

SMALL GROUP/PROJECT ADVISORY GROUP (PAG) 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 workshop to which all persons are invited.

DATES AND TIMES: [Day, Date](#) at [Time](#)

PLACE: [Location, Address](#) or [URL Link](#)

GENERAL SUBJECT MATTER TO BE CONSIDERED:

This Project Development and Environment (PD&E) ([Project Advisory Group/small group meeting](#)) for the ([project name](#)) (FPID ([number](#))) from ([project limit](#)) to ([project limit](#)) in ([location](#)) is ([being established/being held](#)) to ([group purpose/meeting purpose](#)). *[Add additional info as needed.]*

In-Person

[Day, Date](#) at [Time](#) a.m./p.m.

[Location](#)

[Address](#)

This will include ([description of format](#)).

Virtual

Register in advance: ([Registration Link](#))

The public is invited to attend as observers.

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 or by phone at ([phone number](#)).

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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

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.
hearing
workshop
telephone conference call

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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