



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0350

INSTRUCTIONAL BULLETIN NO. 02-16

Regarding Public Hearing
and
Public Meeting Requirements

In order to meet all legal requirements for advertising public hearings or public meetings, the Legal Office requests that all information pertaining to public hearings be received 45 days prior to the hearing and all information pertaining to public meetings 20 to 25 days prior to the meeting. **There can be no exceptions.**

The manager requesting the hearing will be required to submit a cover letter, hearing notice, and location map. The cover letter and notice shall include the date of the hearing or meeting, the place the hearing or meeting is to be held, the project number, the description of the project, and the county in which the project is located. The cover letter shall additionally include the telephone number and address of the contact person. No action can be taken by the Legal Office to set up the hearing or meeting if any of this information is not included in the notice and on the cover letter. Example of the notice is attached.

The Tennessee Press requires that all advertisements be sent to their office in electronic format. Therefore, the Legal Office will need an e-mail of the notice as well as the location map for each project.

The Legal Office has requested that the location map be submitted as a Microsoft Word document. TDOT designers and managers may obtain information for converting Microstation drawings into Microsoft Word at

\\Jj00s14\VOL1\SHARED\PROJECTS\TdotStandards\Documents\LocationMaps.doc

TDOT managers will be responsible for forwarding the information to consultants.

Jeff C. Jones, C. E. Director
Design Division

JW: edt

Attachment

August 1, 2002