

EXAMPLE for Guidance Only

DES. #: XXXXXXXX

LEGAL NOTICE OF PLANNED IMPROVEMENT

The (Agency Name) is developing plans for the proposed (Type of improvement, name and location of project).

INCLUDE WHAT THE PROJECT PROPOSES

PROJECT DESCRIPTION

PROJECT LIMITS – If applicable give a clear idea where it begins and terminates.

WHY PROJECT IS NEEDED

AMOUNT OF RIGHT-OF-WAY (R/W) AND OR RELOCATIONS

MAINTENANCE OF TRAFFIC

FUNDING METHOD AND OR COST

FURTHER LANGUAGE MAY BE NEEDED AS A RESULT OF ENVIRONMENTAL IMPACTS OTHER THAN R/W

The Federal Highway Administration and the Indiana Department of Transportation have agreed that this project falls within the guidelines of a Categorical Exclusion Level (#) Environmental Document. No significant adverse impacts to the human and natural environment were found during the creation of this document. All interested parties are hereby notified of the availability of the environmental document for inspection and the preliminary design plans for viewing at the following locations: *(LPA projects do not use INDOT as a viewing location.)*

1. Insert a viewing location(s) within the project area(s). Public libraries are good viewing locations as they are available during evening hours. *(Contact the library to ask permission prior to sending the documents.)*
2. Website – *(project link if available)*

In accordance with the “Americans with Disabilities Act”, if you have a disability for which *(Agency Name)* needs to provide accessibility to the above documents such as interpreters or readers, please contact *Name, Phone #, Email*.

All interested persons may request a public hearing, or express their concerns, by submitting comments to the attention of (Name and Submittal Address) on or before (Day, Month, Date, Year).

If a hearing is determined to be in the best interest of the public, additional notification will be prepared and the public notified. Otherwise, any comments or materials received will be considered in the decision-making process.

This notice is published in compliance with: 1) Code of Federal Regulations, Title 23, Section 771 (CFR 771.111(h)(1) stating, “Each State must have procedures approved by the FHWA to carry out a public involvement/public hearing program.”; 2) 23 CFR 450.210(a)(1)(ix) stating, “Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.”; and 3) The INDOT *Public Involvement Policies and Procedures* approved by the Federal Highway Administration on August 16, 2012.