**DES. # XXXXXXX**

**LEGAL NOTICE OF PUBLIC HEARING**

**Proposed Improvement XXXXXXXX in XXXXX County**

**The Indiana Department of Transportation (INDOT) will host a public hearing on (date, time, location address), the hearing will begin at 6:00 p.m.** The purpose of the public hearing is to offer all interested persons an opportunity to comment on current preliminary design plans to (list improvement) in Town/City in XXXXX County. The purpose of the project is to (list purpose and need for the project).

As proposed, the project involves the construction of a (describe and explain the proposed improvement, include pertinent details related to the improvement).

The Maintenance of Traffic (MOT) plan for the project involves (list MOT plans if known including road/bridge closures, state routes to be used for official detours). MOT details will be presented during the public hearing. Access to all properties will be maintained during construction. INDOT will coordinate with emergency services, local school corporation officials and project stakeholders to ensure potential disruptions and impacts are minimized as much as possible. The project will require approximately XXXX acre of permanent new right-of-way, in addition to some temporary right-of-way needed during construction (list number of proposed displacements if applicable).

Federal and state funds are proposed to be used for construction of this project. INDOT and the Federal Highway Administration have agreed that this project poses minimal impact to natural environment. A Categorical Exclusion (CE) environmental document has been prepared for the project. (if project is an EA or EIS then modify previous statement and level of impact). The environmental documentation and preliminary design information is available to view prior at the following locations:

1. Placeholder – project documents are to be made available at a public viewing location (public library, municipal office, other)
2. Placeholder – multiple viewing locations can be listed depending on the size of the project and/or number of project stakeholder groups
3. INDOT District Office (include address and INDOT4U Toll Free Telephone Number)
4. Document should be made available on-line via agency/project sponsor’s website, project webpage

**COVID-19** **Guidance**: During the Coronavirus outbreak no public viewing locations are to be listed as part of the Notice of Planned Improvement. Instead, projects documents are to be made available on-line only. The notice must offer the public the opportunity to request project documents be mailed. INDOT and/or the project sponsor will mail project documents upon request.

A project webpage will be created prior to the public hearing to ensure project information is available on-line via the INDOT XXXXXX District page (insert webpage address).

Public statements for the record will be taken as part of the public hearing procedure. All verbal statements recorded during the public hearing and all written comments submitted prior to, during and for a period of two (2) weeks following the hearing date, will be evaluated, considered and addressed in subsequent environmental documentation. Written comments may be submitted prior to the public hearing and within the comment period to: INDOT Public Hearings, IGCN Room N642, 100 North Senate Avenue, Indianapolis, IN 46204. E-Mail: [rclark@indot.IN.gov](mailto:rclark@indot.IN.gov). **INDOT respectfully requests comments be submitted by (insert due date for comments).**

With advance notice, INDOT will provide accommodations for persons with disabilities with regards to participation and access to project information as part of the hearings process including arranging auxiliary aids, interpretation services for the hearing impaired, services for the sight impaired and other services as needed. In addition, INDOT will provide accommodations for persons of Limited English Proficiency (LEP) requiring auxiliary aids including language interpretation services and document conversion. Should accommodation be required please contact XXXXXXX, INDOT (or project sponsor’s contact office) (phone number and email address).

**WINTER WEATHER NOTICE (during winter months it is prudent to include a back up date in your notice).**

**In the event of inclement weather resulting in hazardous driving conditions, please call the Indiana Department of Transportation’s (list contact) to learn of any postponement of the public hearing. If the public hearing is postponed due to inclement weather, it will be rescheduled for (date/time/location) and the public comment period would be extended.**

This notice is published in compliance with Code of Federal Regulations, Title 23, Section 771 (CFR 771.111(h)(1) states: “Each State must have procedures approved by the FHWA to carry out a public involvement/public hearing program.” 23 CFR 450.212(a)(7) states: “Public involvement procedures shall provide for periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.” approved by the Federal Highway Administration, U.S. Department of Transportation on August 16, 2012.