



# Public Notices

Public notices should be published 10 days before the public hearing.

## What to include in the public notice:

1. **Where/when the public hearing will be held;**
2. **What the public hearing will be about;**
3. **Where the Preliminary Engineering Report will be kept for public viewing;**
4. **State that written comments will be accepted for 5 days after the public hearing; and**
5. **Include an address of where to send written comments.**

*Sample of a public notice:*

**Notice of Public Hearing  
Name of treatment work/community  
Wastewater Preliminary Engineering Report (PER)**

The Town/city/utility of \_\_\_\_\_ will hold a public hearing at (time) on (day of week), (date) at (place), (address).

(Applicant name)'s engineering consultant (name, firm) will present the recommended project, which will include (list general description, e.g. "construction of a new wastewater treatment plant, upgrades to the existing wastewater treatment plant, adding/ rehabilitation of sewer lines, combined sewer overflow correction).

The project will be funded through a Wastewater State Revolving Fund (WWSRF) loan.

Copies of the required Preliminary Engineer Report (PER) are available for public viewing starting (date of notice) through (date 5 days following hearing) at (location).

There will be the opportunity for questions and comments from the public at this meeting. Written comments from the public will be accepted through (date, which should be 5 days after hearing date). Your participation is welcomed and encouraged. If you will require special assistance at the meeting, please contact (phone#, name).

Written comments regarding this project should be sent to (contact name, mailing address) prior to (date 5 days following hearing).