
Appendix O Scoping Meeting

Scoping Meeting Information Form

Please fill in the required information below. The provided information will be used in preparing a scope of work and scheduling a scoping meeting for a traffic impact study for the subject development. You may attach additional pages of information as necessary.

Project Name:

Name and Address of Applicant (Developer):

Contact Information for Scheduling Meeting¹:

Lot location (noting route, directional orientation, milepoint, municipality and / or County):

Tax Parcel identification numbers²:

¹ Include name of person requesting meeting, a telephone number, and, if desired, an e-mail address.

² Please attach a tax map as described in Section 2.5.1 in the Manual.

Acreage:

Is annexation proposed? (Yes / No)

If yes, please list the municipality to which the annexation is proposed:

Current Zoning:

Proposed Zoning:

Proposed land use (*please be as specific as possible*):

Proposed site access points (*number and location*):

Projected build-out year³:

**Has a land use application been submitted to the local government land use department?
(Yes / No):**

If yes, please list the date of submission:

**Has a subdivision or land development plan been submitted to DelDOT's Subdivision
Section for review? (Yes / No):**

If yes, please list the date of submission and attach a copy:

Has a site plan been prepared? (Yes / No):

³ When determining the projected build-out year, please refer to Section 2.9.10 in the Manual.

If yes, please attach a copy.

Have the developer and current property owner been notified in writing of this meeting request? (Yes / No):

If yes, please attach a copy.

Names and Titles of proposed attendees⁴:

Other relevant information:

NOTE: Failure to properly fill out any of the above sections or attach the requested documents / plans to this form may result in the rejection of the scoping meeting request.

⁴ If you would like DeIDOT to coordinate their attendance at the meeting, please provide telephone numbers and / or e-mail addresses.