



DelDOT – Development Coordination

RECORD PLAN SUBMISSIONS CRITICAL ITEMS FOR ACCEPTANCE

****Please Note- All items below are referenced in the [Gate Keeping Checklist](#), and can be found on our [Development-Coordination \(DC\)](#) website. If not included, your submission will be kept on hold indefinitely or declined.*

1. If applicable, the Traffic Impact Study (TIS) or the Traffic Operational Analysis (TOA) must be complete prior to the first submission.
2. A Pre-Submittal Meeting (through the [PDCA Application](#)) will be required prior to all formal submissions for any projects with site ADT over 200.
3. All plans must be a clean, clear and easy to view set of PDF Plans (landscape orientations and no locked files).
4. Preliminary Entrance and Construction Plans must be uploaded to the [PDCA Application](#) as a "Print to PDF" file combined in a single .ZIP format file.
5. The Record Plan Checklist and the Development Coordination Gatekeeping Checklist must be completed in the original Excel format and attached to the project submission in a .ZIP file format (located at the [DC Website](#), Under Checklists).
6. A Traffic Generation Diagram must be shown accurately depicting the site traffic and distribution. (Please see [Example](#))
7. Subdivision Streets that are to be dedicated to the State must meet design requirements in regards to width and radii.
8. A conceptual drainage plan must be submitted in a .ZIP file format in order to verify PE locations.
9. Proper Right-of-Way dedication per frontage roadway classification must be shown.
10. A 20ft. buffer from Right of Way for all internal Stormwater facilities must be show on the plan set.