*This template may be used to prepare a notice advertising to the public that the Texas Department of Transportation (TxDOT) will be conducting a virtual public meeting (meeting notices are typically less formal than hearing notices, and therefore are not required to follow this template, although there are some guidelines and required elements -- see Subsections 4.4 and 4.5.3 of* ***ENV’s Public Involvement Handbook****). The template can be used for state projects and for federal projects assigned to TxDOT by the Federal Highway Administration (FHWA). Notices created with this template can be distributed by many methods, such as being included in a letter or posted on a website.*

*There is no required format for public notices because they are distributed by different methods. The Environmental Affairs Division recommends including the TxDOT logo, but it is not required. Whatever format is used, regardless of whether a logo is included, the notice must meet the TxDOT publication standards as outlined in the* [*TxDOT Brand Guidelines: Advancing the Standard*](http://ftp.dot.state.tx.us/pub/txdot-info/cmd/branding/brand-guidelines.pdf), *which addresses the font and formatting requirements.*

*To prepare the content required to be included in a notice, enter project-specific information in the prompts of the template. Prompts are highlighted in grey and set off by brackets, <as shown here>. When all prompts have been addressed, ensure no prompts remain, and copy the content into the desired format for the notice. Do not copy these instructions, the title of the template, or the headers and footers.*

**Notice**

**Virtual Public Meeting**

**<Enter Roadway Name and/or Number>**

**From <Enter Starting Project Limit> to <Enter Ending Project Limit>**

**CSJs: <0000-00-000>**

**<Enter County> County, Texas**

TxDOT <enter “and” and the name of any local governmental entity that is advancing the project> is <or “are”> proposing to <enter the action, such as widen, reconstruct, improve, etc.> <enter the roadway name and/or number> from <enter starting project limit> to <enter ending project limit> in <enter county name> County, Texas. This notice advises the public that TxDOT will be conducting an on-line virtual public meeting on the proposed project. The virtual meeting will consist of a pre-recorded video presentation and will include both audio and visual components. The presentation will be posted online by <enter the day of the week and a date at least 15 days after the publication of this notice> at <enter time>, and will remain online for at least 15 days. To view the virtual public meeting, go to the following web address at the date and time indicated above: <enter web address>. <Edit and/or supplement the previous three sentences as needed to give any needed further instructions about how to view or log onto the virtual meeting, and explain how the virtual public meeting will be conducted> If you do not have internet access, you may call <enter phone number> between the hours of <enter time> and <enter time>, Monday through Friday, to ask questions and access project materials during the project development process. Formal comments may be provided by mail or email as explained below.

<Enter a brief project description of no more than five sentences, including following details: explanation of proposed improvements; highway numbers and local names of highways affected; type of facility; project length in miles; number of lanes; existing and proposed ROW widths; and counties, cities, and/or communities affected>

<**DISPLACEMENTS -** If there are displacements, then modify the following three sentences; if not, delete them> The proposed project would, subject to final design considerations, require additional right of way and potentially displace <enter number> residences and <enter number> non-residential structures. Relocation assistance is available for displaced persons and businesses. Information about the TxDOT Relocation Assistance Program and services and benefits for those displaced and other affected property owners, as well as information about the tentative schedule for right-of-way acquisition and construction, can be obtained from the TxDOT district office by calling <enter phone number>.

<**NO DISPLACEMENTS, BUT ROW ACQUISITION -** If there are no displacements but additional ROW is required, then retain the following two sentences; if not, delete them> Although additional right of way would be required, no residential or non-residential structures are anticipated to be displaced at this time. Information concerning services and benefits available to affected property owners and information about the tentative schedule for right-of-way acquisition and construction can be obtained from the TxDOT district office by calling <enter phone number>.

**<SECTION 4(F) PROPERTIES –** If any Section 4(f) properties are anticipated to be impacted then modify the following sentence; if not, delete it> The proposed project is anticipated to impact the following property <or properties> protected under Section 4(f) of the Department of Transportation Act of 1966: <enter descriptions of property or properties properties>

<**4(f) *DE MINIMIS* FOR A PARK, RECREATION AREA, OR REFUGE -** If a Section 4(f) *de minimis* determination is anticipated for a park, recreation area, or wildlife or waterfowl refuge, then modify the following three sentences; if not, delete them> The proposed project would <describe use of park, recreation area, or wildlife or waterfowl refuge, including the following details: name and location of park, recreation area, or wildlife or waterfowl refuge; location of the property; location of the area of the property that would be used by the project; and size of the area of the property that would be used by the project> TxDOT anticipates making a *de minimis* determination for this use under Section 4(f) of the Department of Transportation Act of 1966. Public comment on the effects of the proposed project on the activities, features, or attributes of the <enter name of park, recreation area, or wildlife or waterfowl refuge> may be submitted as described below.

**<WETLANDS –** If impacts to wetlands are anticipated, then retain the following sentence; if not, delete it> The proposed project would involve construction in wetlands.

**<FLOODPLAINS –** If any part of the project would take place within a floodplain, then retain the following sentence; if not, delete it> The proposed project would involve an action in a floodplain.

**<EDWARDS AQUIFER –** If any part of the project would take place within the Edwards Aquifer recharge, transition, or contributing zone, then retain the following sentence; if not, delete it> At least part of the proposed project would occur within the Edwards Aquifer <enter “recharge,” “transition,” or “contributing”> zone.

Any environmental documentation or studies, maps and drawings showing the project location and design, tentative construction schedules, and other information regarding the proposed project are on file and available for inspection Monday through Friday between the hours of 8 a.m. and 5 p.m. at <enter the district office, area office, or local government’s office, address, and phone number>. <retain and edit the following sentence if applicable> Project materials are also available online at <enter web address>.

The virtual public meeting will be conducted in English. If you need an interpreter or document translator because English is not your primary language or you have difficulty communicating effectively in English, one will be provided to you. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. If you need interpretation or translation services or you are a person with a disability who requires an accommodation to attend and participate in the virtual public meeting, please contact <contact name (PIO/or other appropriate contact), District or Division Name>, at <phone number with area code> no later than 4 p.m. CT, <specific date that is at least three business days before the virtual public meeting>. Please be aware that advance notice is required as some services and accommodations may require time for the Texas Department of Transportation to arrange.

*El <event name> se llevará a cabo en inglés. Si usted necesita un intérprete o un traductor de documentos porque su idioma principal no es el inglés o tiene alguna dificultad para comunicarse eficazmente en inglés, se le proporcionará uno. Si usted tiene alguna discapacidad y necesita ayuda, se pueden hacer arreglos especiales para atender la mayoría de las necesidades. Si usted necesita servicios de interpretación o traducción o usted es una persona con alguna discapacidad que requiera una adaptación para asistir a y participar en <event name>, por favor póngase en contacto con <contact name (PIO/or other appropriate contact), District or Division Name>, al número <phone number with area code> a más tardar a las 4:00 p.m. hora central, <specific date that is at least three business days before the event>. Por favor sepa que es necesario dar aviso con anticipación, ya que algunos servicios y adaptaciones pueden requerir tiempo para que TxDOT los organice.*

Written comments from the public regarding the proposed project are requested and may be submitted by mail to the TxDOT <enter the district name> District Office, <enter address>. Written comments may also be submitted by email to <enter email address>. All comments must be received on or before <enter the day of the week and date 15 calendar days after the virtual meeting>. Responses to comments received will be available online at <enter web address> once they have been prepared.

If you have any general questions regarding the proposed project or the virtual meeting, please contact <enter contact person’s name, title, phone number, and email address>.

**<NEPA ASSIGNMENT –** For an FHWA project for which TxDOT is conducting the environmental review under NEPA assignment, retain the following sentence; if not, delete it> The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried-out by TxDOT pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated December 9, 2019, and executed by FHWA and TxDOT.

<**NON-NEPA ASSIGNED FHWA PROJECT** – For an FHWA project that is not covered by NEPA assignment (e.g., a project that crosses the state line), retain the following sentence; if not, delete it> The lead agency under the National Environmental Policy Act for the proposed project is the Federal Highway Administration.