DelDOT – Development Coordination

RECORD PLAN - RED SUBMISSIONS
CRITICAL ITEMS FOR ACCEPTANCE

*Please Note: <u>All</u> items below are required. Submissions not including these requirements will be <u>declined</u>.

1. **This process is <u>only</u> applicable for Commercial Developments. <u>No</u> Residential or Mixed Use projects may follow this process.**

2. **If applicable, the Traffic Impact Study (TIS) or the Traffic Operational Analysis (TOA) must be complete and a Final (TIS or TOA) Review Letter has been received, prior to the first submission. If requirements are proposed to be phased, then a phasing schedule and detailed notes, from the TIS or TOA, must be listed on the Record Plan.**

3. **A Pre-Submittal Meeting (which is requested through the [PDCA](#)) will be required for any project with site ADT over 200 prior to all formal submissions and meeting minutes/notes must be uploaded with the submission.**

4. **All plans must be a flattened, clean, clear and easy to view set of combined PDF Plans (landscape orientations and no locked files).**

5. **Preliminary Site Plan and Preliminary Entrance and Construction Plans with conceptual drainage must be uploaded to the [PDCA](#); multiple files may be uploaded simultaneously. Please note that .ZIP files will <u>not</u> be accepted.**

6. **The Record Plan LONOR-RED Review Checklist*, Site Plan Checklist and the Comment Response spreadsheet (for every submission) must be completed in the original Excel format and attached to the project submission.**

7. **Proper Right-of-Way dedication and easements per frontage roadway classification must be shown.**

❖ *The above mentioned document can be found at our [**Development Coordination**](#) website, under *Checklist.*