

PUBLIC MEETING  
PUBLIC OFFICIALS NOTIFICATION SAMPLE



*Florida Department of Transportation*

NAME  
GOVERNOR

District Address

NAME  
SECRETARY

**Subject for Email:** Public Meeting scheduled for (Study Name) PD&E Study on (Date), FPID (Number), (Location)

The Florida Department of Transportation (FDOT) invites you to a public meeting for the (study name) Project Development & Environment (PD&E) Study from (project limit) to (project limit) in (location).

**Participate in the meeting:**

**In-Person**

Day, Date

Location

Address

Anytime between 5 – 7 p.m. Open House

This will include (description of format).

**Virtually**

Day, Date

Register in advance: (Registration Link)

6 - 7 p.m.

This will include (description of format).

This public meeting is being held to present information about the preliminary alternatives and provide the opportunity for the public to express their views. **If you are unable to attend the meeting**, comments can be provided by (date) through the project webpage, email or mail to the project manager to be included in the formal record.

Webpage URL

Project Manager Name

District Address

Project Manager Email

*[IF APPLICABLE Add any specific language below (e.g. Access change, Section 106, Section 4(f)).]*

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Any person requiring special accommodations under the Americans with Disabilities Act or requiring translation services (free of charge) should contact (name), District Title VI Coordinator, at (phone number), or email at [name@dot.state.fl.us](mailto:name@dot.state.fl.us) at least seven days prior to the public meeting.

*The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated May 26, 2022 and executed by the Federal Highway Administration and FDOT.*