

# Design Standards Letter

**Letter Number: G-1970-06**

**Letter Date: 01/12/1970**

**Effective Date: 01/12/1970**

**Section/Plan No.: None**

**Subject: Public Hearing Instructions (Revised)**

## Body

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ALL DIVISION AND DISTRICT ENGINEERS

Previous instructions regarding the requirements for conduct and content of public hearings were issued by General Letter No. 17, 1969, dated March 14, 1969. Since that time, several revisions have been made and it is considered advisable to include all of the changes in a reissue of the general instructions.

These instructions will supersede all previous instructions regarding public hearings.

The following changes have been made from the original instructions contained in General Letter No. 17, 1969.

### List of Agencies to be Notified

New address for Missouri Conservation Department  
U.S. Department of Interior  
Bureau of Outdoor Recreation  
U.S. Department of Interior  
National Park Service

### Page 2, Coordination with Other Agencies

First paragraph revised to include any governmental agency, person, or group.

### Page 4, Notice of Public Hearing

Second paragraph revised to include "... and copying ...."

### Page 5, Design Public Hearing

Paragraph added to cover the advertisement for a combined location and design hearing.

### Page 5, Conduct of Public Hearing

Added to Paragraph B-4 "...and submitted through proper channels to the State Highway Commission."

Page 7, Conduct of Public Hearing  
Paragraph 10 revised to read "...information pertaining to the proposed location...."

Page 7, Transcripts of Public Hearings  
Second paragraph changed to require only nine copies instead of ten.  
Includes list of material that should not be included in the transcript.

Page 8, Transcript of Public Hearings  
Penultimate paragraph requires that the letter of transmittal be directed to the Division Engineer of Surveys and Plans as well as all copies of the transcript.

The following procedure shall apply with respect to furnishing copies of strip maps used as exhibits at public hearings.

1. Tracings of approved strip maps will be retained in the Main Office; the exhibits shown at the hearings being prints only.
2. Prints of strip maps will be furnished by the Main Office and will be stamped "Unapproved Preliminary Plans". Requests for prints are to be sent to this office through the appropriate District office. It will be the District's responsibility to determine the coverage desired. Reproducibles are not to be furnished, and neither the tracings nor reproducibles thereof are to be loaned out for printing by others.
3. The standard charge will be 50 cents per linear foot of print.
4. Complete strip map prints will be released only to local subdivisions of government; and there will be no charge for a reasonable number of prints for these agencies. Prints will be furnished to anyone desiring coverage of individual properties, including isolated tracts at interchange areas. This includes oil companies and possible land speculators, but it will not be our intent to supply them with prints of entire strip maps since there would be questionable need for this.

These instructions are effective immediately and supersede all previous instructions regarding the conduct and content of public hearings.

Leland D. Fletcher  
Division Engineer

## Surveys and Plans