

Checklist for Preparation of *Notice of Public Hearing* And Certification Checklist Preparation for Federal-Aid Public Involvement Procedures

- _____ 1. Day, Month, Date, Year, Time, and Location of hearing.
Include special directions as needed, i.e. door entrance, parking
- _____ 2. Project description, location, and project limits. (Including the DES # is recommended.) DO NOT use INDOT as a sponsor.
- _____ 3. Summary of the type of work to be done. All details are not necessary.
Example – The project will add riprap for protection from scour around the piers and abutments. The riprap will be approximately three feet deep and three feet wide. – The second sentence is not necessary.
- _____ 4. New permanent right-of-way (R/W) and easements in acres, temporary R/W only if significant.
And relocations if applicable.
- _____ 5. CE level with any major impacts reflected in the environmental document besides R/W.
Example – Wetland impacts. (Summarize for notice – details as part of the presentation).
If the hearing is due to a Historic Bridge – review required verbiage.
- _____ 6. Maintenance of traffic during construction.
- _____ 7. Publication dates for a *Notice of Public Hearing* will be twice (2) times in a widely circulated newspaper(s) in the project area, that accepts paid legal advertising. The first being 15 days before the hearing date and the second publication approximately (7) days after the first publication date. (Also publish in minority papers if applicable.)
- _____ 8. Public viewing locations for the environmental documents and preliminary plans. DO NOT use INDOT as a viewing location.
- _____ 9. Statement in relation to Americans with Disabilities Act.
Example – In accordance with the “Americans with Disabilities Act”, (name of agency) can provide special accommodation for persons with disabilities and or limited English speaking ability and persons needing auxiliary aids or services such as interpreters, signers, readers, or large print. Should special accommodation be needed in regard to the attendance and participation during the public involvement process, please contact (include a name, phone number, or email address) if possible by (date).
- _____ 10. Compliance paragraph.
Example – 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.
- _____ 12. Special Note: During the winter months it is appropriate to schedule a secondary date. This step prevents any delays in the public hearing procedure and provides contact information for the public to inquire.
Example - WINTER WEATHER NOTICE If bad weather prevails, please call () to find out whether the public hearing will be held or rescheduled. Should the meeting be postponed, it will be rescheduled on DAY, MONTH, YEAR at the same location and time listed above.



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REQUIRED MAILING OF THE LEGAL NOTICE

- _____ 1. Federal Highway Administration (EA's & EIS)
- _____ 2. Consulting parties if including the Section 106 Finding or for Historic Bridges
- _____ 3. Office of Public Involvement - may be emailed
- _____ 4. INDOT Project Manager- may be emailed

RECOMMENDED MAILING OF THE LEGAL NOTICE

- _____ 1. Property Owners and other Stakeholders
- _____ 2. Legislators or other elected officials in area
- _____ 3. Metropolitan Planning Commissions (if any)
- _____ 4. Neighborhood Associations if applicable

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SUBMIT THE FOLLOWING FOR CERTIFICATION OF THE HEARING PROCESS
Checklist for Consultant/Local Public Agency

Submission of request to certify may be submitted through USPS but can be sent via email depending on file size by scanning the following documents as an attachment:

- _____ 1. Environmental Document Signature Page (only) initialed and released for public involvement.
- _____ 2. Copy of the legal *Notice of Public Hearing*
- _____ 3. Copy of the Publisher's Affidavit from the newspaper(s) clearly reflecting the publishers name and publication dates.
- _____ 4. Complete mailing list
- _____ 5. Speeches and or copy of PowerPoint. – Do not send PowerPoint as one slide per page - please condense and submit as a handout format with 6 slides on a page.
- _____ 6. Information Packet
- _____ 7. Transcription of the public statements recorded at the public hearing.
- _____ 8. Copies of the public statements and all letter, email, and memos from phone conversations received as comments. Include responses if completed.
- _____ 9. If no comments were received, please make a statement as such within the email requesting certification.
- _____ 10. NO NOT SEND copies of the FHWA brochures with the request to certify.

