

Recordable Boundary Plat



DelDOT – Development Coordination
COMMERCIAL SITE & ENTRANCE PLAN

DRAFT

- **DelDOT and ACEC are collaborating on a new review process.**
- **What is driving this request?**
 1. Eliminate or Reduce the number of recorded plans/reduce cost and time
 2. Most applicable in Kent and Sussex
 3. Secure DelDOT rights (ROW/PE) through recordation
 4. Simplify Plan Set

Commercial Site Plan Recordation required by Local Jurisdiction - LONOR Process

- 1) **Site/Record Plan** (providing required Development Coordination Manual (DCM) Record Plan content) is granted a Letter Of No Objection to Recordation (LONOR) and the intent is to Record that **Site/Record Plan**.
- 2) Letter Agreement (LA) if required for offsite roadway improvement(s) is created and signed/executed prior to issuing letter for Entrance Plan Approval (EPA).
- 3) Entrance/Construction Plan is granted an Entrance Plan Approval (EPA) letter and the Entrance Plan content is confirmed to match the DelDOT approved Site/Record Plan.
- 4) Public Works Office verifies that the approved **Site/Record Plan** was recorded prior to issuing Entrance Permit.

Modified Commercial Site Plan Process (Recordation ~~Not~~ required by Local Jurisdiction):

“Recordable Boundary Plat” (RBP) involves submitting a few types of plans:

- 1) **Boundary Plat** (if required to establish required ROW and frontage PE) is granted a Letter Of No Objection to Recordation for Boundary Plat (LONOR-BP) and the intent is to Record that “Bare Bones” **Boundary Plat** - Shows minimal notes (i.e. “entrances shall be per DCM”), NO site plan elements and NO entrance layout details. DelDOT gains minimum Rights, land-owner receives NO explicit assurance of access or entrance configuration.
- 2) Provide a copy of the plan that will be approved as the County or Municipality “**Final Site Plan**” (formerly referred to by DelDOT as the **Site/Record Plan**). DelDOT title sheet content (DCM 4.4.2) must be included on Site Plan and provided as the cover page(s) similar to the layout shown in DCM Figure 4.3.2-a. Site Plan content will be reviewed concurrent with Preliminary Entrance Plan (ALL required Development Coordination Manual (DCM) record plan content must be on the “**Final Site Plan**”: TIS recommendations, sidewalk termination notes, sight distance triangles, maintenance of sidewalks, any access configuration/restrictions, Site traffic generation/entrance assignments etc.)
- 3) Letter Agreement (LA) will be required for certain projects that require supplemental agreements similar to a Normal “Formal” Process to obtain a LONOR. Each LA will account for any TIS/Offsite roadway improvement(s) and the specific restrictive notes or additional easements that are indicated on the “**Final Site Plan**” and need to be attached to the property or transfer to subsequent landowners. The “**Final Site Plan**” or DelDOT title Sheet - Site Plan shall be attached as an exhibit to assist with the identification of the specific restrictive notes or additional easements “As shown on the attached **Site Plan**”. The LA is created, signed/executed and recorded prior to issuing EPA letter.
- 4) Entrance/Construction Plan is granted an Ent. Plan Approval (EPA) letter after Development Coordination confirms:
 - a) **Final Site Plan** is provided as a Cover Page and Site traffic generation/entrance diagrams are shown clearly.
 - b) Entrance/Construction Plan provides clear references to the executed and recorded LA & BP.
 - c) Entrance/Construction Plan provides a site layout that matches the DelDOT approved LONOR-BP and the County or Municipal “**Final Site Plan**”.
- 5) Public Works Office verifies that LONOR-BP was recorded and reviews Approved Entrance Plan (Title sheet - Site Plan,) vs. the **Final Site Plan** (as approved at the County or Municipality) prior to issuing Entrance Permit.

Note: Examples of restrictive notes that apply to nearly every site that obtains an EPA, and where they would be included:

- i) **DelDOT’s Record/Site Plans General Notes - #1 (On BP)** All entrances shall conform to the Delaware Department of Transportation’s (DelDOT’s) current Development Coordination Manual (DCM) and shall be subject to its approval.
- ii) **DelDOT’s Record/Site Plans General Notes - #2 (On DelDOT Title Sheet - Site Plan & FINAL SITE PLAN)** Shrubby, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner’s land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.
- iii) **DelDOT’s Record/Site Plans General Notes - #3 (On DelDOT Title Sheet - Site Plan & FINAL SITE PLAN)** Upon completion of the construction of the sidewalk or shared-use path across this project’s frontage and physical connection to adjacent existing facilities, the developer, the property owners or both associated with this project, shall be responsible to remove any existing road tie-in connections located along adjacent properties, and restore the area to grass. Such actions shall be completed at DelDOT’s discretion, and in conformance with DelDOT’s “Shared-Use Path and/or Sidewalk Termination Policy”.
- iv) **DelDOT’s Record/Site Plans General Notes - #8 (On DelDOT Title Sheet - Site Plan & FINAL SITE PLAN)** The sidewalk and/or shared-use path shall be the responsibility of the developer, the property owners or both within this project/development. The State of Delaware assumes no responsibility for the future maintenance of the sidewalk and/or shared-use path.



Boundary Plat

- Some test projects have been submitted with help from Becker Morgan (approximately 7)
- The following are examples of a **Record Plan** and **Boundary Plat** for the same project



Boundary Plat

- Plan is to implement in the near future, targeting **January 1, 2017**
- Finalize proposed process. Involved:
 - Coordinate with the 3 Counties (specifically Kent and Sussex)
 - Communication notice through Webpage and E-mail alerts
 - Policy Implement followed by updates to Development Coordination Manual, Checklists, workflows and PDCA
 - Internal and External training

