

## **SECTION 2D-3 PREPARATION AND PROCESSING OF PUBLIC HEARING DATA**

### **RESPONSIBILITIES OF THE PROJECT MANAGER AND THE DISTRICT PUBLIC AFFAIRS SECTION\***

Please refer to the [Public Involvement Manual](#).

### **INTERSTATE, PRIMARY, URBAN AND SECONDARY PROJECTS**

The Project Manager and the District Public Affairs Manager is responsible for processing of the necessary data. For Locally Administered Projects, see the Locally Administered Project Manual, which can be accessed at

[http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)

### **PROJECT MANAGER RESPONSIBILITIES**

The project manager should consult with the project designer to determine what materials will be required to properly present the project to the public. Depending on the complexity of the project, this data may vary from a simple plan layout to a presentation including slides, photographs, perspective drawings, models and other items to serve as aids for public understanding. The more complex displays may require up to 120 days to prepare.

After the needs have been determined, prints of plans and other necessary data are to be used in preparing display materials. The project manager should also contact the District Administrator or his designee and other appropriate persons to determine if there are any special interest groups that require notification of the upcoming public hearing. This information is to be relayed to the District Public Affairs Manager.

The original informational brochure is to be provided to the District Public Affairs Manager. The District Public Affairs Manager is responsible for the distribution of all necessary materials to the District Administrators' and Residency Administrators' offices and other locations specified in the public hearing notice at the time the notices are posted.

The following notes are to be added to all plan and profile sheets including the title and detail sheets; "PUBLIC HEARING PLANS", "ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THESE PLANS", "PRELIMINARY EASEMENT FOR UTILITY RELOCATIONS ARE APPROXIMATE ONLY AND SUBJECT TO CHANCE AS PROJECT DESIGN IS FINALIZED" and "THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY."

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\* Rev. 7/10