



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0348**

INSTRUCTIONAL BULLETIN NO. 06-17

Regarding Public Hearing and Public Meeting Requirements

In order to meet all legal requirements for advertising public hearings or public meetings, the Community Relations Division 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.

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 Community Relations Office to advertise the hearing or meeting if any of this information is not included in the notice and on the cover letter. Examples of the cover letter, hearing notice, and location map are attached.

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

The Community Relations 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:

http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/v8/locationmaps.pdf

This bulletin voids Instructional Bulletin No. 02-16.

Original signed by Jeff C. Jones
Jeff C. Jones, Civil Engineering Director
Design Division

JCJ:ma
Attachments
June 5, 2006



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0348

Attachment #1 (Example Cover Letter)

MEMORANDUM

TO: Ms. Judy B. Steele, Director, Community Relations Division

FROM: Michael Agnew, Assistant Director, Design Division

DATE: May 19, 2006

SUBJECT: REQUEST FOR ADVERTISEMENT OF A DESIGN MEETING
Project No. IM-81-1(102)7, 32001-1124-44, PIN 101203.00
I-81, Interchange @ State Route 32 (US 25E) Exit 8
Hamblen and Jefferson Counties

We are requesting you to advertise this project for a design meeting as described in the attached document.

I have arranged with Ms. Janice Brown, principal of North Middle School, at (865-986-9944, ext. 302) to have the school cafeteria available at 421 Hickory Creek Road, Morristown, TN 37771, from 4:30 p.m. to 8:00 p.m. for a 5:00 p.m. to 7:30 p.m. design meeting on Wednesday, December 15, 2004.

A copy of the project location map is attached for your use.

MA/AR/et
Attachment

cc: Jeff C. Jones
Amanda K. Tidwell
Derrick Tibbs
(Regional Design Manager)
(Regional ROW Manager)
File

Attachment #2 (Example Hearing Notice)

NOTICE OF HIGHWAY DESIGN MEETING

The Tennessee Department of Transportation (TDOT), an equal opportunity affirmative action employer, will conduct a Highway Design Meeting on the 28th day of February 2006 in the gymnasium of Witt Elementary School, 4650 S Davy Crockett Parkway, Morristown, TN 37814, to discuss project number IM-81-1(102)7, I-81 Interchange (Exit 8) at SR-32 (US-25E) in Hamblen County as shown on the general location map.

The project proposes to modify the I-81/SR-32 interchange and reconstruct SR-32 (US 25E) with five 12' travel lanes and two 12' shoulders within project limits. Out of the five lanes on SR-32, one will be the north bound third lane. The existing west bound I-81 on ramp will be replaced by a new free flow ramp at the northwest quadrant of the interchange. Northbound to westbound traffic from SR-32 to I-81 will also be routed through this new ramp. The existing east bound on and off ramps of I-81 will be realigned. Existing dual bridges on SR-32 will be replaced by a single bridge. Additional right-of-way and easements will be required along SR-32 and I-81.

This meeting will be held from 5:00 - 7:00 p.m. during which time there will be a presentation followed by a question and answer session. The public is invited to ask questions and make comments during the meeting. Representatives of TDOT will be present to answer questions on any aspect of the project.

Plans are available for public inspection at the offices of:

Mr. Paul Beebe
7345 Region Lane
Knoxville, TN 37914
Phone: (865) 594-2442

or

Mr. Ataur Rahman
1300 James K. Polk Bldg.
Nashville, TN 37243-0348
Phone: (615) 741-7958

Persons with a disability, who require aids or services to participate at the meeting, may contact Ms. Margaret Mahler at the following address:

Ms. Margaret Mahler
ADA / Safety Coordinator
Tennessee Department of Transportation
Suite 400, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243

or by e-mail:

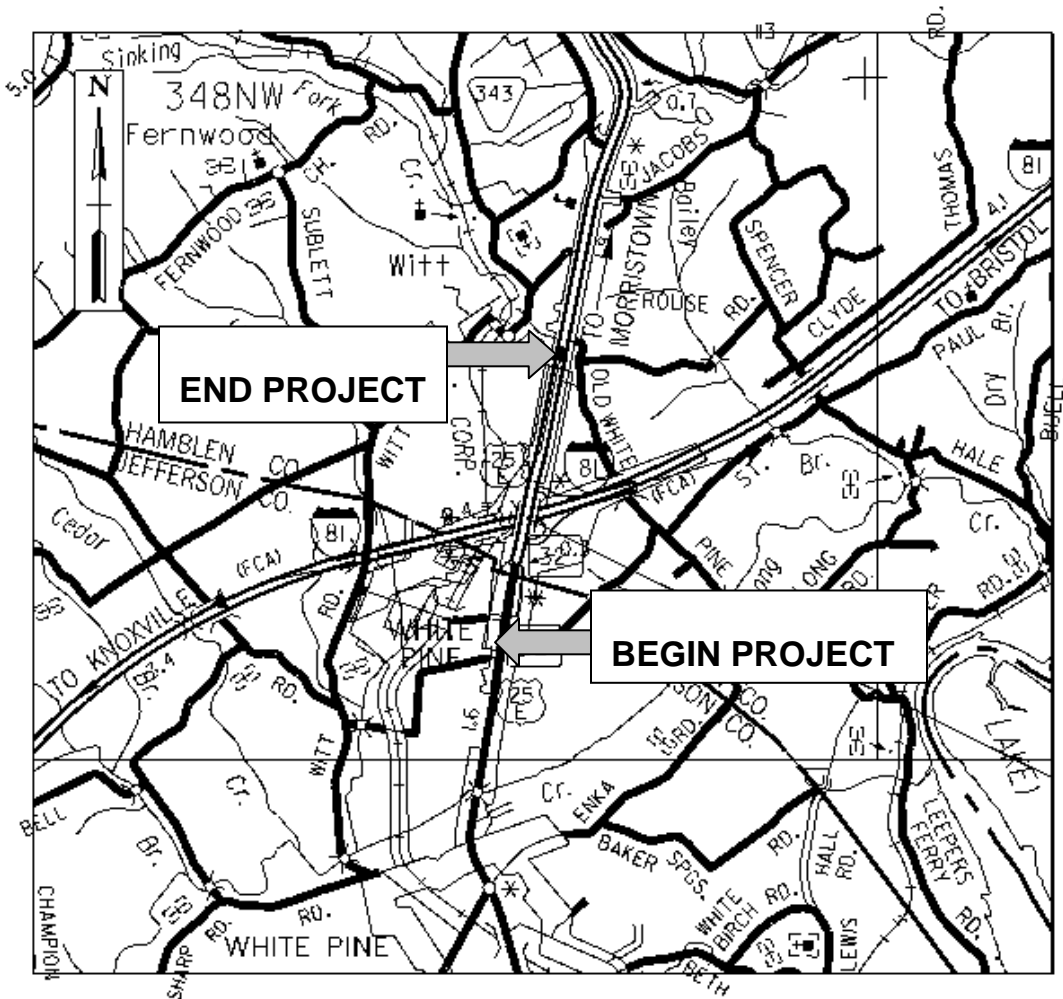
Margaret.Z.Mahler@state.tn.us
Phone (615) 741-3461
Fax (615) 253-1477
TTY Relay (877) 831-0298

A court reporter will be available to receive oral statements to be included in the project transcript. In addition, comment sheets are available for those who prefer to make written statements. Written statements and other exhibits to be included in the project transcript may be submitted within ten (10) days after the meeting date to the following address:

Project Comments
Tennessee Department of Transportation
Suite 700, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0332

HAMBLLEN & JEFFERSON COUNTIES

PROJECT NO. IM-81-1(102)7



**I-81, INTERCHANGE @ STATE ROUTE 32
(U.S. 25E) EXIT 8**

GENERAL LOCATION MAP