was received

Completes willingness compliance list

Compliance Check List

District Location & Design Engineer -

process and major design features

Compiles submission package including:

O Residency Administrator letter of no request

Submit for Approval

DAY 30 - 35

DAY 7 - 10

- Reviews willingness package
- Recommends approval of willingness package by signing approval request
- **Provides Assistant State** Location and Design Engineer with Location Approval package:
- O Residency Administrator letter of no request
- O Compliance check list
- Letter requesting project approval (email template)
- Verification of compliance with State & Federal laws
- O Project summary, decision brief

Assistant State L&D Engineer -

- Determines if location request package is appropriate for
- If "yes" Distributes location approval package to -
- FHWA representative, if
- Submits project resolution & summary to Attorney General's office for review, comment &
- If "no" Sends back to DA or Designee for follow up work & re-

Assistant State L&D Engineer -

Receives and incorporates comments from FHWA, CTB Representative & Attorney General's

DAY 20 - 35

- Reviews project information
- & D Engineer for approval of the project location

State L & D Engineer -

- Reviews project information
- Provides recommendation to Chief Enaineer for presenting the project location to the CTB for approval

Chief Engineer -

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

State Location & Design Engineer

- Provides the project summary, decision brief, Resolution (after approval of AG's Office) & location map to:
- Commissioner's Administrative Assistant for inclusion on the CTB's agenda for approval
- DA and/or State L&D Engineer for presentation to the CTB

Commissioner's Administrative Assistant -

Provides electronic copy of the approved resolution to State L&D Fngineer & DA

<u>PM</u> -

- Distributes approval notice to DA, District & CO R/W. Environmental. Programming, Local Assistance, RA & Civil Rights Manager
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as
- Notifies all interested citizens
- Notifies District Public Affairs Officer



Total Location Willingness Process Time 60 days (typical)

LOCATION APPROVAL

PROCESS COMPLETE

PM - Project Manger

CTB - Commonwealth Transportation

Willingness expires and a request to hold Public Hearing was

Residency Administrator -

- 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