VDOT PUBLIC HEARING REQUEST PROCESS

Thursday, July 30, 2009

(Schedule set for a 60 day process)

Project Manager requests to hold Public Hearing
(request 60 days prior to public hearing date)

DPA - Creates:
- ADV and Brochure to be available to public

DPA Notification of the Public, Local, State, and Federal Governments 30 days prior to the Public Hearing and placement of relevant data in District and Residency, per PI Manual.

Create Advertisement 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 notice
- 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

DPA – distributes:
- Final copy of advertisement, and location map to PM and DPEM or DCE

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, Civil Rights and DPEM or DCE , Residency and District Administrator and Asst. L&D Engr.
- COPA Information is posted on VDOT web

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

Notice appears in newspaper, signs are posted on termini of project, brochures, environmental information and plans are available at COPA, CO L&D, District, Residency and local government offices. Information is posted on VDOT web and iPM

Time Line

DAY 60	DAY 55	DAY 50	DAY 45	DAY 41	DAY 40	DAY 30
Receive Data	Transmit Data	Transmit Data	Transmit Final Data	Transmit Final Data to others	Submit to Papers and DPEM	

Create Brochure

PM - Gathers information from:
- Plans, Env, Noise Study, R/W, Construction, and assures compliance with State Law 33.1 and NEPA federal regulations/ Public Involvement Manual (Historical, Cultural, Noise, and Wetland impacts)
- Submits to DPA for processing

DPA – creates:
- Brochure (location map, typical section, project layout provided by PM).
- Creates comment sheets.

PM – reviews:
- Draft brochure for compliance and makes suggested changes to DPA

DPA - receives/incorporates:
- Comments from PM and submits draft brochure and comment sheet, to RE, R/W and Env Manager and DPEM or DCE for review and comment.
- Makes requested changes

DPA – submits:
- Brochure to COPA for review of branding compliance
- Brochure to DPEM or DCE for review of content and compliance

COPA –
- Approval of Final Edits sent to DPA

DPEM or DCE –
- Approval sent to DPA

DPA – supplies:
- Final copies of printed brochures and comment sheets to the Project Manager, DPEM or DCE, Resident Engineer, Local Government, Environmental Manager (if applicable), and PA web master for posting on internet

Brochure and comment sheet available to the public at the District, Residency, COPA and local government offices.

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
RA – Residency Administration
CR – Civil Rights