

CHAPTER 8

Public Involvement Procedures

Design Memorandum	Revision Date	Sections Affected
18-07	Mar. 2018	All sections

PUBLIC INVOLVEMENT PROCEDURES

Any project receiving or planning to receive federal funds is subject to a minimum level of public involvement. Public involvement must be documented and certified by the INDOT Office of Public Involvement prior to proceeding to the next stage of development. Public involvement activities are contained in the INDOT *Public Involvement Procedures Manual*. The manual and additional public involvement information are available from the INDOT Public Involvement website at www.in.gov/indot/2366.htm.

The minimum thresholds that trigger public involvement for a project include:

1. Requires one half acre (0.5) or more of permanent new right-of-way (R/W). Any project resulting in the increase in right-of-way due to the factors listed below would be exempt from this requirement
 - a. The proposal does not involve new R/W impacts but rather reacquires past prescriptions (i.e. existing or apparent existing R/W)
 - b. The proposal involves the acquisition of donated R/W from property owner
 - c. Acquiring R/W presently within INDOT apparent R/W to establish legal documented ownership
 - d. Additional R/W needed for mitigation purposes, for projects where original R/W impacts as described in the environmental document were less than 0.5 acre
 - e. Temporary R/W
2. Substantially changes layout or functions of connecting roadways or facility being improved;
3. May have a substantial adverse impact on abutting property;
4. May have a significant social, economic, environmental or other effect;
5. FHWA determines a public hearing is in the public's interest;
6. Highway project uses federal funds and involves bypassing or going through any city, town, or village either incorporated or unincorporated;

7. Is an Interstate System project;
8. Involves a historic bridge; or
9. Requires an Engineering Assessment (EA) or Environmental Impact Statement (EIS)

Where public involvement is required, and the environmental document has been released for public involvement, the designer should submit plans (approximately stage 2) and a completed public involvement summary to the INDOT Public Involvement Office (Public Hearings). Plans must be suitable for public viewing, i.e. no mark ups.

The designer should upload the plans to ERMS and attach the summary and cover letter to the notification email. Templates for the public information summary and notification cover letter as well as an example are available from the Department's Editable Documents webpage at <http://www.in.gov/dot/div/contracts/design/dmforms/>, under Public Involvement.

The Public Involvement Office will conduct the public hearing or provide the opportunity for a public hearing for federally funded transportation improvement projects on State-maintained routes. The local authority or its agent, under the supervision of the Public Involvement Office, will conduct the public hearing for a federally funded, local agency transportation improvement projects that meet one or more of the criteria listed above.