5
Prepare Notices

Prepare Advertisement (See Sample)

A. Things to include:

1. Date (month, day, year), start and stop time of event with a.m. / p.m.
2. Identify specific presentation time near top of advertisement
3. Name and complete address of facility, including zip code
4. Map of facility and immediate surrounding area with north arrow
5. Brief scope and purpose of /need for project
6. Describe the format of the meeting/hearing (presentation, open house, combination format, etc.)
7. Comment due date (received by, NOT postmarked by)
8. Facility names, addresses and phone numbers for locations where Draft Environmental Assessment (DEA) is available for public review (hearing only)
9. Special accommodations wording (See Appendix A, sample # 5 for specific wording)
10. List project hotline, if applicable
11. List EEG Web site address, and a project Web site address if applicable
12. Names of the ADOT District Engineer, Project Manager and State Engineer
13. Project TRACS Number (ADOT tracking purposes)

Prepare memorandum (See Sample)

A. An internal memo announcing a public meeting is prepared and distributed, with a copy of the meeting advertisement attached, for ADOT personnel, FHWA (if the project is federally funded) and Department of Administration.

1. These memos should be posted in the ADOT Administration Building, 206 S. 17th Ave, on the bulletin board (under glass) in the hall near the south entrance. They should also be provided to the EEG Web master as an electronic file for posting on the EEG Web site.

Publish advertisement

A. Directions/Suggestions:

Note: For all newspapers, contact the paper for submittal deadlines, ad specifications, and cost. When contacting the newspaper (s), ask if ADOT has an account established and if so, speak with the ADOT account manager at the paper (s), (see 4a).

1. Directions/Suggestions:

   a) Based on the demographic make-up of the affected community, determine if notices need to be placed in publications that publish in different languages (See Appendix C for a list of newspapers in Arizona that print in different languages)

   b) Place advertisement in local community or regional newspaper(s) with widest distribution within and near the affected community. There are various sources that list local and statewide publications, along with contact information. One such reference is the Finder Binder, available at most public libraries or for purchase at www.finderbinder.com. In addition, a guide to newspapers in Arizona is located in the EEG main office. For a quick list of daily newspapers and publications that reach out to specific nationalities, please see appendix B.

   c) Place advertisement(s) within the affected communities'/towns'/city's zone of the paper.

2. Publish advertisements at least twice in all publications

   a) By law, ads must begin running at least 15 days prior to the public hearing. The goal is to run the ad 15 days prior to any public meeting.

   b) Publish the last advertisement between four and seven calendar days prior to the meeting (a weekend paper is preferable)

   c) Have a hard copy of each advertisement at the meeting/hearing as proof that an advertisement was published

3. Request tear sheet and affidavit from each publication (usually sent with invoice to EEG)

   a) If the bill is to be paid by ADOT EEG, give the publication the EEG address and request tear sheets to be included with the invoice

   b) If the bill is to be paid by the consultant through the project budget monthly billing, they must provide a tear sheet and affidavit to EEG for project files

4. If EEG is to be billed directly

a) ADOT has an account with most publications and can receive discounts that are not available to consultants

b) If ADOT has no account, a payment arrangement should be made with EEG administrative staff

5. If translation is needed, allow a minimum of two weeks for EEG to complete (a consultant may complete the translation as well). Include review time as part of this process

Place an advertisement on the EEG Web site (adotenvironmental.com)

A. Must be in .PDF format

B. Allow time for the ad to be added to the Web site (provide to the EEG Webmaster concurrent with the submittal to the newspaper(s). Materials are posted on Fridays and must be received with adequate time for review and submittal for Friday posting.

Select suitable notifications technique(s) for reaching the desired public with desired information – consider using media announcements, radio ads, neighborhood newsletters, mailings, flyers, door hangers, posters, emails, newsletters, meetings with neighborhood associations, etc. For flyers, brochures, posters and other leave-behinds, ask libraries, community centers and schools to display these items as well. Please note, some neighborhoods or gated communities do not allow fliers and door hangers.

Distribute notice to project mailing list – (i.e. people who have commented in the past and/or signed in at previous meetings, governmental representatives, special interest groups, homeowners associations, internal staff, etc.). A mailing list will need to be prepared for the first public scoping meeting.

ADOT PUBLIC MEETING ADS
STYLE SHEET OVERVIEW

(All ad content for demonstration purposes only)

Format A
***Actual Size – 6.195 in. x 10.5 in.**

Public HrgAd_US93.qxd 5/24/02 5:52 PM Page 1

Frame

1. Main Heading
2. Ad Title

Heading Graphic

3. Meeting Title
4. Meeting Subhead
5. Meeting Date
6. Meeting Place
7. Meeting Time
8. Presentation Time

9. Body Text

ADOT Logo

10. Personnel Names
11. Personnel Titles
12. Contact Information
13. ADOT Web Information
14. TRACS Number

Map

ARIZONA DEPARTMENT OF TRANSPORTATION

OPEN HOUSE

Your Input is Needed on
Improvements to US 93
(Hoover Dam—MP 17)

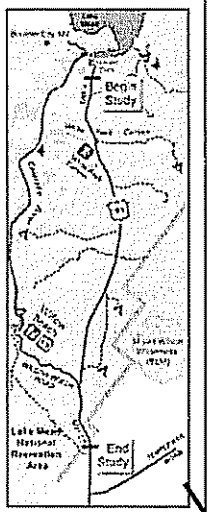
Thursday, May 30, 2002
Mt. Tipton School Gymnasium
16500 Pierce Ferry Road
Dolan Springs, AZ
6 pm—8 pm (MST)
Presentation Time—6 pm

The general public is invited to attend an open house that will be held Thursday, May 30, 2002. The Arizona Department of Transportation (ADOT), in conjunction with the Federal Highway Administration (FHWA), is finishing Phase 1 of an engineering and environmental study that examined transportation needs in the corridor. Residents and business representatives are encouraged to attend the open house to review and provide feedback on roadway corridors that were studied and are being recommended for further consideration for improvement to US 93. The project area begins at Milepost (MP) 2.5 south of Hoover Dam and continues to approximately MP 17, near the Lake Mead National Recreation Area boundary.

Representatives from AMEC Infrastructure, Inc., prime consultant for the study, and ADOT will be present to answer your questions and address your concerns on a one-on-one basis during the open house. Project information in the form of map displays will be available for viewing.

For additional technical and project information or to submit comments in writing, please contact Vaughn Bennet, AMEC Infrastructure, Inc. 4435 East Holmes Avenue, Mesa, Arizona, 85206-3372, Phone: (480) 830-3700, Fax: (480) 830-3903. Written comments should be submitted by June 15, 2002.

Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Melanie Street at (928) 774-8344. Requests should be made as early as possible to allow time to arrange the accommodation. This document is available in alternate formats by contacting Melanie Street, (928) 774-8344.



SAM ELTERS — ADOT ENGLMAN DISTRICT ENGINEER
MARCO FIERRO — ADOT PROJECT MONITOR
EDWARD D. WRIGHT — ADOT STATE ENGINEER

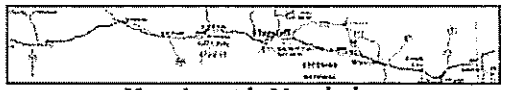
For Additional Meeting Information Contact: StarTangle, LLC Community Relations
Melanie Street, (928) 774-8344/(928) 774-8343 – fax, mstreet@startangle.com
THIS NEWSPAPER NOTICE AND OTHER PROJECT INFORMATION ARE AVAILABLE AT WWW.ADOTENVIRONMENTAL.COM
TRACS No. H93 H5 F5 F5

Format B
***Actual Size – 5.75 in. x 6 in.**

PubHrgAd_S75x6.qxd 5/24/02 5:55 PM Page 1

ARIZONA DEPARTMENT OF TRANSPORTATION

OPEN HOUSE



Your Input is Needed on
Improvements to US 93 (Hoover Dam—MP 17)

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SAM ELTERS — ADOT ENGLMAN DISTRICT ENGINEER
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For Additional Meeting Information Contact: StarTangle, LLC Community Relations
Melanie Street, (928) 774-8344/(928) 774-8343 – fax, mstreet@startangle.com
THIS NEWSPAPER NOTICE AND OTHER PROJECT INFORMATION ARE AVAILABLE AT WWW.ADOTENVIRONMENTAL.COM
TRACS No. H93 H5 F5 F5

The Heading Graphic can be used for either Format A or B. The usage should follow the design style and framing shown on this page.

Use of a map of the project is required.

*Newspaper requirements may vary. Check with each publisher for individual ad size specifications.

STYLE SHEET FOR ADOT PUBLIC MEETING ADS

Ad Elements	Sample Text	Font Name	Size	Case	Leading	Horizontal Scaling
1. Main Heading	**ARIZONA DEPARTMENT OF TRANSPORTATION**	**Futura Bold** *Franklin Gothic Heavy	17pt	UPPERCASE	0pt	100%
2. Ad Title	**OPEN HOUSE**	**Futura Bold** *Franklin Gothic Heavy	36pt	UPPERCASE	0pt	80%
3. Meeting Title	**Your Input is Needed on**	**Futura Bold** *Franklin Gothic Heavy	17pt	Title Case	19pt	100%
4. Meeting Subhead	**Improvements to US 93**	**Futura Bold** *Franklin Gothic Heavy	14pt	Title Case	15pt	100%
5. Meeting Date	**Thursday, May 30, 2002**	**Futura Bold** *Franklin Gothic Heavy	10pt	Title Case	10.75pt	90%
6. Meeting Place	**Mt. Tipton School 16500 Pierce Ferry Road Dolan Springs, AZ**	**Futura Bold** *Franklin Gothic Heavy	10pt	Title Case	10.75pt	90%
7. Meeting Time	**6 pm - 8 pm (MST)**	**Futura Bold** *Franklin Gothic Heavy	8pt	Title Case	10.75pt	90%
8. Presentation Time	**Presentation Time – 6 pm**	**Futura Bold** *Franklin Gothic Heavy	10pt	Title Case	10.75pt	90%
9. Body Text	Text should not be smaller than 8pt.	Futura Light *Franklin Gothic Book	9.75pt	Sentence case	10.75pt	90%
10. Personnel Names	SAM ELTERS	Futura Medium *Franklin Gothic Medium	9pt	UPPERCASE	0pt	100%
11. Personnel Titles	ADOT Kingman District Engineer	Futura Medium *Franklin Gothic Medium	7pt	Title Case	0pt	100%
12. Contact Information	For Additional Meeting Information Contact	Futura Medium *Franklin Gothic Medium	10pt	Title Case	0pt	100%
13. ADOT Web Information	THIS NEWSPAPER NOTICE AND OTHER .	Futura Medium *Franklin Gothic Medium	8pt	UPPERCASE	0pt	100%
14. TRACS Number	TRACS No: 093 MO H5347 01L	Futura Condensed *Franklin Gothic Medium Condensed	6pt	Title Case	0pt	100%

Notes: *Font* —Post Script fonts are recommended. IBM™ compatible and Macintosh™ versions of the Futura font can be purchased if not included in your software. *Leading* — The space between each line of text. *Horizontal Scaling* — The scaling of character width (some software may not offer this feature).
** If using Microsoft Publisher™, a PC font called Franklin Gothic may be used in place of Futura.*

The following downloadable public meeting graphic ad elements can be placed in a number of different software programs such as Quark™, PageMaker™, Microsoft Publisher™, Photoshop™, or Illustrator™ The graphic ad elements will work on either a IBM™ compatible or Macintosh™ platform.

Saving the final document as an Adobe Acrobat™ .pdf formatted file will minimize possible font/image placement problems and unauthorized editing. When providing the final ad to the ADOT Environmental Planning Group (EPG) for placement on their website, the file must be in .pdf format.

Samples of two public meeting ad templates in Quark™, PageMaker™, and Publisher™ are provided. These templates can be altered to accommodate various size and layout requirements.

Important Note: The templates and associated fonts may translate differently depending on what version of desktop publishing software you are using. Always check your final ad against the style sheet provided.

GENERAL INFORMATION

- *Frame:* 2 pt. black outline.
- *Heading Graphics:* People_Graphic.tiff
- *Text:* All text is centered except for the body text, which is force justified.
- *Map:* Since maps may vary in size and shape, place maps vertically next to or above the body text.
- *ADOT Logo:* The ADOT logo is used as a left anchor base at the bottom of the body text.
- *Other Logos:* Additional team logos can be placed as the right anchor base (opposite the ADOT logo) at the bottom of the body text, or as left and right anchors to the contact information.

REQUIRED PUBLIC MEETING AD TEXT

1. Main Heading: the main heading should not change

Arizona Department of Transportation

2. Ad Title: may vary according to type of meeting

Open House
Public Scoping Meetings
Public Hearing
Public Meeting
Public Information Meeting

3. Meeting Title: purpose of meeting

Your Input is Needed on

4. Meeting Subhead: project information/ADOT project name

Improvements to US 93
Hoover Dam—Recreation Area

5. Meeting Date: Use Associated Press (AP) style; spell out day of the week, use three-letter abbreviation for the month followed by a period (Nov.)

Thursday, May, 30, 2002

6. Meeting Place: facility and address where meeting is being held; no zip included

Mt. Tipton School
16500 Pierce Ferry Road
Dolan Springs, AZ

7. Meeting Time: AP style; include time zone information in parenthesis, if applicable

6 pm — 8 pm (MST)

8. Presentation Time:

Presentation Time—6 pm

9. Body Text: paragraph format, force justified. See sample for suggested text

Invitation to meeting
Meeting date
Agencies involved
Project information
Explain who is invited and why
Lead consultant

(Body Text cont.)

For additional technical and project information or to submit comments in writing, please contact _____ (name of project contact), _____ (company/agency name), _____ (company/agency address), _____ (phone), _____ (fax). Written comments should be submitted by _____ (date—usually two weeks after the actual meeting takes place).

Note: ADA language must be included in all public meeting/hearing ads

Americans with Disabilities Act (ADA): persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting _____ (name of project contact), at _____ (phone). Requests should be made as early as possible to allow time to arrange the accommodation. This document is available in alternate formats by contacting _____ (name and phone number).

10. Personnel Names: ADOT project team names

Name of District Engineer - left lower corner
Name of Project Manager/Monitor
Name of State Engineer - right lower corner

11. Personnel Titles: coincides with Item 10

12. Contact Information: meeting information contact person (public involvement consultant) may be different than project/technical information contact person (project engineer from design consultant)

For Additional Meeting Information Contact: _____ (company name), _____ (name of information contact person), _____ (phone and fax), _____ (e-mail information).

13. ADOT Web Information: directs the reader to additional online information

This newspaper notice and other project information are available at www.adotenvironmental.com

14. TRACS Number: Official ADOT TRACS number assigned to the project

TRACS No: 093 MO H5347 O1L

ADOT PUBLIC MEETING ADS
GRAPHIC ELEMENTS

People Graphic

Arizona Department of Transportation
Logo

ADA Language

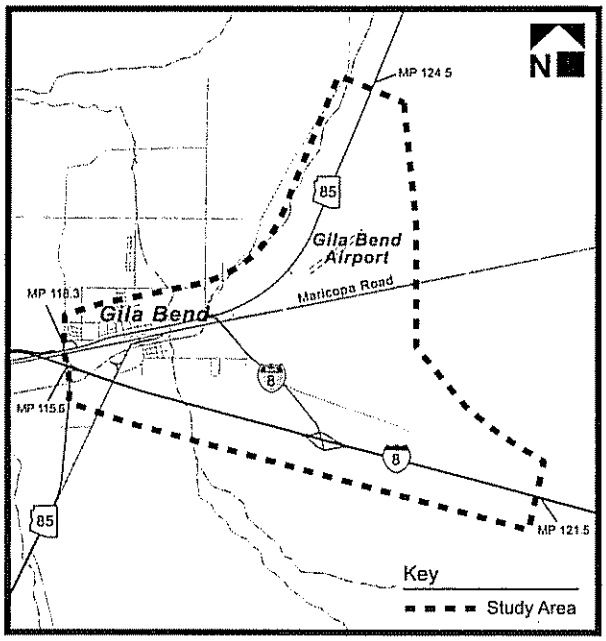
Persons may request special accommodations such as translation to sign language by contacting Michael Book, Logan Simpson Design Inc., 51 W. Third Street, Ste. 450, Tempe, AZ 85281 (phone: 480-967-1343 or fax: 480-966-9232). To arrange for accommodations, please make requests as early as possible. This notice is available in alternative formats by contacting Michael Book at the address/phone number referenced above.

ARIZONA DEPARTMENT OF TRANSPORTATION AND FEDERAL HIGHWAY ADMINISTRATION

PUBLIC INFORMATION MEETING

Interstate 8/State Route 85
Design Concept Report and Environmental Assessment
Phase 1 - Corridor Location Study

Thursday, December 16, 2004
Gila Bend High School Cafeteria
308 N. Martin Avenue
Gila Bend, Arizona
6:00 pm–7:30 pm (MST)
Presentation Time–6:15 pm



The general public is invited to attend a public information meeting taking place on Thursday, December 16, 2004 The Arizona Department of Transportation (ADOT) and the Federal Highway Administration are studying corridor locations and preliminary interchange locations for the tie-in of State Route (SR) 85 with Interstate 8 (I-8) in Gila Bend, which will include local road connections This is the first phase of a two-phased study Preliminary alternatives are being developed for the reconstruction of the B-8/SR 85 traffic interchange and B-8 between I-8 and SR 85 A brief presentation of the preliminary alternatives will be made at the public meeting

Representatives from ADOT's study team will be present to answer your questions and address your concerns on a one-on-one basis during the public meeting Project information in the form of map displays will be available for viewing

For additional technical and project information or to submit comments in writing, please contact Dave Bender, AMEC, 4435 East Homes Avenue, Arizona, 85206, (480) 830-3700 phone, (480) 830-3903 fax Written comments should be submitted by December 30, 2004

Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation such as a sign language interpreter. by contacting Michael Book at (480) 967-1343 Requests should be made as early as possible to allow time to arrange the accommodation This document is available in alternate formats by contacting Michael Book. (480) 967-1343

Dallas Hammit
ADOT Yuma District Engineer

Clark Clatanoff
ADOT Project Manager

Michael Ortega
ADOT State Engineer

For Additional Meeting Information Contact: Logan Simpson Design Inc.
Michael Book (480) 967-1343/(480) 966-9232 – Fax, mbook@lsdaz.com

THIS NEWSPAPER NOTICE IS AVAILABLE AT WWW.ADOTENVIRONMENTAL.COM

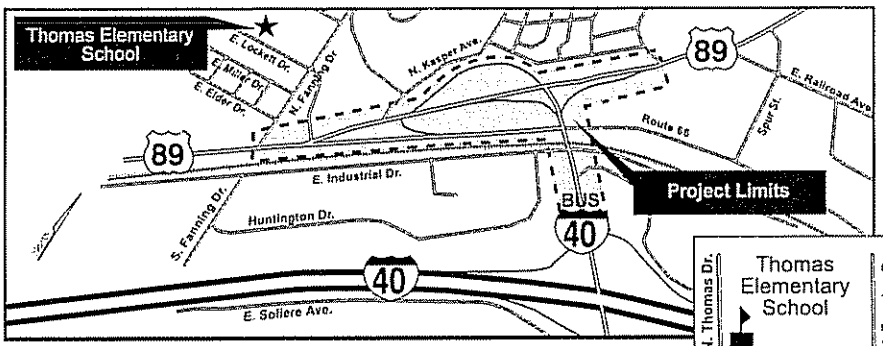
TRACS No. 085 MA 123 H6407 01L

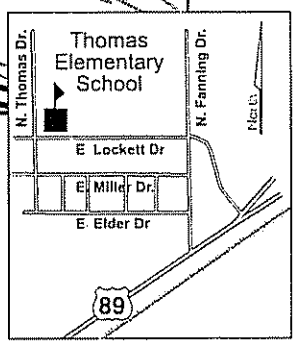
ARIZONA DEPARTMENT OF TRANSPORTATION and FEDERAL HIGHWAY ADMINISTRATION

ADOT

Federal Highway Administration

PUBLIC HEARING





Hearing Location

East Flagstaff Traffic Interchange Project

Thursday, November 4, 2004
Thomas Elementary School
3330 E. Lockett Rd
Flagstaff, AZ
6:00 to 7:30 p.m.
Presentation at 6:15 p.m.

The Arizona Department of Transportation (ADOT) and the Federal Highway Administration (FHWA), in coordination with the City of Flagstaff, Flagstaff Metropolitan Planning Organization, and Coconino County, are evaluating proposed improvements to the East Flagstaff Traffic Interchange at US 89 and B-40/Country Club Drive from Fanning Drive to Cummings Street This project also will improve a small segment of Route 66

The purpose of the project is to relieve congestion on local roadways, enhance pedestrian and bicycle facilities, address drainage issues, and serve the growing needs of the area

The purpose of this public hearing is to provide information on the preferred roadway improvements and to receive comments on the Draft Environmental Assessment (EA). A presentation of the project overview and preferred roadway improvements will begin at 6:15 p m The project team will be available to discuss the project and answer any questions A court reporter will be available to record public comments.

Copies of the Draft EA are available for public review at the following locations in Flagstaff:

ADOT Flagstaff District Office
1801 S Milton Rd
(928) 774-1491

Flagstaff City Hall
211 W Aspen Ave
(928) 774-5281

East Flagstaff Community Library
3000 N 4th St., #5
(928) 774-8434

County Administration Building
219 E Cherry Avenue
(928) 774-5011

The Draft EA also is available online at www.adotenvironmental.com. Comments will be accepted at the hearing, as well as by mail to Patricia McCabe at 51 W. Third St, Suite 450, Tempe, AZ 85281 Written comments must be postmarked no later than November 19, 2004. For additional technical and hearing information, contact Paul Waung, Project Manager, at (602) 337-2777

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting Marsha Miller at (928) 600-3003 or e-mail at marsha@kdacreative.com Requests should be made as early as possible to allow time to arrange the accommodation. This document is available in alternative format by contacting Marsha Miller at (928) 600-3003
THIS NEWSPAPER NOTICE IS AVAILABLE AT WWW.ADOTENVIRONMENTAL.COM

JOHN HARPER	BAHRAM DARIUSH	MICHAEL ORTEGA
ADOT FLAGSTAFF DISTRICT ENGINEER	ADOT PROJECT MANAGER	ADOT STATE ENGINEER

TRACS No: 040 CH 201 H 5106 01D