



DelDOT - Development Coordination EMAIL-BLAST

Subject:

Plan Review Cycle Duration Decreases

Effective Date:

November 1, 2017

The Development Coordination Section has been working diligently to continue improving the process for project submittals. Our goal is to establish new standards so that we have the ability to maintain a high level of quality plan approvals, induce efficiencies and facilitate our customers in gaining plan approvals faster. To accomplish this, we are making alterations to the duration of our Plan Review Cycles. Currently, each Plan Review Cycle consists of a 42 calendar day duration. Beginning November 1st, the new Plan Review Cycle will be condensed from a **42 day cycle to a 30 day cycle**.

The condensed Plan Review Cycle is a compliment to the Critical Items Checklist and higher standards related to plan submissions previously implemented. The updated process will also include mandatory Comment Review Meetings with the submission engineer/property owner after the first Plan Review Meeting. The objective is to cooperatively review, discuss and concur on all plan review comments provided by the Department. These meetings will take place on a regular schedule the week after our plan review meeting. We are actively working on automating the scheduling of these meetings, but for the short term we will manually schedule them. These process changes will ultimately improve the quality of project submissions that DelDOT receives, which in-turn will allow shortened Plan Review Cycles and faster plan approvals.

You can find the new 2018 Plan Review Schedules for each County on our webpage:

<https://www.deldot.gov/Business/subdivisions/index.shtml>

We greatly appreciate all who were involved in making this process more efficient and allowing us to provide better customer service!