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 WOR	RKSHOPS
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 – PUBLIC HEARING EXCLUSIONS	
Section 4.01 – Exclusions from the Public Hearing Process	4-1
SECTION 5.00 – PUBLIC HEARING PROJECT APPROVAL	
Section 5.01 - Location and/or Design Approval for Projects	5-1
with Public Hearings	
Section 5.02 – Location and/or Design Approval for Projects	5-2
with Posting of Notice of Willingness to Hold Hearing	
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	7-4
	Part of City/Town Council Meeting	
	Section 7.07 – Open Forum Style Public Meeting	7-5
	Section 7.08 – Transcript of Proceedings	7-5
APPEN	DIX A – Guidance	
	Guidance for the Public Hearing Handout	A-1
	Guidance for Traditional – Public Hearing Presentation	A-3
	Guidance on Items to Check when	A-5
	Setting Up and Conducting Public Meetings	
	General Guidelines for Planning Meetings	A-9
APPEN	DIX B – Law	
	FHWA Regulations 23 CFR, 771	B-1
	Environmental Justice in Minority Populations and	B-33
	Low-Income Populations	
	Code of Virginia 51.5-40	B-37
	VR 602-01-2	B-39
	Section 33.1-18 of the Highway Laws of Virginia	B-40
	DPM 1-11 (under revision 03/18/2004)	B-41
APPEN	DIX C - How to	
	How to Request a Public Meeting	C-1
	How to Prepare a Project Brochure	C-3
	How to Request a Mass Mailing of the Project Area	C-6
	How to Prepare a Video	C-7
	How to Request a Project Rendering	C-10
	How to Prepare a Transcript for Submission	C-11

REVISIONS

Sheet	Date
3-9, 3-10	07/01/00
1-8, 3-4, 3-12, 3-14, 6-1, 7-1, 7-2, H-3, H-13	05/31/02
Index, L-41	
1-2, 1-3, 1-6, 1-7, 1-8, 3-1, 3-14, 5-1, 5-2 and 5-3	02/13/03
H-11, H-12, deleted H-13 and H-14	06/02/03
3-1, 4-1, 5.01, Section 6.0 – Rehearing deleted	03/18/04
Added Section 7.00	09/23/04
Replaced Section 4 (page 33)	10/19/08