

## 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 broached - 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.

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### 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

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### 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

