

PUBLIC MEETING  
FDOT PUBLIC NOTICES WEBSITE SAMPLE



*[Note: If separating your in-person and virtual components, fill out one public notice per event.]*

**Meeting Title:** (Project Name) PD&E Public Meeting, FPID (Number)

**Purpose:**

**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 (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.

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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.

**Meeting Type:** [Workshop](#)

**District:** [District Number](#)

**Meeting Date:** [First event meeting date](#)

**Expires:** [One day after last event date](#)

**Begin Time:** [First event meeting start time](#)

**End Time:** [First event meeting end time](#)

**Virtual Attendee Link:** [Registration Link](#)

**Location Name:** [Meeting Location \[if virtual, put 'virtual'\]](#)

**Street Address:** [Meeting Address \[if virtual, put 'virtual'\]](#)

**City:** [Project City \[fill in for both in person \*\*and\*\* virtual\]](#)

**Directions:**

**Project Website:** [Project Website URL](#)

**Primary Contact:** [Project Manager](#)

**Primary Phone:** [Project Manager Phone Number](#)

**Primary Email:** [Project Manager Email](#)

**Additional Contact:** [Communications Contact Name](#)

**Additional Phone:** [Communications Contact Phone](#)

**Additional Email:** [Communications Contact Email](#)

**Program Area:**