

# APPENDIX HH - Public Involvement

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## Project Studies Community Involvement Invitations (sample letters)

### **SAMPLE LETTER #1** (for project categories 1 and 2A only) (See [Chapter 22](#), Article 5)

*Date*  
*File*

To: *Boards of Supervisors, City Councils*

Arrangements have been made for a meeting to be held on date, at time, in room, building, at address. The purpose of this meeting is to discuss the need, nature, type, and scope of studies to be undertaken relative to freeway (controlled access highway or conventional) development of State Highway Route ID between \_\_\_\_\_ and \_\_\_\_\_.

This meeting is being held prior to formal initiation of studies. Legislators, supervisors, councilmen, and representatives of interested local, State and Federal agencies and civic groups are being invited to attend.

Within 30 days following the meeting, it is requested that you furnish comments or concurrence as to (1) study objectives, (2) organization, (3) the time schedule for the study, (4) the study limits, and (5) whether or not an advisory committee is to be used during the study, as well as any other comments that you may wish to make. It is also requested at this time that you furnish any information on the location of historic properties that may be in the project vicinity and potentially affected by the proposal.

We cordially invite you to attend and participate in this meeting. It is hoped that the early involvement of all interested parties will enhance the effectiveness of cooperative planning. Individuals who need auxiliary aids for communication in order to participate in the meeting are invited to make their needs and preferences known to the Project Manager for this proposed project at (phone number) or TDD phone number (TDD phone number).

Sincerely,

*District Director*

cc: Division Chief, DOD, Attention: Public Meeting  
(cc one typical letter and the mailing list)

**SAMPLE LETTER #2**  
(for ALL project development categories)  
(See [Chapter 22](#), Article 5)

*Date*  
*File*

To: *Legislators; Council Members; Supervisors; Representatives of Local, Regional, State, and Federal Agencies; Civic Groups, etc.*

Arrangements have been made for a meeting to be held on date, at time, in room, building, at address. The purpose of this meeting is to discuss the need, type, and scope of studies to be undertaken relative to description of proposal between \_\_\_\_\_ and \_\_\_\_\_.

This meeting is being held prior to formal initiation of studies. Legislators, supervisors, council members, and representatives of interested local, State, and Federal agencies and civic groups are being invited to attend.

Items to be discussed at the meeting will include the need for the projects, the appropriate time schedule for the study, the most logical limits to be studied, the desirability of appointing an advisory committee to work with Caltrans in the development of studies, and the procedures to be followed. Also, we would welcome any suggestions you may have as to alternatives to be studied and any comments or suggestions on significant social, economic or environmental factors.

It is requested at this time that you furnish any information on the locations of historic properties that may be in the project vicinity and potentially affected by the proposal. Please indicate if you wish to be notified at the completion of historic preservation studies.

We cordially invite you to attend and participate in this meeting. It is hoped that the early involvement of all interested parties will enhance the effectiveness of cooperative planning. If you need auxiliary aids for communication in order to participate in the meeting, please make your needs and preferences known to the Project Manager for this proposed project at (phone number) or TDD phone number (TDD phone number).

Sincerely,

*District Director*

cc: Division Chief, DOD, Attention: Public Meeting  
(cc one typical letter and the mailing list)

**SAMPLE LETTER #3**  
(for ALL project development categories)  
(See [Chapter 22](#), Article 10)

*Date*  
*File*

To: *State Senators, Assembly Members, Scenic Highway Advisory Committee, Groups, and Individuals*

This is to advise you that studies are being formally initiated relative to description of proposal for the portion of State Highway Route ID in \_\_\_\_\_ County between \_\_\_\_\_ and \_\_\_\_\_. (Include remarks further amplifying the study proposal.) The attached map shows the general limits of the proposed study.

(A meeting was held in city on date to discuss factors to be considered in the commencement of studies for this segment of Route \_\_\_\_\_. The study proposal incorporates the conclusions reached as a result of the meeting.)

The appropriate local governing bodies and agencies are also being notified at this time of the initiation of studies. During the course of these studies, we plan to work closely with these agencies and their staffs to exchange ideas and to assure that all pertinent factors are being considered. We would welcome any comments or suggestions concerning alternatives or social, economic, and environmental factors. (Also make reference to working with designated advisory committees where appropriate.)

It is requested at this time that you furnish any information on the locations of historic properties that may be in the project vicinity and your views on the effects that this proposal (and alternatives) may have on such properties. Please indicate if you wish to be notified at the completion of historic presentation studies.

[When sufficient engineering, environmental, and socioeconomic data have been developed, a public hearing will be held (or opportunity afforded) to discuss the project studies. The public hearing will be well publicized and you will be notified well in advance of the hearing time and location.]

We will be pleased to answer any questions you may have in regard to this project.

Sincerely,

*District Director*

cc: Division Chief, DOD, Attention: Study Initiation  
(cc one typical letter and the mailing list)

**SAMPLE LETTER #4**  
(for ALL project development categories)  
(See [Chapter 22](#), Article 10)

*Date*

*File*

To: *City Councils, Boards of Supervisors and affected State, Federal, Regional and Municipal Agencies*

Caltrans is formally initiating studies for description of proposal of the portion of State Highway Route ID in \_\_\_\_\_ County between \_\_\_\_\_ and \_\_\_\_\_. *(Include remarks further amplifying the study proposal.)* The attached map shows the general limits of the study area.

(A meeting was held in city on date to discuss factors to be considered in the commencement of studies on this segment of Route ID. The study proposal incorporates the conclusions reached as a result of the meeting.)

We would appreciate being advised within 30 days if you have any facilities or plans for development which might be affected by the proposal. If any conflicts become evident, we will work closely with you during the studies in an effort to develop alternatives which might afford a mutually acceptable solution. We would also welcome any other comments or suggestions you may have concerning alternatives to be studied or on significant social, economic and environmental factors. It is requested at this time that you furnish any information on the locations of historic properties that may be in the project vicinity and your agency's views on the effects that this proposal (and alternatives) may have on such properties.

[Caltrans will be preparing an environmental document for the project. Our preliminary studies indicate you are participating, or plan to participate, in the National Flood Insurance Program administered by the Federal Emergency Management Agency (FEMA). We are prepared to furnish you preliminary plans and technical data relative to any highway encroachments on a floodplain and/or floodway. We wish to establish ongoing coordination with you on this matter to assist you in meeting your responsibilities to FEMA.]

[When sufficient engineering, environmental, and socioeconomic data have been developed, a public hearing will be held (or opportunity afforded) to discuss the project studies. The public hearing will be well publicized and you will be notified well in advance of the hearing time and location.]

We will be pleased to answer any questions you may have in regard to this project.

Sincerely,

*District Director*

Attachment

cc: Division Chief, DOD, Attention: Study Initiation  
*(cc one typical letter and the mailing list)*

*(Note: FHWA's copy of letter should be marked "For Information Only")*

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## Public Notice

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# public notice

**Item 1, 2, 3, 4, or 5**

**Item 4, 5, or 6**

**Item 7 MAP**

WHAT'S BEING  
PLANNED

**Item 8**

WHY THIS AD

**Item 9, 10, or 11**

WHAT'S AVAILABLE

**Item 12, 13, or 14**

WHERE YOU COME IN

**Item 15, 16, 17, 18, 19, or 20**

WHEN AND WHERE

**Item 21**

CONTACT

**Item 22**

Following pages provide a key by type of notice and text samples for the items on this Public Notice example.

Refer to [Chapter 11](#), Article 2, for a discussion on public notices and publicity for public hearings, and [Chapter 22](#), Article 5, for a discussion of publicity for community involvement.

## PUBLIC NOTICE (Required Items)

SEE PUBLIC NOTICE EXAMPLE ON PREVIOUS PAGE FOR LOCATION OF THE  
 ITEMS IN THIS TABLE.

### TYPES OF NOTICES

	ND/EA	ND/EA w/Opportunity	ND/EA w/Hearing	DEIR/DEIS	DEIR w/Opportunity	DEIR/DEIS w/Hearing	FEIR/FEIS	Opportunity for Hearing	Hearing
Headline	1&6	1&4	1&5	2	2&4	2&5	3	4	5
Map	7	7	7	7	7	7	7	7	7
What's being planned?	8	8	8	8	8	8	8	8	8
Why this ad?	9	9	9&10	9	9	9&10	11	-	10
What's available?	12	12	12	13	13	13	14	12	12
Where you come in	15	15	15	16&17	16	16	18	19	20
When and Where	-	-	21	-	-	21	-	-	21
Contact	22	22	22	22	22	22	22	22	22

Following pages provide text samples and explanations for the items on the Public Notice example.

Refer to Chapters [11](#) and [22](#) for further discussion.



## PUBLIC NOTICE (Sample Text & Explanations)

SEE PUBLIC NOTICE EXAMPLE FOR LOCATION OF THE ITEMS DESCRIBED BELOW.

Note: Standard wording is typed in regular typeface. Optional wording or guidance is typed in *italics*.

1. Notice of Intent to Adopt a ("*Negative Declaration*" or "*Mitigated Negative Declaration*"). Study results available.
2. Draft Environmental Impact ("*Report*" or "*Statement*" or "*Report/Statement*") available for Route     *(number)*    .
3. Final Environmental Impact ("*Report*" or "*Statement*" or "*Report/Statement*") approved for Route     *(number)*    .
4. Do you want a public hearing on changes proposed for Route     *(number)*    ?
5. Announcement of Public Hearing.
6. Changes proposed for Route     *(number)*    .
7. Map (*prepare specifically to show major design features and enough detail of surrounding area to identify project location*).
8. CALTRANS (California Department of Transportation) is proposing to (*project type*) Route     *(number)*     in (*city OR county*) between (*intersection OR geographical location*) and (*intersection OR geographical location*). (*Add other major features.*)

USE THIS PARAGRAPH WHEN APPROPRIATE, BUT NOT ON FEI("R" or "S" or "R/S") NOTICES:

*The proposed work will encroach upon wetlands [and/or a floodplain]. The project is being evaluated to determine if there are any practical alternatives to avoid this encroachment or, if not, to ensure that all practical measures are taken to minimize harm to the wetlands (and/or floodplain).*

USE THIS PARAGRAPH WHEN APPROPRIATE- This is for compliance to CCR 15072(f)(5), the "Cortese List":

*The proposed work involves a site on a list enumerated under Section 65962.5 of the Government Code pertaining to hazardous wastes.*

USE ONE OF THE FOLLOWING THREE PARAGRAPHS AS APPROPRIATE, BUT NOT ON FEI("R" OR "S" OR "R/S") NOTICES:

*The proposed work may have an effect on historic properties eligible for the National Register of Historic Places. CALTRANS is evaluating alternatives to determine if the project can avoid adversely affecting the property(ies) or, if not, if adequate mitigation measures can be incorporated into the project plans.*

OR

*The proposed work will have an effect on historic properties eligible for the National Register of Historic Places. CALTRANS has evaluated whether adequate mitigation measures can be incorporated into the project plans.*

OR

*One or more of the alternatives being evaluated will have an effect on historic properties eligible for the National Register of Historic Places. CALTRANS has evaluated whether adequate mitigation measures can be incorporated into the project plans.*

9. CALTRANS has studied the effects this project may have on the environment. Our studies show it (*will OR will not*) significantly affect the quality of the environment. The report that explains why it is called a (*Negative Declaration/("Initial Study" or "Initial Study/Environmental Assessment")*) OR *Environmental Impact ("Report" or "Statement" or "Report/Statement")*. This notice is to tell you of the preparation of the (*Proposed Negative Declaration and ("Initial Study" or "Initial Study/Environmental Assessment")*) OR *Draft Environmental Impact ("Report" or "Statement" or "Report/Statement")* and of its availability for you to read (*and to offer the opportunity for a public hearing*).
10. A hearing will be held to give you an opportunity to talk about certain design features of the project with CALTRANS' staff before the final design is selected. The tentative schedule for the purchase of land for right of way and construction will be discussed, and CALTRANS' staff will explain the Department's relocation assistance for residents moved by the project.
11. The Federal Highway Administration (FHWA) and CALTRANS have approved the Final Environmental Impact (*"Report" or "Statement" or "Report/Statement"*) (*"FEIR" or "FEIS" or FEIR/S"*).
12. Maps for (*the Proposed Negative Declaration and ("Initial Study" or "Initial Study/Environmental Assessment")*) OR *Draft Environmental Impact ("Report" or "Statement" or "Report/Statement")* and other project information are available for review and copying at the CALTRANS District Office (address) on weekdays from (time) to (time). The (*Proposed Negative Declaration and ("Initial Study" or "Initial Study/Environmental Assessment")*) OR *Draft Environmental Impact ("Report" or "Statement" or "Report/Statement")* is also available at (address of other locations).
13. You can look at or obtain the Draft Environmental Impact (*"Report" or "Statement" or "Report/Statement"*) at the CALTRANS District Office (address) on weekdays from (time) to (time). Maps and other information are also available. There are also copies of the statement available at (address of other locations).
14. The (*"FEIR" or "FEIS" or "FEIR/S"*) which describe the project is now available to the public. It is being distributed to those who made substantive comments on the draft version or requested a copy.
15. Do you have any comments about processing the project with a Negative Declaration and the (*"Initial Study" or "Initial Study/Environmental Assessment"*)? Do you disagree with the findings of our study as set forth in the Proposed Negative Declaration? Would you care to make any other comments on the project? (*Would you like a public hearing?*) Please submit your comments (*or request for public hearing*) in writing no later than (date) to CALTRANS (address). The date we will begin accepting comments is

- \_\_\_\_\_. If there are no major comments (*or requests for a public hearing*), CALTRANS will (*Request approval from the Federal Highway Administration and*) proceed with the project's design.
16. Have the potential impacts been addressed? Do you have information that should be included? Your comments will be part of the public record. If you wish to make a comment on the ("*report*" or "*statement*" or "*report/statement*") (*or request a public hearing*), you may submit your written comments (*or request*) until (*date*) to CALTRANS (*address*).
  17. A public hearing will be held (*approximate date*) to discuss the proposals. The time and place will be announced in local newspapers.
  18. You can look at or obtain the ("*report*" or "*statement*" or "*report/statement*") at the CALTRANS District Office (*address*) on weekdays from (*time*) to (*time*). Also, you can review the statement at (*name and location of other locations*).
  19. If you would like a public hearing or wish to make any comments, write CALTRANS by (*date*) at (*address*). If there are no requests, CALTRANS will (*request approval from the Federal Highway Administration and*) proceed with the project's design.
  20. If you can not attend the hearing, you can send your written comments until (*date*) to CALTRANS (*address*).
  21. The hearing will be (*day, date, time*) at (*address*).

*USE THIS PARAGRAPH IN THE FIRST HEARING NOTICE:*

*Individuals who require special accommodation (American Sign Language interpreter, accessible seating, documentation in alternate formats, etc.) are requested to contact the District (*number*) Design Division (or Public Affairs Office) at (*phone number*) at least 21 days prior to the scheduled hearing date. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line at 1-800-735-2922. (or Caltrans at TDD phone number (*TDD phone number*)).*

22. For more information about this study or any transportation matter, call CALTRANS at (*phone number*).

*USE THIS SENTENCE WHEN ITEM #21 IS NOT INCLUDED IN THE NOTICE:*

*Individuals who require documents in alternative formats are requested to contact the District (*number*) Design Division (or Public Affairs Office) at (*phone number*). TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line at 1-800-735-2922. (or Caltrans at TDD phone number (*TDD phone number*)).*

## Record of Public Hearing

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State of California  
Business, Transportation, and Housing Agency  
Department of Transportation  
District \_\_\_\_\_

\_\_\_\_\_  
R.U.

\_\_\_\_\_  
E.A.

### RECORD OF PUBLIC HEARING

(Route location studies, freeway development, conventional development, widening, etc.)

OF

ROUTE \_\_\_\_\_

IN \_\_\_\_\_ COUNTY

POST MILE \_\_\_\_\_ TO \_\_\_\_\_

BETWEEN

\_\_\_\_\_  
AND

\_\_\_\_\_  
POST MILES

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(LOCATION)

\_\_\_\_\_  
(PRESIDING OFFICER)

## CONTENTS

### Title Page

See the prior page for a sample of the information desired. The information may be placed directly on the cover or on the first page.

### Table of Contents

Contents of the Record.

### Resume of Hearing

State the time (duration) and number in attendance at the hearing. List the Hearing Officer, Caltrans staff, and local officials in attendance.

### Handouts

Include a copy of each brochure or pamphlet prepared for the hearing.

### Index of Speakers

The index of speakers or commenters should include their affiliation, if known, and the first page reference of each appearance in the transcript. It is not necessary to make a page reference to the Hearing Officer to members of the panel participating in the hearing.

### Transcript of Hearing

Throughout the text, whenever a speaker refers to an exhibit, document, map, etc., an appropriate page reference must be placed in the margin of the transcript to indicate the location in the Record for that particular item. Otherwise, a great deal of hunting will be required to find the item; in Records of larger hearings the correct item may not be found. For added convenience, consider inserting the exhibit in the transcript text where it is mentioned. Preferably the exhibit will not have to be placed on the backside of the page, but even that is better than in the back of the volume.

### Open Forum Questions and Answers

When the hearing format is an Open Forum format, staff members who answered questions from the audience should create a recap of questions asked and answers given.

### Displays

Reproductions of all exhibits, maps, typical sections, sketches, models, photos, etc., displayed or presented at the hearing by Caltrans or any other party should be included in the Record. This does not include documents such as a DED, Noise and Air Study Reports, etc., which are included by reference.

### Documents for the Record

Copies of statements, resolutions, petitions, letters, and exhibits received while the Record is still open must be included. Where the number of documents is particularly large, they should be subdivided into group. For example: local governing bodies, community organizations, State and federal agencies, individuals, etc.

### Documents Requiring Response

Documents that required a response must include the response. This treatment will afford some measure of comparability, as far as the Record is concerned, with questions that were answered at the hearing.

### Other Materials

Newspaper articles published prior to the hearing notice and after the close of the Record should be attached to the letter transmitting the hearing record. Also include other material and pertinent correspondence received after the closing of the Record. Only items specifically submitted for the Record are to be included.

### Publicity

The Record should include reproductions of all newspaper articles, published press releases, paid notices, etc., for the period from first announcement of the hearing to the closing of the Record.

### Invitations

Include a copy of the typical letter of invitation to the hearing, as well as a list of those receiving the invitation. An appropriate notation should be placed beside the names of those who attended the hearing.

## Public Hearing, Presiding Officer Letter of Confirmation (sample)

### SAMPLE LETTER

(See [Chapter 11](#), Article 6)

*Date*  
*File*

Dear \_\_\_\_\_:

Thank you for agreeing to act as presiding officer at the public hearing to receive comments on \_\_\_\_\_ *(brief description of Hearing purpose)*.

The hearing has been set for \_\_\_\_\_ p.m. on \_\_\_\_\_ *(date)* in the \_\_\_\_\_, California.

Messrs. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, of Caltrans and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_ will be sitting on the Hearing panel with you. We plan to hold a briefing session for the members of the Hearing panel on \_\_\_\_\_ *(date or open)*.

We will keep you advised on this and other details as they develop.

The following are attached for your information: schedule of key events; news release; letter of general invitation (and its mailing list); a copy of a paid advertisement, with a list of insertions; and a copy of the Draft environmental document (revise as appropriate).

If you have any questions or wish to further discuss arrangements, please call: \_\_\_\_\_ *(name)* at \_\_\_\_\_ *(phone)*.

Sincerely,

\_\_\_\_\_