



# DelDOT – Development Coordination Online Fee Payment Implementation

The Department of Transportation, Development Coordination Section implemented [procedural changes](#) requiring use of the Planning Development Coordination Application ([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](#). Payments can be made on-line by credit/debit card (including Discover, MasterCard, *MasterCard Debit\**, Visa, or *Visa Debit\**) and electronic check\*\*.

\*Payments made with a debit card will process through the credit/debit card network as a pin-less debit, with no PIN entry needed.

\*\*Electronic check (E-Check) is sometimes referred to as payment via automated clearing house “ACH” or electronic funds transfer “EFT”.

**Effective July 1<sup>st</sup>, 2015:** *initial* submissions for **new** projects, (including all Documents, Forms, Reports, Plans, Transmittal information and Fee payments), were required to be uploaded electronically through the Planning Development Coordination Application (PDCA).

**Effective August 1<sup>st</sup> through August 31<sup>st</sup>, 2015:** paper submittals including hardcopy plans and payments (Checks etc.) will require an additional processing time of 2 weeks. During this 2 week period, the design firm making the submittal must create the project in the PDCA and upload all required items to allow DelDOT Review to start. This includes **all** submittals for **all project types**. Learn more about [PDCA access and submittals](#).

**Effective September 1<sup>st</sup>, 2015:** only compliant (fully digital) PDCA submittals and on-line fee payments will be accepted for review.

**In response to these changes:** Land Owners/Developers and design firms (Engineers and Surveyors) with active projects are encouraged to have their own on-line account within the [PDCA](#). PDCA access will allow users to log-in for real-time project status information regarding their on-going project reviews, and allows these registered users to make Fee Payments. Users can pay; Initial Stage, Construction Stage, Area Wide Study and Sidewalk/Shared Use Path Fees.

Please forward an e-mail to [PDCASupport@JMT.com](mailto:PDCASupport@JMT.com) with the following information to request 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:

For more information about our process, please refer to [DevCoord.DelDOT.gov](#). If you have any questions or concerns about these requirements you can contact us at [Subdivision@state.de.us](mailto:Subdivision@state.de.us) 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**

