

# Notification Guidelines

- ✓ **WEBSITE UPDATE**  
Hearing information added to project webpage



31-35 Days  
Prior

25-30 Days  
Prior

- ✓ **NOTIFY PUBLIC OFFICIALS BY EMAIL**
  - Elected and appointed officials
  - Environmental Technical Advisory Team
  - Any interested groups or individuals

- ✓ **NOTIFY PROPERTY OWNERS BY MAIL**
  - Property owners within 300 feet of the project
  - Other property owners/tenants who could potentially be affected by the proposed improvements

25-27 Days  
Prior

21-23 Days  
Prior

- ✓ **TECHNICAL DOCUMENTS DISPLAYED\*\***  
Project technical reports displayed at local, public locations (e.g. public library, FDOT office) for public viewing. They are also usually posted on the project webpage



- ✓ **ONLINE PUBLIC NOTICE POSTED\*\***  
Public notice posted on FDOT's public meetings website

19-21 Days  
Prior

15-30 Days  
Prior

- ✓ **LEGAL AD 1 PUBLISHED\*\***  
Legal ad published in the largest local newspaper

- ✓ **LEGAL AD 2 PUBLISHED\*\***  
Second legal ad published in the same newspaper

7-12 Days  
Prior

7-10 Days  
Prior

- ✓ **ADDITIONAL PUBLIC NOTICES POSTED\*\***  
Public notice posted in the FAR [www.flrules.org](http://www.flrules.org)  
Press release sent to local media



Scan for  
Florida  
Administrative  
Register

- ✓ **PROJECT MATERIALS POSTED**  
Hearing materials posted on the project webpage



## Public Hearing

\*\*Required by federal law or state statute