

DRAFT ENVIRONMENTAL IMPACT STATEMENT PUBLIC HEARING  
PUBLIC OFFICIALS EMAIL SAMPLE



*Florida Department of Transportation*

NAME  
GOVERNOR

District Address

NAME  
SECRETARY

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

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

**Participate in the hearing:**

**In-Person**

Day, Date

Location

Address

Anytime between 5 – 6 p.m. Open House

6 p.m. Formal presentation and comment begins

This will include (description of format).

**Virtually**

Day, Date

Register in advance: (Registration Link)

6 p.m. Formal presentation and comment

This will include (description of format).

This hearing is being conducted to present the preferred alternative and analysis completed to date, as well as to give interested persons an opportunity to express their views concerning the proposed improvements during a 45-day comment period.

The environmental document, along with other relevant documents, will be available for public viewing from (date: 21 days prior to the first hearing event) to (date: 45 days after Notice of Availability publish date in the Federal Register), (year), at (location), (address) and at the FDOT District Office located at (address). They will also be available on the project webpage.

**If you are unable to attend the hearing**, comments can be provided by [\(date\)](#) through the project webpage, or by email or mail to the project manager to be included in the formal hearing record.

[Webpage URL](#)

[Project Manager Name](#)

[District Address](#)

[Project Manager Email](#)

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.*