Early Notice and Public Review of a Proposed Activity in a 100-Year Floodplain or Wetland

Publication Date: _____

This is to give notice that [Responsible Entity] _____ has conducted an evaluation as required by Executive Order 11988 and/or 11990, in accordance with HUD regulations at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management, to determine the potential affect that its activity in the floodplain and wetland will have on the human environment for [Program Name] _____ under [contract number] _____. [Describe the activity, e.g. purpose, type of assistance, the size of the site, proposed number of units, size of footprint, type of floodplain, natural values]
_____
_____. [State the total number of acres of floodplains] _____. The proposed project(s) is located [at addresses]_____ in [Name of City], _____ [Name of County] _____.

There are three primary purposes for this notice. First, people who may be affected by activities in floodplains and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Second, an adequate public notice program can be an important public educational tool. The dissemination of information about floodplains can facilitate and enhance Federal efforts to reduce the risks associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in floodplains, it must inform those who may be put at greater or continued risk.

Written comments must be received by [Responsible Entity] _____ at the following address on or before [Date]* _____: [Responsible Entity], [Address] _____ and [phone number] _____, Attention: [Name of Certifying Officer], _____ [Title] _____. Comments may also be submitted or further information can be requested via email at [email address] _____. A full description of the project may also be reviewed from [enter available office hours] _____ at [enter address or state that the address is the same as the office address above].
_____
_____

** Day 15 - This date should be 15 days after the date of publication (note: first day of comment is always the day after the date of publication. Therefore, really 16 days from date of publication to end of local comment period)*