



DelDOT – Development Coordination

Process for LONC / PEC requests with 199 ADT or Less

Letter of No Contention (LONC)/ Permit for Entrance Construction (PEC) vs. Letter of No Objection to Recordation (LONOR)

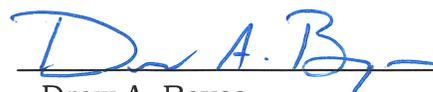
This document reflects the content of Preface Section P.6 of the Development Coordination Manual, (DCM), which defines the process as it relates to existing commercial uses/projects that generate a total of 199 Average Daily Trips (ADT) or less, are seeking an approval to use an existing entrance facility and are proposing to re-use an existing building or make a small expansion/addition to an existing building.

To be eligible, the existing business must not have been vacant for three or more years, and the project scope cannot include; significant building expansions, construction or placement of significant new structures, or changes to the character, volume or pattern of site traffic. Project eligibility is at the Delaware Department of Transportation’s (DelDOT) discretion, and requires that the proposed business must either; generate a reduced amount of traffic or generate only a minimal net increase in traffic and must not be required to perform a Traffic Impact Study (TIS) or a Traffic Operational Analysis (TOA). Small changes in use or minimal additional services offered at an existing operational commercial site may fall under this process, at the discretion of the Subdivision Engineer or Public Works Engineer, if they result in minimal changes to site traffic and do not affect traffic flow, (i.e. addition of a mobile food cart, ancillary sales of additional merchandise, outdoor display of inventory/merchandise etc.)

1. All applicants will be required to complete and submit a [Permit Application](#) (PA) with site traffic / trip generation information (average number of daily: vehicles using entrance, customers, employees).
2. DelDOT will perform a cursory review based on the provided information to determine if the formal plan review process is needed to obtain a Letter of No Objection to Recordation (LONOR) as required (or exempted) in P.4.2 or if the project can be issued a Letter of No Contention (LONC) or Permit for Entrance Construction (PEC) (for minor modifications to the Existing Entrance(s)).
3. DelDOT will make a determination within 15 business days for a maximum process time of 3 weeks. If more time is needed, DelDOT personnel will notify the Applicant with an expected response date.
4. DelDOT will check items such as; known safety issues by reviewing a minimum of 3 years of crash history data at the entrance location, whether an auxiliary lane is required, the general layout of the entrance facilities, the surrounding area, infrastructure and if construction is occurring in the area to determine if the formal plan review process and LONOR are required.
 - a) Existing Commercial Projects that generate a total site ADT of 100 or less will typically not meet the thresholds to require an auxiliary lane, so analysis is not necessary.
5. ~~If a lack of proper ROW width is the only deficiency of the existing facility along a Minor Collector or greater roadway functional classification (i.e. Major Collector, Minor Arterial, Principal Arterial or Freeway/Expressways) then proper ROW dedication must be confirmed to exist or be provided via a deed or recorded plat. ***This criteria has been waived per the approval of the Director of Planning, as indicated below.**~~
6. If a Capital Transportation Program (CTP) Project is occurring contiguous to the parcel/project then the formal plan review process and LONOR may be required.
7. If significant construction and/or improvements are needed to support the application, then the formal DelDOT approval process (LONOR and Entrance Plan Approvals [EPA]) are required.

Waivers for any of the above conditions shall require written approval from the Director of Planning.

The changes to criteria number 5 (shown in Red above) are hereby authorized as a blanket waiver, to be retained on File at DelDOT.

 7/20/16
 Drew A. Boyce Date
 Director of Planning