

Planned Public Involvement Activities

To be completed by Public Engagement

Name: _____

Contact Information: _____

Project: _____

Project Lead: _____

NEPA Coordinator: _____

Public Meeting: Yes No

Date of Public Meeting: _____

Required Public Involvement Activities

Mailings Postcard within the project corridor - Distribution date: _____

Project website Website request form submitted - Date for website launch: _____

Press release Distributed to media and local stakeholder groups - Distribution date: _____

Notification to elected officials Press release shared with the Chief of Staff Office

Additional Recommended Public Involvement Activities

These activities are in addition to all of the above activities and are required on projects with a public meeting or public hearing

Social Media Post Social media post to include the date and location of the meeting
Distribution date: _____

Social media platforms Facebook X LinkedIn NextDoor

Project Signs Sign request form submitted at least 45 days in advance
Date of request: _____

Additional Public Involvement Activities to Consider

These activities are in addition to all of the above activities and should be considered for projects that are controversial, have significant community impacts or disproportionately impact traditionally underserved communities

Flyers

- Distributed to local businesses, public places and faith based organizations within the project corridor

Distribution date: _____

- List of distribution sites provided to the Project Lead to include in the project file

Yard Signs

- Placed strategically in high traffic areas within the project corridor

Distribution date: _____

Newspaper Advertisement

- Provided to newspapers that are distributed within the project area

Date of advertisement: _____

Participation at other local meetings, festivals, or public gatherings

- SCDOT booth with information about upcoming projects that have an impact in the area

Description of event including date, time and location: _____

Paid social media advertising

- Paid social media campaigns to promote a project or public meeting
- Schedule and cost attached to the public involvement plan

Property Owner Letters

Distribution date: _____

