

Process Overview

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Electronic Plan Approvals



We Can Save Time and Money!

- Reviews will function the same, when final plans are requested, just upload the plans to the PDCA
- Plan drawings, notes, tables etc. need to be “Vector” based. Meaning, must be either printed through a CAD program or “Print to PDF.” If you are re-scanning Plan Sets your submission will **not** be accepted for electronic approval
- For Final Approval the Engineering Seal will need to be placed on the plan set



Electronic Plan Approvals

- The stamp/seal can be a scanned image that is then trimmed and placed on the Plans
- Owners signatures can be scanned, trimmed and then placed into the appropriate signature blocks on the Plans
- Any failure to provide the information and formatting above can lead to your project **not** being accepted for electronic approval



Types of Reviews

- Lot Line
- Minor Subdivision
- Email of No Impact
- LONC/PEC
- Formal Review
 - Entrances – Commercial/Major Residential
 - Internal Subdivision
- Boundary Plat



Lot Line

- No new lots are being created, residential only
- \$100 fee
- Right of Way reservation only
- 2 week review period



DelDOT – Development Coordination Lot-Line Adjustment Checklist

Please note: This form is required for all Lot-Line Adjustment plan submissions

Please check items below as necessary (Section & Figure Links reference the [Development Coordination Manual](#))

- Are additional lots being created? Yes, see [Minor Subdivision Checklist](#) No, continue
- Commercial Development/Redevelopment? Yes, see [Dev Coord Gate-Keeping Checklist](#) No, continue
- Are public internal streets/access-ways being created? Yes, see [Gate-Keeping Checklist](#) No, continue
- Will entrance work or construction activity occur in the right-of-way (ROW) Yes, see [Gate-Keeping Checklist](#)
- Copy of [Initial Stage Fee Calculation Form](#) and confirmation of online payment uploaded to PDCA
- Electronic plans & documents uploaded to PDCA for all submittals.



Minor Subdivision

- 5 lots or less (including residual)
- \$100 fee, 2 week review period
- R/W dedication is not required per 17 Del.C. § 530, for a minor subdivision for farms that are:
 - Subdivided into smaller farms, and
 - Subdivided merely for the purpose of transferring land to family members for their use, as a primary residence or residences.
 - The right-of-way that would normally be dedicated shall be reserved



DelDOT – Development Coordination Minor Subdivision Checklist

Please note: This form is required for all Minor Subdivision plan submissions

Please check items below as necessary (Section & Figure Links reference the [Development Coordination Manual](#))

- Are there 5 lots or less (including residual lands)? Yes, continue No, see [Dev Coord Gate-Keeping Checklist](#)
- Are public internal streets/access-ways being created? Yes, see Checklist above No, continue
- Commercial Development/Redevelopment? Yes, see Checklist above No, continue
- Copy of [Initial Stage Fee Calculation Form](#) and confirmation of online payment uploaded to PDCA
- Electronic plans & documents uploaded to PDCA for all submittals.



Email of No Impact

- Currently not mentioned in the Development Coordination Manual
- This process is for an atypical project that has no transportation impacts or entrance improvements associated with it
- Currently not required through the PDCA
- No fee or checklist
- No approval letter, just an email to the applicant and the Land Use Agency



Email of No Impact

Examples of EONI projects

Parking Plan

PURPOSE OF PLAN:

THE PURPOSE OF THIS PLAN IS TO SHOW THE LOCATION OF PROPOSED PARKING SPACES FOR A GENERAL RETAIL, MEDICAL OFFICE, OR ANY ALLOWABLE USE UP TO PARKING RATIONALE PROPOSED BUILDING ON AN EXISTING IMPERVIOUS COMMERCIAL LOT.

Relocating/adjusting non transportation issues

THE PURPOSE OF THIS PLAN IS TO RELOCATE THE UNCONSTRUCTED INTERIOR DRIVE DEPICTED ON [REDACTED], TO SHOW PARKING CONSTRUCTED BUT NOT SHOWN ON [REDACTED] AND TO ADJUST THE LOCATION OF THIS 100-YEAR FLOODPLAIN LINE.



LONC/PEC

- Letter of No Contention/Permit for Entrance Construction
- The project needs to qualify for the LONC/PEC process
 - Existing commercial entrance
 - Not vacant for 3 or more years
 - No significant building expansion
 - Generate either a reduction in traffic or only a minimal increase
 - Not required to perform TIS or TOA
- Must submit a Permit Application
- 3 week review period



LONC/PEC

- **Right of Way dedication requirements were revised in July 2016**
 - LONC with 199ADT or less, no R/W dedication is required
 - LONC with 200ADT or more, R/W dedication is required for Major Collector or greater roadway functional classification
- **Will you get a LONC letter or a PEC Letter?**
 - If there is no work required in the Right of Way – LONC Letter
 - If there is minimal work required in the Right of Way – PEC Letter
 - Please remember a PEC letter does not authorize work to be done in the R/W. Applicant will need to visit the local Public Works office



LONC Example

- Existing commercial entrance on a Minor Collector
- Business vacant less than 3 years
- Current ADT 150 and future ADT 160
- Existing entrance is in good repair (no potholes, no ponding)

DeIDOT determines

- No safety issues
- No Auxiliary Lanes are needed
- No impact to a Capital Transportation Program (CTP) Project

LONC Letter Issued



LONC Example

- Existing commercial entrance on a Major Collector
- Business vacant less than 3 years
- Current ADT is 350 and future ADT is 360
- Level I investment area
- Existing entrance is in good repair (no potholes, no ponding)

DeIDOT determines

- No safety issues and no Auxiliary Lanes are needed
- Proper Right of Way is in place
- No impact to a Capital Transportation Program (CTP) Project
- Minor sidewalk modifications are needed (crosswalk, stop bar, etc.)

PEC Letter Issued



LONC Example

- Existing commercial entrance on a Major Collector
- Business vacant less than 3 years
- Current ADT is 600 and future ADT is 590
- Level I investment area

DeIDOT determines

- Auxiliary Lanes are needed
- Proper Right of Way is in place
- No impact to a Capital Transportation Program (CTP) Project
- Minor sidewalk modifications are needed

Formal Process Required



Formal Review Process

- All Major new commercial or residential projects including:
 - Record Plan Review
 - Entrance Review
 - Internal Subdivision Street Review
 - Off-site Improvements
- Standard Review cycle is 42 calendar days
- Fees for Initial Stage and Construction Stage
 - Fees will be calculated in PDCA, but the Fee Forms are still available on the web
 - No fee for Off-site Improvements



Formal Review Process

Changes to the process

- Development Coordination will be using the Critical Items list to determine acceptance of projects
- Development Coordination has developed new checklists for the Record, Entrance and Subdivision Street Plans
- Checklists will be integrated into PDCAv2 (this will be discussed further in detail this afternoon)

