

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

- _____ 1. Project description, location, and project limits. (Including the DES # is recommended.) DO NOT use INDOT as a sponsor.
- _____ 2. 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.
- _____ 3. New permanent right-of-way (R/W) and easements in acres, temporary R/W only if significant. And relocations if applicable.
- _____ 4. CE document level and any major impacts reflected in the environmental document besides R/W.
Example – Wetlands
- _____ 5. Maintenance of traffic during construction.
- _____ 6. Cost estimate for the project – all inclusive of preliminary engineering, R/W, and construction.
- _____ 7. Publication dates for a *Notice of Planned Improvement* will be twice (2) times in a widely circulated newspaper(s) in the project area, that accepts paid legal advertising. The second publication approximately (7) days after the first publication date. (Also publish in Minority papers if applicable.)
- _____ 8. Deadline date for comments or hearing request is 15 days from the first advertising date.
- _____ 9. Public viewing locations for the environmental documents and preliminary plans. DO NOT use INDOT as a viewing location.
- _____ 10. Statement in relation to Americans with Disabilities Act.
Example - In accordance with the Americans with Disabilities Act, if you have a disability for which (Name of Agency) needs to provide accessibility to the documents such as interpreters or readers, please contact NAME, PHONE #, EMAIL... (or insert whatever language the local agency prefers)
- _____ 11. 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. **If the section 106 finding is to be combined (with permission) with the *Notice of Planned Improvement* the comment period for the 106 finding will require the 30 day comment period starting on the first date of publication. Likewise, in this scenario, there will also be a 30 day comment period to comment or request a public hearing.**



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REQUIRED MAILING OF THE LEGAL NOTICE

- _____ 1. Consulting Parties – if including the Section 106 finding

RECOMMENDED MAILING OF THE LEGAL NOTICE

- _____ 2. Property Owners and other Stakeholders
 - _____ 3. Metropolitan Planning Commissions (if applicable)
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SUBMIT THE FOLLOWING FOR CERTIFICATION

Submission of request to certify may be sent via email 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 Planned Improvement*
 - _____ 3. Copy of the Publisher’s Affidavit from the newspaper(s) clearly reflecting the publishers name and publication dates.
 - _____ 4. Complete mailing list
 - _____ 5. Copies of all letter, email, and memos from phone conversations received as comments or requests and the responses given to those inquiries.
 - _____ 6. If no comments or requests were received, please make a statement as such within the email request to certify or by attached letter.
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