

NCHRP 350 PACKETS

(Packets will not be processed without a cover letter)

Please supply the following information for your NCHRP 350 Packet Request to DelDOT upon Entrance Permit Request. Be advised, the 350 packet review takes approximately 7-10 business days from submittal. The 350 packet will need approval from DelDOT Traffic, Robert Johnson in order to request a pre-construction meeting. If you have any questions about the formats please contact: Any questions on the NC 350 Packet please contact Robert Johnson at (302) 502-1514 or email him at robertj.johnson@delaware.gov

COVER LETTER REQUIREMENTS

Name of person/project requesting (To whom Response should be addressed)

Commercial Application#

Name of Contractor

Address for Contractor

Project Name

LOCATION: *Location of project and entrance to be constructed, roads, sidewalks etc. that will be utilized or affected.*

Description of Work: *Brief description of work to be performed.*

Enclosures: All 350 packets will need all WZ letters & crash testing info and their corresponding enclosures included for each item used for the project and for any particular MOT Case needed. IE; Perm & Temp sign stands, TMA's, Barricades etc.

*****The Contractors or their Sub-Contractor should receive this information for each device upon purchase.**

*****ALL CONTRACTORS ARE REQUIRED TO RETAIN THIS INFORMATION AND HAVE IT ON HAND AT THE PROJECT SITE.**

If the MOS or 350 packets are not supplied to DelDOT your project will be put on hold until all required documents are received. Pre-Con's will not be scheduled without all required forms and documents as stated in the Commercial Entrance Request Packet.