

TABLE OF CONTENTS

SECTION 1.00 - GENERAL	PAGE
Section 1.01 – Purpose	1-1
Section 1.02 - Overview of Citizen Involvement	1-1
Section 1.03 - Definitions	1-2
Section 1.04 - Non Discrimination under State Grants and Programs	1-7
SECTION 2.00 - INFORMATION/PARTICIPATION MEETINGS or WORKSHOPS	
Section 2.01 – Location Study Workshop – Initial Meeting	2-1
Section 2.02 – Government Workshop – Alternatives Development and Consensus Building	2-3
Section 2.03 – Community Workshops and Information Meetings	2-5
Section 2.04 - Coordination and Submission of Data Prior to Meetings	2-7
SECTION 3.00 - PUBLIC HEARINGS	
Section 3.01 - Hearing Requirements	3-1
Section 3.02 - Public Hearing Procedures	3-3
Section 3.03 - Data Required for a Public Hearing	3-6
Section 3.04 - Coordination and Submission of Data Prior to Hearing	3-8
Section 3.05 – Conduct of Public Hearing	3-9
Section 3.06 – Traditional Public Hearing with an Informal Plan Review	3-10
Section 3.07 – Open Forum Public Hearing	3-11
Section 3.08 – Notice of Willingness Posting Procedures	3-11
SECTION 4.00 – WAIVER OF PUBLIC HEARING	
Section 4.01 - Waiver of Public Hearing	4-1
SECTION 5.00 – PUBLIC HEARING PROJECT APPROVAL	
Section 5.01 - Location and/or Design Approval for Projects with Public Hearings	5-1
Section 5.02 – Location and/or Design Approval for Projects with Posting of Notice of Willingness to Hold Hearing	5-2
SECTION 6.00 – REHEARING	
Section 6.01 – How to Request a Project Rehearing (process deleted)	6-1

**SECTION 7.00 – MUNICIPALITY CONDUCTED PUBLIC HEARING GUIDANCE
for inclusion in the SIX YEAR IMPROVEMENT PROGRAM**

Section 7.01 – Purpose	7-1
Section 7.02 – Definition of SYIP Public Hearing	7-1
Section 7.03 – Non-discrimination	7-1
Section 7.04 – Public Hearing Notification	7-3
Section 7.05 – Conduct of Public Hearing	7-4
Section 7.06 – Traditional Style Public Hearing or as Part of City/Town Council Meeting	7-4
Section 7.07 – Open Forum Style Public Meeting	7-5
Section 7.08 – Transcript of Proceedings	7-5

APPENDIX A – Guidance

Guidance for the Public Hearing Handout	A-1
Guidance for Traditional – Public Hearing Presentation	A-3
Guidance on Items to Check when Setting Up and Conducting Public Meetings	A-5
General Guidelines for Planning Meetings	A-9
Public Hearing Compliance review form	A-12
Willingness Compliance review form	A-16
Waiver Compliance review form	A-17

APPENDIX B – Law

FHWA Regulations 23 CFR, 771	L-1
Environmental Justice in Minority Populations and Low-Income Populations	L-33
Code of Virginia 51.5-40	L-37
VR 602-01-2	L-39
Section 33.1-18 of the Highway Laws of Virginia	L-40
DPM 1-11 (under revision 03/18/2004)	L-41

APPENDIX C - How to ...

How to Request a Public Meeting	H-1
How to Prepare a Project Brochure	H-3
How to Request a Mass Mailing of the Project Area	H-6
How to Prepare a Video	H-7
How to Request a Project Rendering	H-10
How to Prepare a Transcript for Submission	H-11

REVISIONS

THIS SHEET WAS LEFT BLANK INTENTIONAL