

SECTION 2D-2 PREPARATION OF INFORMATIONAL BROCHURES

RESPONSIBILITY

Design and Combined Location and Design Public Hearings require informational brochures only, since the environmental document will satisfy the requirements of a study report, or in case of categorical exclusion, the requirement of a study report is waived. Study reports and informational brochures for Urban projects are to be prepared by the Project Manager or the Urban Program Manager in conjunction with other team members.

PURPOSE OF BROCHURE

Informational brochures are to be prepared in accordance with the VDOT [Policy Manual for Public Participation in Transportation Project](#).^{*} Such brochures are to assist interested citizens in familiarizing themselves with various aspects of the project. They should be prepared in a professional manner, but remain easily understood by the layperson.

REVIEW OF DRAFT ENVIRONMENTAL DOCUMENT

The draft environmental document must be completed prior to this stage, as certain data from this document must be included in the study report or informational brochure. It is essential that data in all publications be consistent with that shown on plans. Close coordination with other divisions and agencies is most important at this time.

CONTENTS

Generally, the informational brochure should contain, as a minimum, the following information:

- (1) A general description of the highway system in the area
- (2) Project description and length
- (3) Design criteria, typical section, traffic data and costs
- (4) Summary of environmental considerations

* Rev. 1/13