# Public Hearing In Approval Process Design

# (Schedule set for a 70 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required)

# DA or Designee -

- Reviews Public Hearing package
- Distributes to CTB Representative for review and addresses comments
- Recommends approval of Public Hearing package by signing the approval request letter
- Provides Assistant State Location and Design Engineer with Design Approval package:
  - Transcript
- Compliance check list
- Letter requesting project approval
- O Verification of compliance with State and Federal laws

Determines if Design approval package is in compliance

Assistant State L&D Engineer -

- If "yes" Distribute design approval package to FHWA representative, if applicable
- If "no" Send back to DA or Designee for follow up work and re-submittal

## Assistant State L&D Engineer -

- Receives and incorporates comments from FHWA and Attorney General's Office
- Reviews project information
- Provides recommendation to State L&D Engineer for approval of the major design feature of the project

#### State L&D Engineer -

- Reviews project Information
- Provides recommendation to Chief Engineer for approval of the major design feature of the project
- Chief Engineer -
- Reviews project information
- Provides approval of the major design feature of the project to the State L&D Engineer

#### Project Manager -

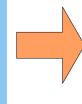
- Receives location approval from State L&D Engineer
- Distributes approval notice to DA, District and CO R/W, Environmental, Programming Local Assistance, RA and Civil Rights Manager
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)
- Notifies all interested citizens
- Notifies DPA Manager

**Total Design Public Hearing Process Time =** 130 Days (Typical)

# Time Line

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Willingn



#### **DAY 11 - 30**

and/or S&B Engineer (s)

Designee for signature

**Compile & Submit Package** 

After 10 Day comment period expires:

Evaluates comments received and addresses public's issues, suggestions, questions (in

Completes public hearing compliance list

Compiles the transcript to include:

Written and Oral comment sheets

Project brochure and Location Map

Local Government resolution (s) or

position (s) (not legally required, District

determines whether preferred to include)

Posts transcript in iPM and confirms Scoping

Develops letter requesting project approval

Seeks design concurrence from District L&D

Submits public hearing package to DA or

Letter and Environmental Document are

Project Manager -

Sign-in sheets

Petitions

**DAY 1 - 5** 

### **DAY 30 - 35**

**Submit for Approval DAY 7 - 10** 

#### **DAY 35 - 45** Review

**DAY 10 - 14** 

# **DAY 45 - 60**

**DAY 15** 

Approval

DAY 61 - 70

Approval Notification

**DESIGN APPROVAL** PROCESS COMPLETE PROCEED TO R/W PHASE



# /illingness expires with no request to hold

#### Residency Administrator -

Notifies PM that no request for hearing was received

#### Project Manager

- Compiles submission package including:
- Residency Administrator letter of no
- Location Map
- Local Government resolution (s) or position (s) (not legally required, District ermines whether preferred to include)
- Compliance check list
- sts package in iPM and confirms Scoping Letter and Environmental Document are
- Develops letter requesting project approval
- Seeks design concurrence from District L&D and/or S&B Engineer (s)
- Submits public hearing package to DA or Designee for signature

- Recommends approval of approval request letter
- Letter requesting project approval
- Verification of compliance with State and Federal laws

#### Assistant State L&D Engineer

- Determines if Design approval package is in compliance
- o If "yes" Reviews package
- o If "no" Send back to DA or Designee for follow up work and re-submittal
- Provides approval for the major design features of the project to the

#### Project Manager

- Receives design approval from Assistant State L&D Engineer
- Distributes approval notice to project team members and stake
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)
- Notifies all interested citizens
- Notifies DPA Manager

**Total Design** Willingness **Process Time = 45 Days** (Typical)

- DA District Administrator
- DPA District Public Affairs
- CTB Commonwealth Transportation
- AG Attorney General

lingness expires with a request to hold Public Hearing was received:

#### 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
- If concerns cannot be satisfied, project moves to the Public Hearing request

#### DA or Designee

- Reviews willingness package
- willingness package by signing the
- Provides Assistant State Location and Design Engineer with Design Approval package:
- O Residency Administrator letter of no
- Compliance check list

**ABBREVIATIONS** 

PM - Project Manger

RA - Residency Adminstration