

Regulatory Guidance Letter 88-01

SUBJECT: Length of Public Notices

DATE: March 8, 1988

EXPIRES: December 31, 1990

1. To reduce reproduction and mailing costs and to comply with the goals of the Paperwork Reduction Act of 1980, the contents of public notices should be held to the minimum necessary to provide sufficient information to generate meaningful comments.
2. In general, the public does not need and can often be confused by excessively detailed information and highly complex drawings. The information required by 33 CFR 325.3 can be adequately addressed in two pages in most cases. Furthermore, one drawing, or two at the most, is generally sufficient to show the location of the project, the relationship of the proposed activity to the resources and adjacent areas that will be impacted, and any relevant structural features of the project. Normally, a vicinity map and plan view should be sufficient to provide this information to the public. Not all public notices can or should be this short. However, care should be taken to insure that only the minimum information required to generate meaningful public comments is included in any public notice.
3. District engineers will take immediate steps to insure that public notices contain the minimum number of pages, including drawings, as discussed above. If additional information or drawings are available, which provide more detailed information that may be of interest to the general public, the public notice should note that this material is available for review at the district office. Also, when appropriate to more fully assess a project's impacts, more detailed information and drawings that are available but are not included in the public notice should be provided to Federal and state resource agencies because of the statutory provisions requiring these agencies to perform more detailed reviews of proposed activities.
4. This guidance expires 31 December 1990 unless sooner revised or rescinded.

FOR THE CHIEF OF ENGINEERS: