

PUBLIC INVOLVEMENT PROGRAM GUIDELINES STP URBAN/RURAL PROGRAM
Pavement Preservation & Rehabilitation Projects

Created by the CT DOT Project Development Unit
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It is the policy of the Connecticut Department of Transportation (Department) that people are kept informed and involved when STP Urban/Rural projects are undertaken. This will be accomplished through a public involvement program conducted by the municipality.

The public involvement process is to begin after the Time Out meeting has been held where the project scope, preliminary estimate and funding is agreed upon by the Department, municipality and region. For Pavement Preservation and Rehabilitation Projects (Pavement Projects), the program will include a posting on the municipality's website, the issuance of a news release, and a preliminary notification mailing. All publications shall include contact information (mail, phone, email) for a specific contact person(s) at the municipality who is familiar with the project. A 15 calendar day comment period will commence after all publications are distributed. The public involvement program will be complete when the comment period has ended, all comments are addressed and all required documentation has been sent to the Project Development Unit (PDU).

Website Posting: The municipality is required to post the project information on their website. The sample news release provided below should be used as a guide for the posting. The posting shall be placed in a logical location on the website that is visible, easily accessible and most appropriate for such notifications.

News Release: The municipality is required to issue a news release based on the attached sample. The news release shall be published in local newspapers having a substantial circulation in the project area. A copy of the news release shall also be sent to the following:

CT Department of Transportation
Office of Communications
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06111
(860) 594-3062

Amy Jackson-Grove
Division Administrator
Federal Highway
628-2 Hebron Avenue – Suite 303
Glastonbury, CT 06033-5007
(860) 659-6703

District State Representative ([search here](#))

District State Senator ([search here](#))

Preliminary Notification Mailing: The municipality is required to send letters (sample provided below) to the abutting property owners, business owners and tenants as well as the following municipal offices:

Planning & Zoning
Zoning Board of Appeals
Conservation Commission
Inland Wetland Commission
Chief of Police
Chief of Fire Department
Superintendent of Schools

After the 15 calendar day comment period expires and all public comments have been addressed, the municipality must submit the following to the Project Development Unit:

- Copy of website posting including the URL of the posting and date posted
- Copy of news release, the date(s) and names of the publication(s) it was published in and the list of additional recipients with date mailed
- Copy of the letter and the list of recipients with date mailed
- A list of public comments with contact information for each commenter along with the response from the municipality

Furthermore, a resolution from the municipality's first elected official supporting the project must be submitted to the PDU to finalize the scoping process. A sample resolution is provided below.

All documentation must be mailed or emailed to:

Peter E. Talarico, P.E.
Peter.Talarico@ct.gov
CT Department of Transportation
Project Development Unit
P.O. Box 317546
Newington, CT 06131-7546

NOTE: If the scope of the project changes during the preliminary design phase, the Department's Consultant Design Unit providing design oversight may require additional public involvement.

SAMPLE NEWS RELEASE – Pavement Project

[NAME OF CITY/TOWN], CONNECTICUT - the [City/Town] of [name of City/Town] has proposed a project for the (brief project description). The project is in the concept stage and may be recommended for construction under the Surface Transportation Program administered by the Connecticut Department of Transportation. This project, if supported by the community and [City/Town] officials, will be designed by the [City/Town].

It is the [City/Town]'s and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns to assist in the projects' development.

It is planned to [brief description of project].

Based upon preliminary assessment, the construction cost will be approximately \$[dollar amount]. It is anticipated that the project will be funded through the STP [URBAN/RURAL] Program in which the [City/Town] will be reimbursed by the Federal Highway Administration for 80% of the construction cost with the remaining 20% provided by the [City/Town].

Anyone interested in obtaining further information or providing input may do so by contacting [name and contact information of designated City/Town official] by [date comment period ends].

SAMPLE LETTER – Pavement Project

PRELIMINARY NOTIFICATION

[DATE]

To: [See Required Recipients]

Dear:

Subject: [Project Title]

The [City/Town] of [Name of City/Town] is initiating conceptual plans to [brief project description].

Based upon preliminary assessment, the construction cost will be approximately \$[dollar amount]. It is anticipated that the project will be funded through the STP [URBAN/RURAL] Program in which the [City/Town] will be reimbursed by the Federal Highway Administration for 80% of the construction cost with the remaining 20% provided by the [City/Town].

It is the [City/Town]'s and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns with us to assist in the project's development.

If you are interested in obtaining further information, or in providing input, you may do so by contacting [name, title and contact information of designated municipal official] by [date comment period ends].

Very truly yours,

[Name of municipal official]
[Title]

SAMPLE RESOLUTION

Municipal support of a pavement project

RESOLUTION

Pavement [preservation/rehabilitation] of approximately [length of project] feet of [roadway name(s) and route number(s) (if applicable)] from [intersecting roadway name/landmark] to [intersecting roadway name/landmark].

WHEREAS, the [city/town] of [name of city/town] has published a news release, mailed a copy of the news release to a required officials and agencies, and mailed a preliminary notification letter to abutting property and business owners and tenants, announcing a proposed transportation project known as [project title]; and

WHEREAS, a public comment period was given from [start date] to [end date] which allowed interested parties to voice their concerns; and

WHEREAS, the preliminary engineering phase will be funded exclusively by the [city/town] of [name of city/town] and the construction phase will be funded utilizing 80% Federal funds and 20% municipal funds; and

WHEREAS, the [name of regional planning agency] has selected this project as a regional priority and to utilize federal funds for construction activities; and

WHEREAS, the [title of first elected official] has considered the concerns of the residents from the public comment period and finds that the proposed [project title] is in the best interest of the [city/town] of [name of city/town], and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the traveling public.

WHEREAS the [city/town] of [name of city/town], based on the above information, and by virtue of this resolution, hereby fully supports the proposed project;

NOW, THEREFORE, BE IT RESOLVED, that the [city/town] of [name of city/town] hereby supports the STP [Urban/Rural] Transportation Project titled [project title] and hereby commits to funding the municipal share.

Add appropriate signature block and date line.