



# DelDOT – Development Coordination

## Process for the Developer Funded Expedited Entrance Plan Review

This document outlines the process for the Developer Funded Expedited Entrance Plan Review and Approval. Applicants may request an expedited review of eligible Entrance Plans to be conducted by DelDOT's Consultant, at the Applicant's expense, in accordance with this document. Project eligibility is at the Delaware Department of Transportation's (DelDOT) discretion.

\* A parcel located within an existing Transportation Improvement District (TID) may qualify for this process, however, the site is still also governed under the executed TID Agreement.

### **To be eligible for consideration:**

- A. If applicable, the final traffic analysis shall be complete, and the Final Traffic Impact Study (TIS) Review Letter or Final Traffic Operational Analysis (TOA) Review Letter shall be issued by DelDOT.
- B. The Entrance Plan shall be for new, not previously submitted projects requiring Entrance Plan Approval. An Entrance Plan previously submitted to DelDOT for review under the standard plan review schedule is not eligible for the Developer Funded Expedited Entrance Plan Review process and shall continue to be reviewed and approved under the standard plan review process. Refer to DelDOT's Development Coordination website (<https://devcoord.deldot.gov>) for the standard plan review process and schedules.
- C. The Entrance Plan shall be limited to entrance and frontage improvements. Any additional plan submission types (e.g., Record Plan, Traffic Detour Plan, Traffic Signal Plan, Offsite Construction Plan, Subdivision Street Construction Plan, etc.) shall be submitted independent of the Entrance Plan and shall follow the standard plan review process and schedule.
- D. The Entrance Plan shall not include the design of off-site improvements.
- E. The Entrance Plan shall not require traffic signal design or lighting design.
- F. The application parcel/project shall not be contiguous to a Capital Transportation Program (CTP) project.



# DelDOT – Development Coordination

## Process for the Developer Funded Expedited Entrance Plan Review

### **Application and Approval Process:**

The Applicant's request for the Entrance Plan review to be conducted by DelDOT's Consultant shall follow the process in the order shown below:

1. The Applicant shall submit for DelDOT's review and acceptance:
  - a. A new Pre-Submittal Meeting request;
  - b. A request for a cost estimate for DelDOT's Consultant to perform the Entrance Plan review.
2. DelDOT's Consultant shall provide to DelDOT a cost estimate within 5 business days of receipt of request. The cost estimate shall expire 31 days from the date the proposal was sent to the Applicant, absent a written extension requested by the Applicant.
3. The Applicant shall submit, in a manner to be determined by DelDOT, for DelDOT's review and acceptance, a formal request for DelDOT's Consultant to perform the review including an electronic payment to DelDOT, in the full amount of the cost estimate in accordance with Development Coordination's current payment procedure.
4. DelDOT, upon receipt of the payment and request to perform the Entrance Plan review, will initiate the process of issuing a 'Notice to Proceed' to their Consultant.
5. The Applicant shall submit to DelDOT for review, Entrance Plans according to the Critical Items list and the requirements outlined in Chapter 4, make revisions or additions to the design upon receipt of comments from DelDOT's Consultant via DelDOT, and resubmit to DelDOT for review. DelDOT's schedule to complete a review and provide Entrance Plan comments shall not exceed 18 calendar days from each submission deadline. Refer to DelDOT's Development Coordination website (<https://devcoord.deldot.gov>) for the current plan review submission deadlines.
6. Once all comments and requirements outlined in this Development Coordination Manual and/or the Final TIS Review Letter or Final TOA Review Letter have been addressed to DelDOT's satisfaction, the applicant shall submit signed and sealed Entrance Plans, according to the Critical Items list, and DelDOT will issue an "Entrance Plan Approval Letter" to the applicant.