

The moderator is to advise those attending the hearing that ten calendar days will be allowed from the date of the hearing for the submission of written statements to the Department for inclusion in the public hearing record. See Approval Process Flow Chart in the VDOT [Policy Manual for Public Participation in Transportation Project](#) for guidance on both Tier 1 and Tier 2 projects.

PROCEDURES FOR AN INFORMAL (OPEN FORUM) PUBLIC HEARING

See Section 3.07 Public Involvement Manual*

See Pre-Hearing Meeting Procedures on the previous page.

When the public hearing package is ready for submission to the Chief Engineer for approval of the public hearing (PM-130) must be completed and distributed to the Right of Way Division and/or the Environmental Division as appropriate. This should occur approximately 45 to 60 days ahead of the Right of Way submission date. This form will initiate the Right of Way Quality Control and/or the Environmental Re-evaluation process (except for Programmatic Categorical Exclusions). The Project Manager will be notified by email upon completion of the review. Upon receipt of the email, the Location and Design Project Manager will finalize the plans for Right of Way submittal.

* Rev. 7/15