

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties	Date: August 24, 2012
From: Office of Local Systems	I.M. No. 3.770
Subject: Paving Point Requirements	

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) to calculate the paving points and if needed conduct a public hearing as per the County Secondary Road Construction Program Instructions.

This I.M. also includes the following attachments:

- [Attachment A](#) - Paving Point Determination
- [Attachment B](#) - Sample Notice of Public Hearing ([Word](#))
- [Attachment C](#) - Sample Resolution ([Word](#))

Use [Attachment A](#) to determine the number of paving points for a proposed paving project (a road that is currently not paved). If the proposed paving project has 50 points or more, the project does not need a public hearing. If the proposed paving project has less than 50 points, proceed with the steps shown below.

1. Set a time, date, and place for a public hearing for the Secondary Road Paving Projects. The public hearing can be in conjunction with a hearing for the Secondary Road Construction Program.
2. Publish a notice for a public hearing in a newspaper of general circulation in the county not less than 4 or more than 20 days prior to the hearing. State the time, date, and place for the hearing, location of the project, and any other pertinent data in the notice. (See [Attachment B](#) to this I.M. for a sample Notice of Public Hearing.)
3. Notify the appropriate District Local Systems Engineer of the Public Hearing by sending a cover letter, a copy of the Notice of the Public Hearing, and a location map. Send a copy of the cover letter to the Iowa Department of Transportation, Office of Local Systems, Secondary Roads Engineer, 800 Lincoln Way, Ames, Iowa 50010.
4. Hold the Public Hearing.
5. Pass a resolution of the board of supervisors to develop the plans and construct the project as programmed. Describe any objections or support that is presented. (See [Attachment C](#) to this I.M. for a sample resolution.)
6. Send 1 copy of the resolution to develop the plans and construct the project as programmed, along with a map, to the appropriate District Local Systems Engineer. Indicate in TPMS the date of the public hearing.

A hearing must be held prior to submitting the County Five Year Program (CFYP) for approval for any accomplishment year paving project with less than 50 points. A statement from the county engineer providing the date that a hearing was held shall be sent to the Iowa Department of Transportation, Office of Local Systems, Secondary Roads Engineer and is sufficient documentation.