VDOT CIM REQUEST PROCESS

Thursday, June 02, 2011

(Schedule set for a 45 day process – no legal requirements for this type of meeting)

Project Manager submits a completed PM-120 to DPA
(a minimum of 45 days before meeting date)

DPA - Creates:

- *ADV and Brochure to be available to public*

DPA Notification of the Public, Local, State, and Federal Governments Minimum of 15 days prior to the Meeting and placement of relevant data per PI Manual.

Create Advertisement and Location Map for Public Hearing

PM -

- *Prepares the PM – 120 (which reflects info consistent with iPM, PCES, Plans, Environmental Document for consistency of information)*
- *Assures compliance with State Law 33.1 and NEPA federal regulations / Public Involvement Manual*
- *Submits the request package to DPA for processing including:*
  - *Project narrative for Advertisement*
  - *Project location map*
  - *PM-120 and supporting information posted on iPM*

DPA – creates:

- *Advertisement*
- *submits draft to PM for review*

PM – reviews:

- *Draft advertisement for accuracy of project information and compliance*
- *Responds to DPA*

DPA - receives/incorporates:

- *Comments from PM*

DPA - submits:

- *Draft advertisement and location map to RA, R/W, CR, Env Manager for review and comment*
- *Makes requested changes*

DPA – submits:

- *Revised Advertisement to COPA.*
- *Advertisement Plan to COPA*
- *Revised advertisement to DPEM or DCE for content and compliance approval*

DPEM or DCE – reviews advertisement:

- *Provides approval to DPA*

COPA – reviews:

- *Advertisement for branding compliance*
- *Advertisement Plan for placement compliance*
- *Provides approval to DPA and posts on Public Events Calendar*

PM - notifies:

- *Local Clerk of the Court, Board of Supervisors, City or Town Council, County Administrator, City Manager, Mayor and other officials directly concerned with project of the Notice. (advertisement and location map)*
- *Local Planning Bodies, President of local Chamber of Commerce and Heads of Local Civic and Citizen Associations*
- *Adjacent property owners by direct mailing of the Notice (advertisement and location map) a minimum of 10 days prior to the meeting*
- *FHWA (if federally funded), appropriate Federal and State agencies, special interest groups i.e. Virginia Transportation Construction Alliance, local bicycle organizations, etc.*
- *Distributes copy (e-mail) of advertisement and location map to: District and CO Right of Way, Environmental and Civil Rights and DPEM or DCE, District Administrator and Asst. L&D Engr.*

- *Advertisement submitted to newspaper*
- *Information is posted on VDOT web*

Time Line

DAY 45	DAY 45 - 35	DAY 35	DAY 30	DAY 25
Receive Data	Creates Documents	Transmit to DPA	Transmit Final Data to others	Submit to Papers

Create Brochure

Create Brochure and comment sheets follow steps for public hearing brochure and comment sheet (time frame is flexible)

PM - ensures:

- *Notices (advertisement and location map) are posted in the appropriate courthouse, post office and other public places and buildings in the vicinity of the project*
- *Signs are posted on the termini of the project notifying the public of the proposed project in accordance with Traffic Engineering Division Memorandum TE-303*
- *Location is secured to conduct meeting*

DPA - provides:

- *Information for posting on project web page*

DPA - distributes:

- *Final copy of advertisement and location map to newspapers, PM and DPEM or DCE.*

ABBREVIATIONS

CIM - Citizen Information Meeting
COPA – Central Office Public Affairs
DPA – District Public Affairs
PM - Project Manger
PC - Project Coordinator
DPEM – District Preliminary Engineering Manager
DCE – District Construction Engineer
PA – Public Affairs
CR – Civil Rights