



PUBLIC INVOLVEMENT CERTIFICATION CHECKLIST

Upon completion of public involvement activities, the project manager (or designee) must submit the following items for review and to receive certification (approval of the public involvement process).

A signature line for certification is provided on the cover page of the environmental document.

- SC 1. **Environmental document signature page** - initialed by Environmental Services to indicate release of the environmental document for public involvement
- SC 2. **Copy of legal notice**
- Notice of Planned Improvement (for projects requiring public involvement but not rising to the level of public hearing)
 - Notice of Public Hearing (for project requiring public involvement where the level of public interest warrants a public hearing)
- SC 3. **Copy of the Publisher's Affidavit** from newspaper(s) used to advertise the public hearing or the public's opportunity to request a public hearing
- The name of the paper and publication dates must clearly be displayed
 - At minimum, the notice must be published twice (2 different publishing dates)
 - A 15 day comment period is given beginning from the date the 1st legal notice is published to allow the public opportunity to submit and/or provide comments (for projects where a hearing is not held)
 - For projects where a hearing is to be held, the date of the hearing must be at least 15 days from the date the 1st legal notice is published; the hearing cannot be held sooner than 15 days from the date the 1st notice is published
4. **Mailing list/Project Stakeholders List (if one was used)**
5. **Copy of PowerPoint presentation** (if hearing was held)
6. **Information Packet** made available at public hearing (if hearing was held)
7. **Transcription of verbal comments** presented during public comment session (if a hearing was held)
8. **Copies of public comments**, letters, emails submitted by the public during the public comment period
- For projects where NO HEARING was held, responses to public comments and a summary explaining how comments were addressed must be included
 - For projects where A PUBLIC HEARING was held, responses to public comments DO NOT need to be included. Responses to public comments will be included in the final/approved version of the environmental document
- SC 9. **If no public comments were received**, a general statement should be included to document "no public comments received"
10. **Sign cover page of environmental document** to indicate public involvement certification

LEGAL NOTICES SHOULD INCLUDE THE FOLLOWING ITEMS

1. Day, month, date, year, time and location of public hearing
- SC 2. Include comment period deadline date
- SC 3. For projects where no hearing is to be held, the notice must include a statement “offering the public the opportunity to request a public hearing be held”
- SC 4. Project description, location and project limits; Include DES# number on notice
- SC 5. Summary of the type of work to be done
- SC 6. New permanent right-of-way (R/W) and easements in acres, temporary r/w, relocations and/or displacements as part of the project
- SC 7. CE (type of environmental document) level with any major impacts reflected in the environmental document
- SC 8. Maintenance of Traffic (MOT) during construction
- SC 9. Public viewing locations for the environmental documents and preliminary plans
- SC 10. Americans with Disabilities Act (ADA) Statement
- SC 11. INDOT Public Involvement Compliance paragraph