

Formerly Appendix E - Commercial Entrance Applications and Forms

Commercial Entrance Permit Process

- Applicant submits the following:
 - Application for commercial entrance permit
 - Proof of ownership from local land use agency
 - Power of Attorney form, if necessary
 - Copy of the recorded record plan
 - Approved construction drawings
 - Itemized construction cost estimate
 - Security
 - Approval letter from DNREC or the DNREC approved delegated agency
 - Executed construction agreement, if necessary
 - Construction schedule
 - Copy of material sources
- After review and approval of the documentation and security, the Public Works Engineer may issue a permit for entrance construction. The permit shall serve as the Notice to Proceed.
 - Note: The Public Works Engineer may request a preconstruction meeting prior to issuance of a permit.

Applications and Forms

Electronic versions of the following forms may be located in the Development Coordination Portal within the “Doing Business with DelDOT” portion of the DelDOT website (<http://deldot.gov/information/business/>).

DelDOT Permit Application

ADC Map _____
Grid _____

Property Owner's Name: _____ Date: _____
Mailing Address: _____

City , State Zip Code
Telephone No.: _____ Cell No.: _____
Fax No.: _____ E-mail Address: _____
Tax Map/ Parcel I.D. : _____
(NCC Ex: 00- 000.00-000; KC Ex: 0 00 000 00 00 00 000; SC Ex: 0-00 00.00 00.00)

Applicant Name: _____ Point of Contact (Name): _____
Mailing Address: _____

City , State Zip Code
Telephone No.: _____ Cell No.: _____
Fax No.: _____ E-mail Address: _____

Proposed/Existing entrance/project location (Mailing Address, Road Name, or Road Number): _____

Nearest intersecting road (Name): _____
Distance from entrance/project to nearest intersecting road: _____
Subdivision Name (if applicable): _____ **Lot Number(s):** _____
Existing and proposed entrance location shall be physically staked in field with property owner's name, as a condition of this application. **Date when stakes will be placed at entrance:** _____
If stakes are not in place, a permit will NOT be issued. mm/dd/yyyy
Are you requesting a permit for an **existing** entrance or a **proposed** entrance? Existing or Proposed
(Check one)
If applying for a permit for existing entrance:
* Will you be modifying or relocating the existing entrance? Yes No
If yes (explain): _____
* Was the existing entrance constructed within the past three years? Yes No
Proposed site/right-of-way modifications (check all that apply): Single Family Dwelling ;
Mobile Home ; ECHO Unit ; Building Addition ; Outbuilding Construction ;
Chicken House ; Farm Entrance ; Additional Entrance ; Entrance Widening ;
Entrance Relocation ; Other (Please describe) _____ ; Roadside Stand (From): _____ (To): _____

DelDOT Permit Application
(Continued)

Re-use of existing Commercial Entrance(s) requires a Letter of No Contention. Please e-mail a completed copy of this form to Subdivision@state.de.us with your request.

For Commercial Entrances and Permit Applications Only:

Prior use of property (describe the type of business previously operating on the property and the name of the business): _____

Proposed use of property (describe the type of business operation proposed on the property and the name of the business): _____

Present square footage of each building (facility): _____

Proposed square footage of each building (facility): _____

Number of Customers (daily average): _____

Number of Employees (daily average): _____

Off street parking spaces (required by local code):

Required: _____ Provided: _____

Average Daily Traffic (ADT) of entrance(s):

A) Total vehicles entering daily: _____

B) Total vehicles exiting daily: _____

Total A + Total B = daily ADT: _____

Federal Tax I.D. No. : _____

(For Escrow Deposits ONLY)

New Castle County (Canal District)
 DelDOT Public Works Engineer
 250 Bear-Christiana Road
 Bear, DE 19701
 (302) 326-4679

Kent County (Central District)
 DelDOT Public Works Engineer
 930 Public Safety Blvd.
 Dover, DE 19901
 (302) 760-2433

Sussex County (South District)
 DelDOT Public Works Engineer
 23697 DuPont Boulevard
 Georgetown, DE 19947
 (302) 853-1340

For Internal Use by DelDOT Public Works Office Only:

Permit type: Residential Commercial Safety Other

Internal Notes: _____

POWER OF ATTORNEY

KNOW ALL PERSONS by These Presents that _____ (Property Owner)

whose address is _____

a corporation/partnership duly organized under the laws of the State of _____,

has made, constitute and appoint _____, whose address

and telephone number is: _____

Phone Number: (____) _____

to represent the aforesaid corporation/partnership before the State of Delaware for the purpose of obtaining the requisite permit and security for the establishment and construction of access to a State maintained highway to serve the following Land Development Project:

located at _____

This Power of Attorney and the authority granted herein hereby binds the undersigned to perform as agreed upon by its agent, named herein, and shall continue to be in full force and effect until such time as the aforesaid entrance/access has been completed and accepted by representatives of the State of Delaware at which time the monetary security required hereby shall be released.

BY: _____

(Signature)

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TITLE: _____

Sworn and subscribed before me this ____ day of _____, 20____

Notary Public Signature _____

SAMPLE LETTER OF CREDIT
FOR
COMMERCIAL ENTRANCE CONSTRUCTION

Bank Letterhead

Address to Public Works Engineer in appropriate District as follows:

New Castle County (DelDOT Canal District) 250 Bear-Christiana Road Bear, DE 19701 (302) 326-4679	Kent County (DelDOT Central District) 930 Public Safety Blvd. Dover, DE 19901 (302) 760-2433	Sussex County (DelDOT South District) 23697 DuPont Blvd. Georgetown, DE 19947 (302) 853-1340
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RE: Irrevocable Commercial Letter of Credit No. _____

_____ (name of Development)
in _____ County.

Dear Sir or Madam:

We hereby establish our Irrevocable Commercial Letter of Credit in favor of the State of Delaware,
Department of Transportation as beneficiary at the request of and for an account of

_____ (applicant),
for an amount or amounts not to exceed _____
(\$ _____).

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This Letter of Credit is subject to the following terms and conditions:

Effective Date: _____

This credit is to be available by sight draft being presented to

_____ (Name of Bank)

at its main office at _____ (Address).

All drafts so drawn must bear the clause “Drawn Under” and the following information: Bank Name, Letter of Credit Number, and date.

The sight draft must be signed by the Director of the Division of Maintenance and Operations stating that “ _____ (applicant) has failed to perform construction of the site entrance, in accordance with the entrance construction permit and the irrevocable Letter of Credit in favor of the State of Delaware, Department of Transportation, pertaining thereto. Demand is hereby made in the amount of the enclosed draft.”

This Letter of Credit will expire on _____. The bank agrees to notify the State sixty (60) calendar days prior to expiration to permit a request for an extension or to permit the State to draw thereon. Bank agrees that such notice will be sent by registered mail to the appropriate Public Works Engineer as indicated in the table below and shall contain the Development name, applicant name, and County where the property is located.

<p>New Castle County (DelDOT Canal District) Public Works Engineer 250 Bear-Christiana Road Bear, DE 19701 (302) 326-4679</p>	<p>Kent County (DelDOT Central District) Public Works Engineer 930 Public Safety Blvd. Dover, DE 19901 (302) 760-2433</p>	<p>Sussex County (DelDOT South District) Public Works Engineer 23697 DuPont Blvd. Georgetown, DE 19947 (302) 853-1340</p>
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Bank agrees that such notice would be effective only if it is sent by registered mail. In the event such notice is not given, this Letter of Credit shall automatically renew until such notice is received. It shall then expire (60) sixty calendar days from the receipt of such notice. This credit will automatically terminate as of the date the State of Delaware, Department of Transportation, notifies Bank that it has accepted the entrance and exit appurtenances.

Except as otherwise stated herein, no modification or revocations may be made by the undersigned to the irrevocable credit created hereby, without the express written approval of the Public Works Engineer, Delaware Department of Transportation.

All bank charges connected with this Letter of Credit are for the account of the applicant.

This Letter of Credit is neither negotiable nor assignable.

Very Truly Yours,

(Signature)

(Printed Name)

SURETY AGREEMENT
FOR
COMMERCIAL ENTRANCE CONSTRUCTION

KNOW ALL PERSONS BY These Presents that: _____ (applicant) whose address is _____

hereinafter called "Developer" and

_____ as surety legally authorized to do business in Delaware,

whose address is _____

hereinafter called "Surety" are held firmly bound unto the State of Delaware

in the sum of _____ (\$ _____)

(said sum being 150 percent of the total price agreed upon by DelDOT and the Developer for the construction of the entrance and exit appurtenances as set forth in this Agreement), to be paid to the State of Delaware for the use and benefit of DelDOT if the Developer fails to meet the conditions of this obligation.

SEALED with our seals and dated this _____ day of _____, _____.

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if the Developer, who is responsible for the construction of the entrance and exit appurtenances set forth in this Agreement for the property located at: _____,

known as _____,

DelDOT Project Number _____, fails to construct such entrance and exit appurtenances in accordance with the provisions of the fully executed permit for entrance construction, as determined by DelDOT, the bond shall be forfeited in favor of the State of Delaware. Bond forfeiture shall occur within sixty (60) days of receipt of written notification by DelDOT. Should the Developer complete all construction in accordance with the aforesaid permit, then this obligation shall be void and of no effect, or else shall be and remain in full force and virtue until such entrance and exit appurtenances are accepted by DelDOT.

EXECUTED by the parties hereto the day and year first herein written.

For Surety Company:

Attest:

(Signature)

(Typed Name)

(Position Title)

For Developer:

Attest:

(Signature)

(Typed Name)

(Position Title)

ESCROW AGREEMENT

FOR

COMMERCIAL ENTRANCE CONSTRUCTION

KNOW ALL PERSONS by These Presents that: _____ (Property Owner)
whose address is _____
and whose Employer Federal Identification Number is _____,
hereinafter call "Developer" having furnished DelDOT a certified check
in the amount of _____ (\$ _____)
(said sum being 150 percent of the total price agreed upon by DelDOT and the Developer for the
construction of the entrance and exit appurtenances as set forth in this Agreement), to be deposited into
DelDOT's Escrow Account, does hereby relinquish said amount to the State of Delaware for the use and
benefit of DelDOT, to which payment will and truly be made we bind ourselves, our successors and
assigns, firmly by these presents.

SEALED with our seals and dated this _____ day of _____, _____.

NOW THE CONDITIONS OF THIS OBLIGATION are such that if the Developer, who is responsible
for the construction of the entrance and exit appurtenances set forth in this Agreement for the property
known as _____,
fails to construct such entrance and exit appurtenances in accordance with the provisions of the fully
executed permit for entrance construction, as determined by DelDOT, the funds shall be forfeited in favor
of the State of Delaware. Forfeiture shall occur within sixty (60) days of receipt of written notification by
DelDOT. Should the Developer complete all construction in accordance with the aforesaid permit, then
this obligation shall be void and of no effect, or else shall be and remain in full force and virtue until such
entrance and exit appurtenances are accepted by DelDOT. Upon completion of all work to the
satisfaction of DelDOT the funds held in escrow shall be released by DelDOT.

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EXECUTED by the parties hereto the day and year first herein written.

Attest: DelDOT

(Signature)

(Typed Name)

(Position Title)

Attest: Owner/Developer

(Signature)

(Typed Name)

(Position Title)

Sworn and subscribed before me this ____ day of _____, 20____

Notary Public Signature _____