

*INDOT PUBLIC INVOLVEMENT MANUAL:  
Part 1: INDOT Public Involvement Policies and Procedures  
Section IV. Public Involvement in the Project Development Process*

**INDOT PUBLIC INVOLVEMENT PLAN TEMPLATE**

| <b>Public Involvement Plan Activity</b>   | <b>Environmental Assessment (EA) / Environmental Impact Statement (EIS)</b>   |   |   |
|---|---|---|---|
|   | <b>EA</b>   | <b>EIS</b>  |   |
| <b>Notice of Survey</b> with detailed project description and contact information for inquiries         | If applicable (if project requires entry onto property)   | If applicable (if project requires entry onto property)   | This notice should include general project details and direct contact information.  |
| <b>Timely media release/advisory</b> to inform project area residents and motorists                     | Yes. INDOT utilizes the media to inform the public at various stages of project development.  | Yes. INDOT utilizes the media to inform the public at various stages of project development.  | The media can be an extremely useful tool in disseminating information and getting your message to the public.  |
| <b>Public Information Meetings</b>  | Should be held at key milestone of a project's development. Most commonly should be held at Purpose & Need stage, Alternatives Screening and during preliminary design phase. | Should be held at key milestone of project's development. Most commonly should be held at Purpose & Need stage, Alternatives Screening and during preliminary design phase. | These meetings may be structured as Open House sessions to allow for more informal engagement of project stakeholders within the community, OR may be structured as traditional public meetings with a formal public comment opportunity. |
| <b>Informational Display Kiosk</b> at public locations  | This is an option for those projects where there may be a high level of community interest in a project.  | This is an option for those projects where there may be a high level of community interest in a project   | Allows for creative and informal engagement of project stakeholders in a non-traditional setting.   |
|   |   |   |   |
| <b>Community Advisory Committees (CAC)</b>  | The CAC may be formed if the project requires a more intensive approach with community stakeholders.  | The CAC must be formed as these projects require a more intensive approach with community stakeholders.   | A working task group made up of community stakeholders/leaders, concerned citizens, business leaders, neighborhood groups, and others who wish to work with INDOT during the development of a project.                                    |
| <b>Public hearing, including Notice of Hearing</b> and Notice of Availability of Environmental Document | Projects within this classification would require a public hearing be held and thus this type of legal notice.  | Projects within this classification would require a public hearing be held and thus this type of legal notice.  | These are very formal proceedings where public comment is solicited. This is a requirement of NEPA.   |

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|---|--|--|--|
| <b>Agency / Project Website</b>   | If appropriate. Projects with considerable interest from the community could warrant either a project specific website or a page on the INDOT website. | Yes. These projects garner considerable interest from the community and warrant either a project specific website or a page on the INDOT website | Always an effective tool to reach broad audiences and to make project specific information available and accessible to project stakeholders in an electronic format. |
| <b>Electronic notification</b> or List Serve  | Could be used to inform subscribers to this type of service  | Could be used to inform subscribers to this type of service  | Always an effective tool to reach broad audiences.   |
| <b>Telephone Hotline or Call Center</b> for project inquiries                         | An option to be considered dependent upon interest of project stakeholders in the proposed project   | An option to be considered dependent upon interest of project stakeholders in the proposed project   | Could be used to increase customer / project stakeholder responsiveness.   |
| <b>Small group presentations</b> to discuss key issues with community interest groups | An option to be considered dependent upon interest of project stakeholders in the proposed project   | An option to be considered dependent upon interest of project stakeholders in the proposed project   | A proactive Public Involvement Plan (PIP) should allow flexibility to meet with project stakeholders upon request and within reason.                                 |

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**The Indiana Department of Transportation (INDOT)** recognize that a key component in the success of any transportation project depends on many factors, none of which are more essential than the involvement of the local elected and appointed officials, and community members. An open line of communication between local officials, the public, project stakeholders, and the project team is a key component in developing a transportation plan that will best address the concerns of the community.

The public involvement process begins with the gathering of information from those local officials and community members that will live with the project upon its completion. The process continues by providing information to these same stakeholders and keeping them informed of the project's progress and direction. This exchange of information is a dynamic process that continues throughout the life of the project. Goals of a well rounded Public Involvement Plan include the following:

- Identify potential project stakeholders such as local officials and community members impacted by the project
- Develop partnering activities that assist with gathering information from stakeholders
- Foster a positive relationship with stakeholders and keep them informed of the project progress
- Adequately evaluate potential levels of controversy to address specific concerns and develop context sensitive plans
- Work together to develop a transportation solution that has broad public support
- Provide productive forums for members of the public to provide comments

**INDOT requires that a Public Involvement Plan (PIP)** be developed for every project. Each PIP can vary in size, scope and complexity. Some PIP's may be very comprehensive, others perhaps could be simple, however, there must be some consideration paid towards developing the right PIP to match your project. Elements of a PIP may include:

- A project web site
- Project Toll Free Hotline
- Timely News Releases
- Elected Officials Briefings
- Stakeholder Meetings
- Community Advisory Committee (CAC) Meetings
- A series of Public Information Meetings
- Public Hearings

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**A Project Website** provides the public with access to the most current project information available and to provide additional opportunities for public input. A well developed project website provides:

1. Project news and updates
2. Project schedules
3. Listings of Project Meetings
4. Copies of Various Project-Related Documents
5. Electronic Forms for Comments
6. Subscription to a Project Mailing List
7. Alignment Information (Project Maps)

**A Project Toll Free Hotline may include:**

1. Information about upcoming public meetings
2. Opportunity to be added to the project mailing list and to receive project updates
3. Opportunity to leave a comment regarding the project

**News Releases** should be used to disseminate timely project information to media outlets at key project milestones to inform the public.

**Elected Officials Project Status Briefings** should be used to keep this particular stakeholder group informed at key project milestones and to address questions, comments and concerns, in addition to developing a strong working relationship throughout the life of the project.

**Stakeholders Meetings** should be held with various stakeholder groups such as neighborhood associations, civic organizations, local officials, community and business groups to share information and ideas regarding any given project.

**Community Advisory Committee Meetings (CAC)** must be formed for all EA and EIS level projects. The CAC establishes a method of effective communication between the INDOT Management Team and project stakeholders.

**Public Information Meetings / Open Houses** should be held at key project milestones. The purpose of these meetings was to provide the public with the most current project information available and to provide additional opportunities for public input at various key milestones through the development of the project.

**Public Hearings** will be held Per INDOT's Public Involvement Procedures. These hearings are very formal proceedings and held in conjunction with conditional release of the environmental document. The hearing is offered or held as a requirement and is part of the approval process of the NEPA mandated environmental document.

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# **INDIANA DEPARTMENT OF TRANSPORTATION**

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