**For expedited processing:** Provide all project submittal information in the PDCA. Digital transmittals will only need to contain the project tracking info in the **\*Required Fields** below. For Minor Residential Subdivisions the Development Company can be Landowner’s Name.

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Project Name:** |  | **\*County:** |  |
| **\*Project Location/ Address:** |  | **\*Tax Parcel ID:** |  |
| **\*Engineer’s Company:** |  | **\*Development Company:** |  |
| **Engineer’s Name:** |  | **Developer:** |  |
| **Engineer’s Phone:** |  | **Developer Phone:** |  |
| **Engineer's Email:** |  | **Developer Email:** |  |

All Fees must be paid on-line through the [PDCA](http://pdca.deldot.gov/) by the land owner/developer, applicant or design firm. Payment methods include credit/debit or E-check. ***No paper submittals, physical checks or cash in any amount will be accepted***. This Fee form must be uploaded as part of the PDCA submittal to the Development Coordination Section.

* 1. Record Plan Submission (Please Check applicable boxes and provide required information)

A. [ ]  Minor Residential Subdivision (5 or less lots) Number of lots \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Check this box, if Senate Bill 49 Applies

B. [ ]  Major Residential Subdivision (State maintained streets and 6 or more lots) Number of lots \_\_\_\_\_\_\_\_\_\_\_

C. [ ]  Non-residential land development (i.e., commercial, school, office, church)

 Number of lots \_\_\_\_\_\_\_\_\_\_\_ Gross Floor Area (square feet) \_\_\_\_\_\_\_\_\_\_

D. [ ] Mixed Use

E. [ ] Other Residential, Non-State maintained development: $520 (Processed via section C as a one Lot project)

* 1. Initial Stage Fee Calculations
1. Minor Residential Subdivision (5 lots or less) ……$100 *(If all or a portion of the property has been subdivided in the previous 10 years, the fee is calculated using the formula found in B.)\*Click* [*Here*](https://www.deldot.gov/Business/subdivisions/) *for Guidance.*
2. Major Residential Subdivision ……… $400 + (Number of Lots x $10) = Total fee

$400 + [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x $10] = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Lots Total

C. Non-Residential development … $500 + (Number of Lots x $20) = total fee **OR**

$500 + (Gross floor area/1000 s.f. x $20) = total fee **(WHICHEVER IS GREATER)**

Number of Lots: $500 + [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x $20] = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Lots Total

Gross Floor Area: $500 + [\_\_\_\_\_\_\_\_\_\_\_\_\_÷1000 x $20] = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Floor Area Total

D. Mixed Use = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B C Total

**Confirm Payment:**

[ ] Fee has been paid on-line through the PDCA.

* 1. **Total Amount Remitted**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. **Signature**:

|  |  |  |  |
| --- | --- | --- | --- |
| *Applicant***:** | *-* | *Date***:** |  **/ /**  |

*(Typing your Name /signature attests that the provided fee is accurate, and does not constitute approval by the Department*.)

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_