Public Hearing Checklist for Consultant/LPA
In Preparation for Federal-Aid Projects

1) It is the responsibility of the consultant or LPA to coordinate the hearing date, time and location with the INDOT Public Hearings Office.

2) Employee in Responsible Charge (ERC) must be in attendance

3) Title VI to be troached - at the direction of the local agency. May be part of the presentation.

4) Signage (if needed) to direct the public to the location of the public hearing venue.

DISPLAYS/HANDOUTS

1) Display of project that shows, at minimum, proposed new permanent right-of-way (R/W) lines and properties affected

2) Set of preliminary plans with cross sections

3) Attendance Sign-in Sheets

4) Speakers Schedule Sign-up Sheet

5) Information Packet – including comment form and submittal information i.e. mailing address, email address, or fax number. Highly recommend to include a phone number for informational contact.

6) Brochures on R/W Acquisition & Relocation if applicable. Brochures are located on FHWA web-site.

7) Copy of the Draft Environmental Document initialed and released for public involvement

SPEECH – PowerPoint Presentation Preferred

1) Hearing Process – How or ways to comment and state deadline for comments (two weeks after the hearing). State the actual date of the end of the comment period.

2) Location and description of project

3) The level of CE document and any major impacts other than R/W?

4) Amount and description of R/W requirements

5) Right-of-way acquisition process

6) Need for improvement

7) Alternatives studied (including Do-Nothing alternative)

8) Description or more detailed information about the proposed project

9) Cost and funding associated with project.

10) Maintenance of Traffic

11) Offer the opportunity to make public statements - THE ONLY PORTION TO BE RECORDED
SPEECH CHECKLIST - CONTINUED

12) Is Title VI to be part of the presentation?
13) Historic bridges – review requirements