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| *Use this template to prepare a notice and opportunity to comment. This notice is usually distributed by mail (non-certified), but it can also be distributed by email. The template can be used for state projects and for federal projects assigned to Texas Department of Transportation (TxDOT) by the Federal Highway Administration.*  *To prepare the content required to be included in a notice, enter project-specific information in the prompts of the template. Prompts are highlighted in grey and set off by brackets, <as shown here>. When all prompts have been addressed, ensure no prompts remain, and copy the content into another document to format the notice. Do not copy these instructions, the title of the template or the headers and footers.* |
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**Notice and Opportunity to Comment**

**<Enter Roadway Name and/or Number>**

**From <Enter Starting Project Limit> to <Enter Ending Project Limit>**

**CSJs: <0000-00-000>**

**<Enter County> County, Texas**

The Texas Department of Transportation (TxDOT) <enter “and” and the name of any local governmental entity that is advancing the project> is <or “are”> proposing to <enter the action, such as widen, reconstruct, improve, etc.> <enter the roadway name and/or number> from <enter starting project limit> to <enter ending project limit> in <enter county name> County, Texas. This notice is affording an opportunity to comment as part of the environmental review process for this project. <If the project does not add capacity or involve the construction of a highway at a new location, retain the following sentence; if not, delete it> You are receiving this notice because records indicate that you own property that would be acquired (in part or in whole) for this project. <If the project adds capacity or involves the construction of a highway at a new location, retain the following two sentences; if not, delete them both> If you are a property owner, you are receiving this notice because records indicate that you own property that (1) would be acquired (in part or in whole) for this project, or (2) is adjacent to the project. This notice and opportunity to comment is also being provided to affected local governments and public officials.

<Enter a brief project description of no more than five sentences, including following details: explanation of proposed improvements; highway numbers and local names of highways affected; type of facility; project length in miles; number of lanes; existing and proposed ROW widths; and counties, cities, and/or communities affected>

<**DISPLACEMENTS -** If there are displacements, then modify the following three sentences; if not, delete them> The proposed project would, subject to final design considerations, require additional right of way and potentially displace <enter number> residences and <enter number> non-residential structures. Relocation assistance is available for displaced persons and businesses. Information about the TxDOT Relocation Assistance Program and services and benefits for those displaced and other affected property owners, as well as information about the tentative schedule for right-of-way acquisition and construction, can be obtained from the TxDOT district office by calling <enter phone number>.

<**NO DISPLACEMENTS, BUT ROW ACQUISITION -** If there are no displacements but additional ROW is required, then retain the following two sentences; if not, delete them> Although additional right of way would be required, no residential or non-residential structures are anticipated to be displaced at this time. Information concerning services and benefits available to affected property owners and information about the tentative schedule for right-of-way acquisition and construction can be obtained from the TxDOT district office by calling <enter phone number>.

Any environmental documentation or studies, maps and drawings showing the project location and design, tentative construction schedules, and other information regarding the proposed project are on file and available for inspection Monday through Friday between the hours of 8 a.m. and 5 p.m. at <enter the district office, area office, or local government’s office, address, and phone number>. <retain and edit the following sentence if applicable> Project materials are also available online at <enter web address>.

The project materials are written in English. If you need an interpreter or document translator because English is not your primary language or you have difficulty communicating effectively in English, one will be provided to you. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. If you need interpretation or translation services or you are a person with a disability who requires an accommodation to review the project materials or submit information, please contact <contact name (PIO/or other appropriate contact), District or Division Name>, at <phone number with area code> no later than 4 p.m. CT, at least three business days before the date on which you would like to review the project materials or submit information. Please be aware that advance notice is required as some services and accommodations may require time for TxDOT to arrange.

*Loa materiales del proyecto están escritos en inglés. Si usted necesita un intérprete o un traductor de documentos porque su idioma principal no es el inglés o tiene alguna dificultad para comunicarse eficazmente en inglés, se le proporcionará uno. Si usted tiene alguna discapacidad y necesita ayuda, se pueden hacer arreglos especiales para atender la mayoría de las necesidades. Si usted necesita servicios de interpretación o traducción o es una persona con alguna discapacidad que requiera una adaptación para revisar los materiales o enviar información, por favor póngase en contacto con <contact name (PIO/or other appropriate contact), District or Division Name>, al número <phone number with area code> a más tardar a las 4:00 p.m. hora central, al menos tres días hábiles antes de la fecha en la que desea revisar los materiales del proyecto o enviar información. Por favor sepa que es necesario dar aviso con anticipación, ya que algunos servicios y adaptaciones pueden requerir tiempo para que TxDOT los organice.*

Written comments regarding the proposed project are requested and may be submitted by mail to the TxDOT <enter the district name> District Office, <enter address>, or by email to <enter email address>. All comments must be received on or before <enter the day of the week and date 18 calendar days after date this notice is mailed, or 15 days after date this notice is emailed>.

If you have any general questions regarding the proposed project, please contact <enter contact person’s name, title, phone number, and email address>.

**<NEPA ASSIGNMENT –** For an FHWA project for which TxDOT is conducting the environmental review under NEPA assignment, retain the following sentence; if not, delete it> The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried-out by TxDOT pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated December 9, 2019, and executed by FHWA and TxDOT.

<**NON-NEPA ASSIGNED FHWA PROJECT** – For an FHWA project that is not covered by NEPA assignment (e.g., a project that crosses the state line), retain the following sentence; if not, delete it> The lead agency under the National Environmental Policy Act for the proposed project is the Federal Highway Administration.