

TABLE OF CONTENTS

SECTION 1.00 - GENERAL	PAGE
Section 1.01 – Purpose	1-1
Section 1.02 - Overview of Citizen Involvement	1-1
Section 1.03 - Definitions	1-2
Section 1.04 - Non Discrimination under State Grants and Programs	1-7
SECTION 2.00 - INFORMATION/PARTICIPATION MEETINGS or WORKSHOPS	
Section 2.01 – Location Study Workshop – Initial Meeting	2-1
Section 2.02 – Government Workshop – Alternatives Development and Consensus Building	2-3
Section 2.03 – Community Workshops and Information Meetings	2-5
Section 2.04 - Coordination and Submission of Data Prior to Meetings	2-7
SECTION 3.00 - PUBLIC HEARINGS	
Section 3.01 - Hearing Requirements	3-1
Section 3.02 - Public Hearing Procedures	3-3
Section 3.03 - Data Required for a Public Hearing	3-6
Section 3.04 - Coordination and Submission of Data Prior to Hearing	3-8
Section 3.05 – Conduct of Public Hearing	3-9
Section 3.06 – Traditional Public Hearing with an Informal Plan Review	3-10
Section 3.07 – Open Forum Public Hearing	3-11
Section 3.08 – Notice of Willingness Posting Procedures	3-11
SECTION 4.00 – WAIVER OF PUBLIC HEARING	
Section 4.01 - Waiver of Public Hearing	4-1
SECTION 5.00 – PUBLIC HEARING PROJECT APPROVAL	
Section 5.01 - Location and/or Design Approval for Projects with Public Hearings	5-1
Section 5.02 – Location and/or Design Approval for Projects with Posting of Notice of Willingness to Hold Hearing	5-2
SECTION 6.00 – REHEARING	
Section 6.01 – How to Request a Project Rehearing	6-1

APPENDIX 7 - Guidance

G-1	Guidance for the Public Hearing Handout	7-1
G-2	Guidance for Traditional – Public Hearing Presentation	7-3
G-3	Guidance on Items to Check when Setting Up and Conducting Public Meetings	7-5
G-4	General Guidelines for Planning Meetings	7-9

APPENDIX 8 - Law

L-1	- FHWA Regulations 23 CFR, 771	8-1
L-2	- Environmental Justice in Minority Populations and Low-Income Populations	8-33
L-3	- Code of Virginia 51.5-40	8-37
L-4	- VR 602-01-2	8-39
L-5	- Section 33.1-18 of the Highway Laws of Virginia	8-40
L-6	- DPM 1-11	8-41

APPENDIX 9 - How to ...

H-1	How to Request a Public Meeting	9-1
H-2	How to Prepare a Project Brochure	9-3
H-3	How to Request a Mass Mailing of the Project Area	9-6
H-4	How to Prepare a Video	9-7
H-5	How to Request a Project Rendering	9-10
H-6	How to Prepare a Transcript for Submission	9-11
H-7	Areas of Responsibility	9-13