

**EXAMPLE for Guidance Only**

DES. #: XXXXXXXX

## LEGAL NOTICE OF PUBLIC HEARING

The **WHO** (*Agency Name or Sponser*) will conduct a public hearing in regard to the proposed **WHAT** (*Name, type of improvement, and location of project*). The hearing will convene on **WHEN & WHERE** (*Day, Month, Date, Year*) at (*Time*)p.m. in the, (*Name of Location, Address, City, State, Zip Code – include special directional information if needed – door entrance or parking.*)

**WHY** The purpose of the public hearing is to offer all interested persons an opportunity to comment on the draft environmental document and preliminary design plans for the (*Project Name*).

**INCLUDE WHAT THE PROJECT PROPOSES - Examples**

*PROJECT DESCRIPTION*

*PROJECT LIMITS – If applicable give a clear idea where it begins and terminates.*

*PURPOSE AND NEED*

*AMOUNT OF RIGHT-OF-WAY(R/W) AND OR RELOCATIONS*

*MAINTENANCE OF TRAFFIC – include at the Local Agency's discretion*

*FUNDING METHOD AND/OR COST – at the direction of the Local Agency*

*FURTHER LANGUAGE MAY BE NEEDED AS A RESULT OF ENVIRONMENTAL IMPACTS OTHER THAN R/W – Example – Historic Bridges*

The agenda will afford the opportunity for the public to make formal statements to be recorded as part of the official hearing transcript. Tentative timetables for right-of-way acquisition and construction will be discussed during the formal presentation. Representatives from (*Agency Name*) will be available to address specific questions during the initial open house session, and after the formal hearing process. Please be aware general conversations are not considered part of the official record. All verbal statements recorded during the public hearing and all written comments collected before, during and for a period of two (2) weeks after the hearing date, will be evaluated and addressed in the final environmental document. Written comments may be submitted prior to the public hearing and within the comment period to the following address: (*Submittal address and email address*).

This project falls within the guidelines of a Categorical Exclusion Level (?) Environmental Document. No significant adverse impacts to the human and natural environment were found during the creation of this document. All interested parties are hereby notified of the availability of the environmental document and preliminary design plans for review at the following locations: (*LPA projects do not use INDOT as a viewing location.*)

1. Insert a viewing location(s) within the project area(s). Public libraries are good viewing locations as they are available during evening hours. (*Contact the library to ask permission prior to sending the documents.*)
2. Website – (*project link if available*)

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).

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.