

## **Semi-Final Plan Review Concurrence Meeting**

Representatives from Design, Team Support, Utilities, and Real Estate

This meeting is to assess and concur on the proposed Right-of-Way condition of the project. This meeting should occur after the Semi-Final Plans have been submitted and reviewed. The DelDOT Project Manager is responsible for setting up the meeting. Once the meeting is completed, the Team Support Manager will upload the Discussion Points worksheet in Primavera for future record.

Required material for the designer to bring to the meeting:

- A. Current version of Right-of-Way as well as Construction Plans
- B. Comment response sheet for Right-of-Way comments
- C. [Parcel Impact forms](#) for the project
- D. Aerial map overlaid with pertinent project information if DelDOT Gateway or Google Earth

Contract Name & Number \_\_\_\_\_

Date \_\_\_\_\_

### **Discussion Points:**

- ✓ Review of Semi-Final comments and outstanding issues:
  
- ✓ Review type of utilities involved, easement information, and relocations:
  
- ✓ Review types of acquisitions, any impacted items, potential property ownership concerns:
  
- ✓ Confirm need for any town agreements, tax ditch agreements, detours, etc.:
  
- ✓ Review project schedule:
  
- ✓ Status of Statements: