

# APPENDIX C

## HOW TO REQUEST A PUBLIC MEETING

To request a public meeting be advertised the following form should be completed with the requested information (LD-434). This form, 8 ½ "X 11" project locations map and a set of project plans (title, location, typical, plan and profile) should be forwarded to the Public Involvement Section (this is a minimum).

VIRGINIA DEPARTMENT OF TRANSPORTATION  
LOCATION AND DESIGN DIVISION  
OFFICE OF PUBLIC INVOLVEMENT  
PUBLIC HEARING/MEETING REQUEST FORM

DATE OF REQUEST: \_\_\_\_/\_\_\_\_/\_\_\_\_

FROM: \_\_\_\_\_ PHONE: \_\_\_\_\_

ROUTE: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

LENGTH: \_\_\_\_\_ COUNTY/CITY: \_\_\_\_\_

PPMS #: \_\_\_\_\_ FEDERAL PROJECT #: \_\_\_\_\_

DISTRICT: \_\_\_\_\_ RESIDENCY: \_\_\_\_\_

CHARGE CODE: UPC \_\_\_\_\_, Act. Code\_\_\_ IMPERIAL METRIC

TYPE: LOCATION \_\_\_\_\_ DESIGN \_\_\_\_\_ COMBINED LOC & DES \_\_\_\_\_

WILLINGNESS POSTING \_\_\_\_\_ CITIZEN INFORMATION \_\_\_\_\_

DAY AND DATE SCHEDULED: \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

STYLE: OPEN FORUM: FROM \_\_\_\_:\_\_\_\_ p.m. TO \_\_\_\_:\_\_\_\_ p.m.

FORMAL: PRE-HEARING PLAN REVIEW AT \_\_\_\_:\_\_\_\_ p.m.

HEARING AT \_\_\_\_:\_\_\_\_ p.m.

LOCATION: \_\_\_\_\_

(Letter of confirmation of date, time and place required)

ENVIRONMENTAL DOCUMENT REQUIRED? YES \_\_\_ NO \_\_\_

IF YES, WHAT TYPE? \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Submit approved document to PI)

(PI must have title sheet, public hearing plans, letter size map)

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\*\*\*\*\* DATA REQUESTED FROM PUBLIC INVOLVEMENT SECTION \*\*\*\*\*  
(Items you would like PI to prepare)

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## ITEMS FOR BROCHURE/HANDOUT:

COVER: YES \_\_\_ NO \_\_\_

LOCATION MAP: YES \_\_\_ NO \_\_\_

TYPICAL SECTION: YES \_\_\_ NO \_\_\_  
(If yes, copy of typical section plan sheet required)

COMMENT SHEET: YES \_\_\_ NO \_\_\_  
(If yes, provide questions)

PRINTING: YES \_\_\_ NO \_\_\_

IF YES, NUMBER OF COPIES: \_\_\_\_\_

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## OTHER SUPPORT ITEMS:

VIDEO: YES \_\_\_ NO \_\_\_  
(If yes, photos/material and script shall be submitted)

RENDERINGS: YES \_\_\_ NO \_\_\_  
(If yes, call coordinator for information that's required)

MASS MAILING LABELS \_\_\_\_\_ MASS MAIL POST CARDS \_\_\_\_\_  
(If yes, attach a map showing area to be covered)

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NOTE: (Revised 9/04)  
ALL INFORMATION SHALL BE SUBMITTED TO THE OFFICE OF PUBLIC  
INVOLVEMENT NO LESS THAN 60 DAYS PRIOR TO HEARING DATE.

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### **HOW TO PREPARE A PROJECT BROCHURE**

The following information contains a sample of all the standard sections to be included in each project booklet. These sections are representative and do not have to be used word for word, but can be if it fits your needs. Each project is unique; therefore, your project may require some additional information.

#### **INFORMATION MEETING BOOKLET-**

Provide a description of the information you wish to gather comment for.

#### **LOCATION PUBLIC HEARING BOOKLET –**

Provide a description of each Alternative presented and a comparison of the pros and cons of each including but not limited to environmental, right of way, construction, permits and cost.

#### **DESIGN PUBLIC HEARING BOOKLET-**

Provide a description of the proposed major design features and their impact on the surrounding area.

#### **LOCATION AND DESIGN PUBLIC HEARING BOOKLET –**

Provide a description of the location changes and the major design features and their impact on the surrounding area.

#### **INTRODUCTION**

The purpose of this Design Public Hearing is to provide a public opportunity for any person, acting on his/her own behalf or representing a group or governing body, the opportunity to offer comments or submit written material or other displays concerning the proposed improvements to Route 000 (Project Information).

VDOT ensures nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. For further information, contact the Virginia Department of Transportation, Office of Civil located at ?? in ??, Virginia ?? or telephone 804???-???? or TDD 711.

All comments received both oral and written, will be included in a transcript for review by Department personnel, citizens and all other interested parties. Questions and concerns raised as a result of this meeting will be addressed by the Project Designer prior to consideration of the project by the Chief Engineer (Commonwealth Transportation Board).

#### **REASON FOR METRIC PLANS**

The plans have been developed in metric units for all projects such as the ones being discussed at this meeting. In order to aid in the understanding of our proposed project, all information provided at this meeting will be given in both metric and imperial units. A disposable scale is available to measure dimensions in feet from our metric plans.

#### **DESIGN CRITERIA**

The purpose of this project is to eliminate substandard horizontal alignment curves and poor stopping sight distances at vertical crests along segments of the road. This project will also provide a wider shoulder for addition recovery space for errant vehicles. These improvements will dramatically increase safety along Duncan Road.

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### STATEMENT FOR STORMWATER MANAGEMENT

During construction, all reasonable efforts will be made to protect the environment with respect to dust control, siltation and erosion. Stormwater management facilities will be incorporated into this project. Construction will conform to the nationwide best management practices, VDOT specification and special provisions and the Virginia Department of Soil and Water Conservation regulations.

"or"

Potential impacts to flood plains and wetlands were evaluated. To minimize potential impacts on water quality and adjacent wetlands and comply with regulations five stormwater management ponds are proposed. The ponds have been located where necessary to reduce increases in run-off and pollutants leaving the roadway while minimizing impacts to existing residential neighborhoods.

Basin #	Location (station)	Property owner	Fenced (only is some areas)	Comment
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### FLOOD PLAIN IMPACTS

This project is not expected to generate any negative flood plain impacts.

"or"

The flood plain impacts that will result from this project will be addressed at the public hearing.

### TRAFFIC DATA

The average daily volume of traffic on Route 000 is 000 vehicles per day (based on 1998 data). This volume is expected to increase to 000 vehicles per day by the design year 2010.

### RIGHT OF WAY

The improvements to Duncan Road (Route 670) will require minimum additional right of way. No families, businesses or non-profit organizations will be relocated as a result of this project.

### (CHECK IIM 203 FOR CORRECT SECTION)

Easements are required for construction of slopes and maintenance of drainage facilities. As we further coordinate and finalize project development, preliminary utility easement locations shown on the public hearing plans may change. The property owner will be informed of the exact location of the easements during the right of way acquisition process and prior to construction.

### ENVIRONMENTAL REVIEW (IF A FEDERAL PROJECT)

A Draft Environmental Assessment was submitted to and approved by the Federal Highway Administration on May 5, 1995. All pertinent environmental issues relative to the National Environmental Policy Act of 1969 were discussed. A Memorandum of Agreement addressing impacts to the ----- was submitted to and approved by the Department, the Federal Highway Administration, the Department of Historic Resources, and Advisory Council. The Council signed this under the conditions of the Agreement. All pertinent comments made at the formal public hearing will be addressed and incorporated where prudent in the Final Environmental Assessment.

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### ENVIRONMENTAL/NOISE WALL STATEMENT

A review of the project corridor was made to determine the social, economic, and environmental impact of the proposed project upon the community and surrounding area. It has been determined that no significant impact will result from the construction of this project. On "July 7, 1994 a "Draft" Environmental Impact Statement was approved by the Federal Highway Administration and is available for your review here tonight or at the Virginia Department of Transportation offices located at (district and residency office.) A study of the noise impacts to the adjacent properties has been conducted. Thirty-seven locations were identified for evaluation. The results of the study is included below for your review:

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LOCATION	LENGTH	HEIGHT	COST
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Those receptors that are noted as not meeting the criteria for construction may be constructed with third party funding and the consent of the local governing body. The funding decisions and agreement of the local governing body for the construction of noise abatement measures will be included as a part of the public hearing transcript and therefore must be submitted before the project is presented to the Commonwealth Transportation Board for consideration.

### MAJOR INVESTMENT STUDY

As a part of this public involvement process for the Major Metropolitan Transportation Investment we are seeking your comments on alternatives and will provide an opportunity for you to receive information and express your views. The Major Investment Study (MIS) and Congestion Management Study (CMS) elements will also be presented for your consideration.

### ANTICIPATED IMPACTS

During construction, every reasonable effort will be made to protect the environment with respect to dust control and erosion control. Access to all properties will be maintained during construction.

### ESTIMATED COST

The 1995 project cost for preliminary engineering is \$500,000, for utility relocation is 500,000, for right of way is \$ 500,000 and \$ 700,000 for construction the total is estimated to be \$1.2 million.

### REMAINING ACTION

The following tentative schedule has been proposed:

Review and evaluation of information received at the Location and Design Public Hearing Mid-1995;  
Consideration by the Commonwealth Transportation Board Mid-1995;  
Begin acquisition of Right of Way Late-1995;  
Advertise for construction Early-1996.

### ADDITIONAL INFORMATION

Project information, including comments made at the Public Hearing, will be available for review at the following Virginia Department Of Transportation's offices:

Richmond District Office  
2400 Pine Forest Drive  
Colonial Heights, Virginia  
Telephone ( )  
TTY (800) 307-4630

Petersburg Residency Office  
4608 Boydton Plank Road  
Petersburg, Virginia  
Telephone ( )

### WRITTEN COMMENTS

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In order to be made a part of the official transcript of the public hearing, written comments or questions should be submitted within 10 days after the public hearing to:

Richmond District Administrator  
Virginia Department of Transportation  
P. O. Box 3402  
Colonial Heights, Virginia 23834

Information regarding right of way may be obtained from:

District Right of Way and Utilities Manager  
Virginia Department of Transportation  
2400 Pine Forest Drive  
P. O. Box 3402  
Colonial Heights, Virginia 23834  
Telephone ( ) 000-0000

The booklet should also include a typical section graphic and a project location map.

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### HOW TO REQUEST A MASS MAILING of the PROJECT AREA

**The Resident Engineer**, who is closest to those effected by the project design, can request it; the Resident Engineer will know if there is an active local interest in the project. So in addition to posting signs on both ends of the project, the Resident Engineer can request a mass mailing of the zip code area be included as a part of the public hearing process.

**The Project Designer**, who knows the existing and proposed traffic patterns and the number of adjacent property owners that is effected by the project. On normal projects the Designer sends out copies of the notice that's put in the newspaper and the project location map to each person located on the project. If the Designer feels that the whole area around the project will be effected by the changes in the roadway or the construction of the project, they can decide it would be in the best interest of the public to notify everyone in that zip code area.

**The Construction Engineer**, who is aware of the politically sensitive projects, can also request that a mass mailing of the zip code area be done.

Each District has its own process for approval to request a mass mailing be done so you will need to discuss this with your management.

**The Public Involvement Representative** can suggest to the District that a mass mailing be done on a project based on area population, results of prior hearings, and requests received from the public, or at the request of Central Office management. If this is the case, we will coordinate this with the District Location & Design Engineer.

### HOW TO REQUEST A MASS MAILING BE DONE...

**The Project Designer** can request as a part of the Public Hearing Request form to schedule a public meeting. The Project Designer will use this form to indicate other public hearing information they would like the Public Involvement Section to provide such as brochures, videos, typical sections, mosaics, rendering etc..

When a mass mailing is requested, the Project Designer will provide a map indicating the area (radius around the project or a zip code number) they would like to have notified and if they would like the Public Involvement Section to prepare a post card to be used or if the Designer will provide one.

NOTE: If a prepaid permit number is not provided, postage will have to be applied in the District OR the return address must be Central Office.

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**HOW TO PREPARE A VIDEO** The following is a sample of the video script (to be provide 60 days before meeting) and how to insert project photos. The project designer may take the photos or may request the Public Involvement Section to provide project photos.

PUBLIC MEETING VIDEO SCRIPT  
ROUTE  
COUNTY

VIDEO	AUDIO
VDOT SLATE CG file: OPENER H (for Hearing), or OPENER M (for Meeting). Add specifics.	Music up
Hold VDOT SLATE and specifics	WELCOME AND THANK YOU FOR PARTICIPATING IN A VIRGINIA DEPARTMENT OF TRANSPORTATION [LOCATION, DESIGN, LOCATION AND DESIGN] PUBLIC HEARING [CITIZEN PARTICIPATION MEETING]. THIS [HEARING] [MEETING] IS BEING HELD TO CONSIDER PROPOSED IMPROVEMENTS TO _____ IN _____ (COUNTY, CITY).
Reel 0001: Open Forum CG file: FORUM. CG up at "in an open..."	THIS IS AN OPPORTUNITY TO EXPRESS YOUR COMMENTS AND RECOMMENDATIONS, IN AN OPEN FORUM,
Reel 0002: Open Forum 2 CG file: FORUM.	AND TO HAVE THEM BECOME A PART OF THE OFFICIAL RECORD OF THIS [HEARING] [MEETING].
Reel 0001: VDOT Rep A & VDOT Rep B CG file: VDOTREP.	VIRGINIA DEPARTMENT OF TRANSPORTATION REPRESENTATIVES ARE AVAILABLE IN THE DISPLAY AREA TO ANSWER ANY QUESTIONS YOU MAY HAVE CONCERNING THE PROJECT.
Reel 0002: Comments CG file: COMMENT. CG up at "provide us... "	ONCE YOUR QUESTIONS HAVE BEEN ADDRESSED, PROVIDE US WITH YOUR COMMENTS WHILE YOU ARE HERE TODAY.
Reel 0001: Writing Comments	SHOULD YOU DECIDE NOT TO PROVIDE YOUR COMMENTS AT THIS TIME,
Reel 0001: Fold & Click CG file: SUBMIT (for standard ten day period), or SUBMITD (for a specific date)	COMMENT SHEETS MUST BE COMPLETED AND SUBMITTED WITHIN TEN DAYS OF THIS [HEARING] [MEETING] TO BECOME A PART OF THE OFFICIAL RECORD OF THIS [HEARING] [MEETING].
Reel 0003: Comment Box CG file: REVIEW.	ALL COMMENTS WILL BE THOROUGHLY REVIEWED BY DEPARTMENT PERSONNEL BEFORE THE PROJECT IS SUBMITTED TO THE COMMONWEALTH TRANSPORTATION BOARD FOR CONSIDERATION.
Reel 0002: Key Element CG file: YOURPART.	YOUR PARTICIPATION IS A KEY ELEMENT OF THIS [HEARING] [MEETING].
Reel 0004: Stream CU	Music Out DURING ANY CONSTRUCTION OPERATION



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	VDOT IS COMMITTED TO SAFEGUARDING THE ENVIRONMENT.
Reel 0005: Const Shot	GOOD CONSTRUCTION METHODS AND PRACTICES WILL BE FOLLOWED,
Reel 0006: Silt Fence	AND CAREFUL ATTENTION WILL BE GIVEN TO EROSION AND SEDIMENT CONTROL.
Reel 0007: CAD CU CG file: METRIC1.	THIS PROJECT IS BEING DEVELOPED IN METRIC UNITS.
Reel 0001: Metric Hearing	FOR YOUR CONVENIENCE, THE INFORMATION AT THIS HEARING IS PRESENTED IN BOTH METRIC AND IMPERIAL UNITS.
Reel 0008: Conv Scale CG file: METRIC2.	TO HELP YOU UNDERSTAND THE PLANS, A SCALE IS AVAILABLE TO CONVERT METERS TO FEET.
Location Map. Use arrows to denote termini as spoken	THE PROPOSED PROJECT BEGINS _____ AND ENDS _____, A DISTANCE OF _____.
Insert specific project information here	Insert specific project information here
Reel 0009: Traffic Count CG file: TRAFNOW, add count	CURRENTLY, THE AVERAGE TRAFFIC VOLUME ON _____ IS ABOUT _ VEHICLES PER DAY.
RB5FRZ: Trf Count CG file: TRAFPROJ, add year and count.	THE AVERAGE TRAFFIC VOLUME IS PROJECTED TO BE _ VEHICLES PER DAY BY THE YEAR 20__.
RB5FRZ: Dollar CG file: ESTCOST, add numbers.	THE TOTAL ESTIMATED PROJECT COST IS ___ DOLLARS.
Reel 0010: ROW CG file: ROWDIS, add numbers.	THE RIGHT OF WAY REQUIRED FOR THIS PROJECT WILL DISPLACE _____ RESIDENCES, _____ BUSINESS(ES) AND _____ NON-PROFIT ORGANIZATIONS.
Reel 0010: ROW CG file: ROWUTILA: "Preliminary utility easement locations shown on the public hearing plans may change."  OR   OR   OR   OR   OR   OR  CG file: ROWUTILB: "Additional easements for utility relocations may be required beyond the proposed right-of-way shown on the public hearing plans."	AS WE CONTINUE TO COORDINATE AND FINALIZE PROJECT DEVELOPMENT, [PRELIMINARY UTILITY EASEMENT LOCATIONS SHOWN ON THE PUBLIC HEARING PLANS MAY CHANGE] [ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF WAY SHOWN ON THE PUBLIC HEARING PLANS.] THE PROPERTY OWNER WILL BE INFORMED OF THE EXACT LOCATION OF THE EASEMENTS DURING THE RIGHT OF WAY ACQUISITION PROCESS AND PRIOR TO CONSTRUCTION.
RB5FRZ: Actions CG file: REVIEW.	FOLLOWING THE REVIEW AND EVALUATION OF THE COMMENTS FROM TODAY'S MEETING, IT IS ANTICIPATED THAT
RB5FRZ: Actions CG file: OTHER.	Insert here any actions before CTB approval, such as locality approval or a public hearing.

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RB5FRZ: Actions CG file: TOCTB, add date.	THE PROJECT WILL BE PRESENTED TO THE VIRGINIA COMMONWEALTH TRANSPORTATION BOARD FOR CONSIDERATION IN _____.
RB5FRZ: Actions CG file: ROWACQ, add date.	FOLLOWING BOARD APPROVAL, RIGHT OF WAY ACQUISITION COULD BEGIN IN _____.
RB5FRZ: Actions CG file: ADVDATE, add date.	ADVERTISEMENT FOR CONSTRUCTION IS EXPECTED IN _____.  Music Up
Reel 0002: Dept Rep CG: VDOTREP.	DEPARTMENT REPRESENTATIVES ARE AVAILABLE IN THE DISPLAY AREA TO ANSWER ANY QUESTIONS YOU MAY HAVE
Reel 0001: ROW Acq	CONCERNING THE PROJECT, RIGHT OF WAY ACQUISITION AND RELOCATION ASSISTANCE.
VDOT SLATE CG: OPENER H or OPENER M. Add specifics.	WE, AT THE VIRGINIA DEPARTMENT OF TRANSPORTATION, THANK YOU FOR PARTICIPATING IN THIS VERY IMPORTANT DECISION MAKING PROCESS.
FADE TO BLACK FADE FROM BLACK TO CG: CREDIT file	Music Out.

This information should be tailored to represent the issues of your individual project. The information provided is only a guide. This script will result in a video of about 5 minutes.

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### HOW TO REQUEST A PROJECT RENDERING

**The Project Designer** can request a rendering be produced as a part of the Public Hearing Request form to schedule a public meeting. The Project Designer will use this form to indicated other public hearing information they would like the Public Involvement Section to provide brochures, videos, typical sections, mosaics, mass mailings etc.. **Please indicate on the form the number of renderings required and the date completed photos are needed.**

#### **DATA NEEDED – photographic**

- Plan sheet indicating the site for the rendering
- Topographic map of the area with site marked on map
- Project location map

#### **DATA NEEDED – project design**

- Plans, profiles and typical sections
- Electronic files – Microstation (DGN) or AutoCAD – (DWG)
  - Contour data, topographical data (3D is ideal) (2D is okay)
  - Signaling, signage, pavement delineation/stripping plans
  - Landscaping plans if applicable and available
- Hard copy (full set of plans at ½ typical sheet size)
- If electronic files do not exist, please send full set of plans at full size

PROJECT DESIGN FILES may be provided in any of the following formats –  
Floppy disk 2.0 MEG

Iomega ZIP disk – 100MEG, PC or Macintosh

Iomega Jaz disk- 1 GIG (Mac only)

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### HOW TO PREPARE A TRANSCRIPT FOR SUBMISSION and an example of the process for projects managed by the District

January 2 - Public Hearing held;

January 2 - Public comments to be returned to District Location and Design Engineer for urban, primary or interstate projects and to the Resident Engineer for secondary projects;

January 12 – Close of comment period for written comments and other submissions (10 day comment period is 10 calendar days NOT business days);

January 26 - Appointed person (District Location and Design Engineer) compiles transcripts, reviews comments and makes a recommendation to District Construction Engineer;

#### INFORMATION to be included in the TRANSCRIPT

Project Transcripts submitted for presentation to the Board should include the following information in this format.

COVER SHEET – first sheet

Location and Design Public Hearing Transcript
Route 000 Project 0000-000-000... County Date of Hearing Location of Hearing Time of Hearing

INDEX OF SHEETS – second sheet

Index of Sheets	
	Page
Sign-In Sheet	3
Public Hearing Brochure	4-7
Oral Comments	8-10
Written Comments	11-15
2	

Submit the original of the information, the District recommendation letter, and a memorandum indicating the electronic copy (.pdf file) has been posted on the Project Cost Estimating System by the Project Designer.

January 29 – Copies of transcript and other information sent to State Location and Design Engineer (Attention: Public Involvement Section) with the recommendation of District Construction Engineer.

January 31 - Distribute the transcript to appropriate reviewers for recommendation:  
Assistant State Location and Design Engineer  
State Local Assistance Director (if urban)  
State Transportation Planning Engineer (if bike lanes included)  
State Environmental Engineer (if federal project)

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State Structures and Bridge Engineer (if bridge included)  
FHWA (if federal project)

February 12 - Recommendations made by appropriate reviewers for consideration by State Location and Design Engineer for inclusion in recommendation to the Chief Engineer for presentation to Commonwealth Transportation Board for approval of the location or location and major design features or presentation of recommendation to the Chief Engineer for Program Development for approval of the major design features.

February 26 – Public Involvement Section provides public hearing package (letter of recommendation to Chief Engineer, Project Summary, and Resolution if going to CTB) to State Location and Design Engineer for review;

March 3 – Package provided to Chief Engineer for signature or presentation to the Commonwealth Transportation Board for approval;

March 19 – Commonwealth Transportation Board Meeting for project review (the CTB meets the third Thursday of the month).

March 23 – Notification of involved personnel of action taken on project.

March 27 – Notification of persons who participated in the public hearing process of the action taken on the project by the District Administrator (or his designee).