

## **SECTION 2D - 2 - PREPARATION OF STUDY REPORTS AND INFORMATIONAL BROCHURES**

### **RESPONSIBILITY**

The Location and Design Division will prepare study reports for all projects being prepared for Design Public Hearings. 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\***. Design study reports and informational brochures for Secondary projects are to be prepared by the designer.

### **PURPOSE OF REPORT OR BROCHURE**

Informational brochures and study reports are to be prepared in accordance with the [Public Involvement Policy Manual](#). Such reports 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 and study report 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. 1/07