

PUBLIC MEETING  
FLORIDA ADMINISTRATIVE REGISTER SAMPLE



This notice has nothing to do with any rule or rulemaking process.

The Florida Department of Transportation, District (Number)

Announces a *[Choose 'workshop' or 'public meeting' in the drop down list]* to which all persons are invited.

DATES AND TIMES: IN PERSON: *Day, Date at 5 p.m.*, VIRTUAL: *Day, Date at 6 p.m.*

PLACE: *Location, Address* or *URL Link*

GENERAL SUBJECT MATTER TO BE CONSIDERED:

The Florida Department of Transportation (FDOT) invites you to a Project Development & Environment (PD&E) public meeting for the *(project name)* 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: 14/97 or Access change, Section 106, Section 4(f)].*

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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.

A copy of the agenda may be obtained by contacting:

[FDOT Project Manager/Representative's information](#)

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 7 days before the workshop/meeting by contacting: [\(name\)](#), FDOT District Title VI Coordinator by email at [name@dot.state.fl.us](mailto:name@dot.state.fl.us) or by phone at [\(phone number\)](#).

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued. *[Do **NOT** check this box unless there is a 'rule' associated with the meeting or hearing.]*

For more information, you may contact:

[FDOT Project Manager/Representative's information](#)

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Florida Administrative Register can be found at: [www.flrules.org](http://www.flrules.org)

Example of FAR Notice Submittal Page

**Add A NOTICE OF MEETING/WORKSHOP HEARING**

**Notice of Meeting/Workshop Hearing (Note: 1st 5 fields MUST be completed)**

**DEPARTMENT OF TRANSPORTATION**

The  (name of agency)

announces a  to which all persons are invited.

DATE AND TIME

Example: October 31, 2009, 8:00 a.m.

PLACE

GENERAL SUBJECT MATTER TO BE CONSIDERED:

A copy of the agenda may be obtained by contacting:

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For more information, you may contact:

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