



DelDOT – Development Coordination

PDCA Guidance for: User Account Requests, User Login, Project Creation and Uploads

The Department of Transportation, Development Coordination Section implemented procedural changes requiring use of the Planning Development Coordination Application (PDCA) (<http://pdca.delDOT.gov/>) for the submittal of [on-line fee payments](#) and project documents related to Land Development, Subdivision Projects and Entrances. Learn more at [DevCoord.DelDOT.gov](#).

User Account Requests: (Returning users: may proceed to next step if Developer’s Account exists) Please forward an e-mail to subdivision@delaware.gov with the following information to allow creation of PDCA accounts and for assistance during project creation, file upload or fee payment.

Land Owner/Developer Contact

Salutation: **Mr. /Ms. /Mrs.**
First name (full):
Last name:
Common first name:
Title within Organization:
Email address:
Developer Company Name:
Street Address:
City:
State:
Zip Code:
Work Phone:

Engineer/Surveyor Contact

Salutation: **Mr. /Ms. /Mrs.**
First name (full):
Last name:
Common first name:
Title within Organization:
Email address:
Design Firm Company Name:
Street Address:
City:
State:
Zip Code:
Work Phone:

User Login/PDCA Access:

Click [HERE](#) for PDCA Log-in Screen, (if Design Firm and Developer both have user accounts).

Project Creation:

Please contact subdivision@delaware.gov if you believe that the project has previously been reviewed by DelDOT (since 2007). A legacy version of returning projects **should** already exist in the PDCA. The PDCA’s “View Map” interface includes Layers (Project labels) that can be turned on for known projects: Major, Minor and LONC/PEC. This will allow users to see legacy project names already tied to a parcel in the PDCA. If the legacy project was previously associated with your firm, the project may simply be toward the bottom of your projects list on your firm’s PDCA “Project Dashboard” home page. Please be sure to select all of the Tax Parcels that are part of the Project, this allows for the Review to proceed without delays (caused when the project location and boundary are unknown).

Uploads:

Please provide Files using “Print to PDF” (full vector images). Unfortunately, scanned PDF files will take longer to upload and review based on image clarity limitations (raster image files are larger, but more difficult to review). To speed up the processing of the review, we recommend that you:

- 1) Combine PDF Plan Sheets into a coherent Plan Set with sheet order and page orientation (landscape view) accounted for. Please do not Password protect or otherwise lock the PDFs.
- 2) Submit all files for each Level of Plan Review (LONOR-1 vs. ENT-1 etc.).
- 3) Hit the “Submit” button after your internal quality controls are complete and the review files (LONOR-1 vs. ENT-1 etc.) containing all Docs, PDFs, Reports etc. are uploaded. An automated confirmation e-mail will be sent to the submitter and the DelDOT Review Coordinator.

Effective September 1st, **all** submittals will be required to pass through the PDCA. Paper submittals and hardcopy payments (physical checks) will not be accepted. If you have any questions or concerns about these requirements you can contact us at subdivision@delaware.gov or (302) 760-2266 (Mon-Fri, 8:00 a.m. - 4:30 p.m.). We thank you for your assistance and support with this new initiative.

Development Coordination Section
Delaware Department of Transportation

