



FORM A - DelDOT Subdivision Section – Meeting Request Form

Required for all meeting requests.

In an effort to improve efficiency and prepare for meetings, please complete the information requested below and forward it via email to subdivision@state.de.us for review by the respective County Subdivision Engineer. Please call (302) 760-2266 if you need assistance.

If site ADT exceeds 200, separate Pre-Submittal Meeting Requirements apply (see Form B).

If site ADT exceeds 400 or peak hour vehicular trips exceed 50, separate Traffic Impact Study requirements apply. Refer to the TIS Scoping Meeting Information Form in Appendix O of the [*DelDOT Standards and Regulations for Subdivision Streets and State Highway Access*](#).

Date of request: ____ / ____ / _____

1. Project Name:
2. New or Existing Project:
3. County:
4. Tax Parcel I.D.:
5. Frontage Road:
6. Purpose of Meeting:

7. DelDOT Subdivision Reviewer:
8. Additional Sections or DelDOT Personnel Required:
9. External Attendees and email addresses (include yourself):

10. Anticipated Meeting Duration:
11. Dates Available to Meet:
12. Additional Comments:

13. The following documents listed below must be submitted to DelDOT Subdivisions at least two weeks prior to the meeting.
 - A. Conceptual Site Plan
 - B. List of unit types and number of units
 - C. Trip Generation Diagram(s) based upon the current sample on the DelDOT website: [Top 10 Most Frequently Seen Errors](#). (Differentiate between Existing and Proposed ADT and provide Site Total ADT for all concurrent site uses)



FORM B - DelDOT Subdivisions - Pre-Submittal Meeting Requirements

A Pre-submittal Meeting is required for new projects if the site ADT>200 or DelDOT approval is more than 1 year old.

Purpose: To meet with the developer and site engineer to discuss and comment on the following:

1. Site plan submittal requirements
2. Gate-Keeping Submittal Documents link
3. Entrance location(s)
4. Auxiliary lane requirements at proposed entrances
5. Frontage road improvements
6. PLUS, DAC, TAC or RPC comments (if completed)
7. Need for a TIS or TOA
 - a. Traffic Impact Study (TIS) process which applies if site ADT exceeds 400 or peak hour vehicular trips exceed 50. Per Section 2.3.1 and Fig 2-1 of the [DelDOT Standards and Regulations for Subdivision Streets and State Highway Access](#).
 - b. Traffic Operations Analysis (TOA) process which may apply if site ADT exceeds 200 and the project meets the requirements outlined on the DelDOT website: [TOA Guidelines](#).
8. Previous TIS/TOA letter recommendations (if applicable)

DelDOT recognizes that when a TIS or TOA is needed, it may be most efficient for the Developer to have any required scoping meeting occur in conjunction with the Pre-Submittal Meeting. Refer to the TIS Scoping Meeting Information Form in Appendix O of the [DelDOT Standards and Regulations for Subdivision Streets and State Highway Access](#). DelDOT will accommodate requests in this regard to the extent possible **if** the developer has determined in advance that a TIS or TOA will be needed **and** has provided a completed Scoping Meeting Request Form at least two weeks prior to the Pre-Submittal Meeting, **and** notified the relevant local government agency as required [Section 2.5.1].

Topics of discussion from the [DelDOT Standards and Regulations for Subdivision Streets and State Highway Access](#).

1. Site plan requirements in the following sections;
 - a. Section 3.4 – Plan (requirements)
 - b. Section 3.4.1 - Site entrance (preliminary entrance plan)
 - c. Section 3.4.1.1 – Traffic Information
 - d. Section 3.4.1.2 – Adjacent Entrances
 - e. Section 3.4.1.3 – Existing Roadway Features
 - f. Section 3.4.1.4, 3.6.5, 5.4, 5.7.2.5, Fig. 3.2 – Easements
 - g. Section 3.6.5 – Dedication of Right-of-Way
 - h: Section 3.7 - Noise Analysis
 - i. Section 3.10 - Agreements
 - j. Section 4.8 - SWM facility minimum 20' setback from ROW line
2. Entrance Design Guidelines per Section 5.2
3. Bicycle and Pedestrian Spacing and Connectivity
 - a. Sidewalks provided per Section 3.5.4.2
 - b. Walkway provided per Section 3.5.4.3
 - c. Access-ways provided per Section 3.5.4.4
4. Transit Facilities
 - a. Applicant shall contact DTC to determine transit facilities requirements and shall show locations if they are required.