

603 Notification Requirements

There are a variety of methods for notifying the interested and affected community about an upcoming public meeting or workshop. Information regarding the meeting should be clearly conveyed in all notifications and must contain, at a minimum, the following:

- Purpose of the meeting
- Description of the project
- Date, time, and location of the public meeting (include meeting location map)
- Instructions on how to participate virtually
- Nondiscrimination statement
- Information about ADA requests
- Notice of standard statement regarding FDOT assumption of FHWA NEPA responsibilities (Federal PD&E projects only)

The following nondiscrimination and ADA standard statements must be included for all notification methods:

- *Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.*
- *Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____ at _____ at least seven days prior to the meeting.*

Similarly, the following standard statement related to project development must be included for all PD&E projects with FHWA involvement:

- *The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by FHWA and FDOT.*

Each notification method and corresponding requirement are discussed in the following sections. For more specific notification requirements, see the [PD&E Manual Part 1, Chapter 11](#).

Notification to Elected and Appointed Officials

Notify all elected and appointed officials with jurisdiction in the project area at least 25 but no more than 30 calendar days prior to the public meeting. Elected officials should receive the invitation before the public is notified. Invitations may be sent by standard mail or email and should include a copy of the newspaper advertisement or public invitation letter/newsletter.

Notification to Property Owners and Tenants

Notify all property owners and tenants within at least 300 feet of the project centerline at least 14 to 21 days prior to the meeting. Those affected by the project may extend beyond 300 feet and should be contacted. The invitation can be sent by letter or as part of a newsletter. The addresses for this notification can be obtained from the county property appraiser. Because property owners may live elsewhere or tenants may occupy the property, be sure to include both the site address and property owner address if they differ.

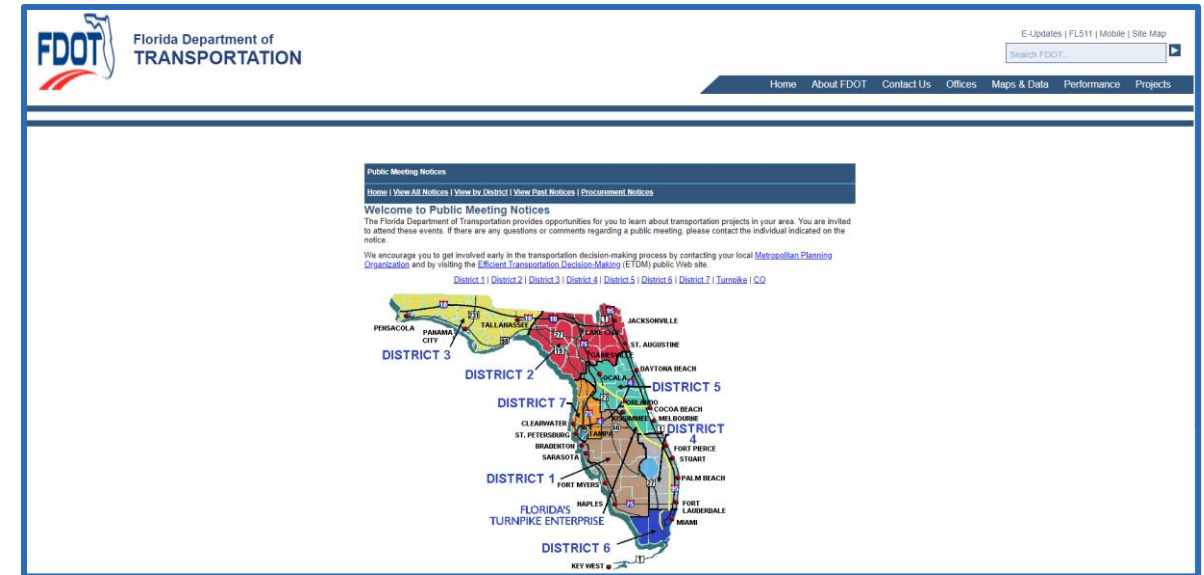
Florida Administrative Register (FAR)

Section 120.525, F.S., requires that notices for all public meetings, workshops, and hearings must be published in the *FAR* at least seven calendar days prior to the event. All notices to be published in the *FAR* are submitted electronically through the Florida Department of State's e-rulemaking website at www.flrules.org.

The FAR is published each weekday except on those days observed as official state holidays designated by Section 110.117, F.S. All materials to be published must be uploaded to the FAR website by 3:00 p.m. on the day prior to publication. For publication on Mondays, the ad must be uploaded to the website by 3:00 p.m. on the previous Friday. See the PD&E Manual, Part 1, Chapter 11 for an example of a FAR notice.

FDOT Public Notices Website

To comply with Section 120.525, F.S., notices of all public meetings, workshops, and hearings must be published on [FDOT's Public Meeting Notices website](#) at least seven days before the meeting. Meeting notices are typically added to the website by the District Communications Office. The information to be provided to the District Communications Office includes the meeting title, District number, meeting type, meeting date and time, address of the in-person location, information on how to participate virtually, project website, and contact names and contact information. Include the standard nondiscrimination statement, NEPA Assignment statement (if applicable) and information about ADA requests.



The form for publishing these notices is located on the [FDOT Intranet](#) under E-Forms and requires an FDOT account to access. Once the form is submitted online, the District Communications Office will review and publish it to the website if approved. A copy of the notice should also be sent to the District Communications Office for their information and possible further distribution.

Project Website

If available, include information about the public meeting on the project website. Information should be posted at the same time that notifications to the public are sent out.

Newspaper Advertisement

Placement of a newspaper advertisement is not required but suggested for public meetings. If placed, the advertisement should be published 10 to

14 days prior to the meeting in a local newspaper with general circulation in the vicinity of the project.

Press Release

A press release may be sent to encourage media coverage about a scheduled public meeting. All press releases must be coordinated through the District Communications Office.

Social Media

FDOT uses Twitter, Facebook, Instagram, and YouTube through the Central and District Communications offices. Social media can be helpful in expanding the reach of notifications in appropriate circumstances. All social media activity must be coordinated through the District Communications Office.

Reaching Underserved and Limited English Proficiency (LEP) Populations

Outreach to traditionally underserved and LEP populations is critical. For the traditionally underserved, bringing information to their communities helps increase their awareness of public meetings. Further, engaging several of the community leaders (not necessarily elected leaders) and seeking their help to spread the word or provide ideas about how best to reach their community can be beneficial.

Translating meeting notifications may improve awareness for people for whom English is not their primary language. If the LEP community is large enough, there may be a non-English language newspaper or radio station where a meeting notification could be placed. Consider posting the translated notice on the project website and establishing telephone numbers with voicemail for individuals to leave messages in their native

languages for the project team. Include information about these options in the appropriate languages in meeting notifications.

Refer to *Section 304 Limited English Proficiency*.