## **Request a Public Meeting or Hearing**

(attach to request memo)

It is understood that in-house project processes are slightly different from consultant project processes. Therefore, the Requestor needs to ensure that consultant staff coordinates with Public Involvement staff.

Select ALL that apply.

Type of meeting(s) requested:

Open House Public Meeting Informal Hearing Local Officials Meeting

Small Group Meeting Formal Hearing

In House Project? Y N State Funded Project? Y N Merger Project? Y N

TIP NO.: WBS: COUNTY DIVISION(S):

Project Description or any relevant information:

Consultant? If so, list firm (Contact Information on Page 2)

## **PROJECT INFORMATION**

Do you have a range of available dates? Yes No

Dates:

Special community events occurring during this time? Yes No

List here:

Do you have a facility(ies) in mind? Yes No

Facility name(s) and address(es):

1)

Contact person & phone number:

1) 2)

## **SPECIAL ADVERTISING NEEDS**

Do you need Spanish advertising? Yes No Do you need Minority advertising? Yes No

## **CONTACTS**

Will you need a Spanish interpreter/translator?

Yes No Don't know\*

Is Consultant scoped to provide if needed?

Yes No Don't know\*

*If you're unsure, the PI Group will check* 

Any special advertising requests, i.e. certain newspaper?

List Here:

MAILING LISTS  Do you have an existing mailing list? Yes No No No If not, please send shape file or pdf of study area	Nonth/Year created?
If yes, forward electronic copy to be combined with GIS List Included Will Send Later (Consultants will receive uncleaned GIS data.)	st.
MAILINGS  • Consultant Scoped to create Postcard/NewsletterY  • Has PI Reviewed Draft?  Y  N	
NCDOT PM	
Consultant PM and Contact	
Special Info:	