**Documentation of Public Hearing**

**Project Location**
<Enter County Name>

<Enter Facility Name>
<Enter Control Section Job Number (CSJ)>

**Project Limits**
<Enter Project Limits>

**Hearing Location**
<Enter Hearing Location>

**Hearing Date and Time**
<Month-Day-Year> at <Time>

**Translation Services**
<Enter Languages other than English>

**Presenters**<Enter name and affiliation>

**Elected Officials in Attendance**<Enter name and title>

**Total Number of Attendees (approx.)**<Enter Number>

**Total Number of Commenters**<Enter Number>

**Contents**

1. Comment/response matrix
2. Notices provided (including tear sheets, website screen captures, distribution lists with copy of notice sent, etc.)
3. Sign-in sheets
4. Transcript
5. Comments received
6. Figures