VDOT CIM REQUEST PROCESS

(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 of posting.
- ➤ Distributes copy (e-mail) of advertisement and location map to: District and CO Right of Way, Environmental and Civil Rights and DPEM or DCE, Residency and District Administrator and Asst. L&D Engr.

District and residency post:
- ➤ Notices in public places, post signs, notifies adjacent property owners, notifies local governments, prepares for conduct of hearing.

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.

- ➤ Notice submitted to newspaper
- ➤ Information is posted on VDOT web

Time Line

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

Create Brochure

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

ABBREVIATIONS

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
PMO – Project Management Office
RA – Residency Administration
CR – Civil Rights