

Commercial Entrance Permit

(Checklist)

- Application Form** (Filled out in full.)
- Verification of Property Ownership** (i.e. current settlement sheet or deed, letter from municipality, zoning and tax map verification form, Kent County Pride print out, Tax bill, etc. **Verification must have current owner of record, tax identification number, and lot numbers if applicable.**)
- {Must Be Submitted for Approval} Source of Materials** - (See attached sample) In addition, you can go to our web site at www.deldot.gov (Under Quick Links, click on “Publications”, then scroll down to you see “Manuals”, now look for “Standards Specification”, now look for “Standards Specification 2016” and click on it.
- {Must Be Submitted for Approval} NCHRP 350 Packets/MOT Cover letter and Submittals**– Please contact **Warren Ziegler, DelDOT Traffic Safety Officer at (302) 531-5382 or email him at warren.ziegler@state.de.us**. To obtain information on what is required of NCHRP 350 Packet Submittals and Maintenance of Traffic Submittals.
- {Must Be Submitted for Approval} Itemized Cost Estimate** (Listing of separate line items of work within State right-of-way, including separate costs and quantities for each line item, such as concrete sidewalk, asphalt paving, curbing, etc.)
 - Cost estimate of work to be performed within State right-of-way (Only).
 - Must include units, quantity and cost for each line item of work
 - **Example:**

Hot-mix, Type B,	22 Tons	\$100,000.00
Concrete curbing, Type 2	150 L.F.	\$ 200,000.00
- {Do Not Submit Until You Receive a Letter of Confirmation for your Itemized Cost Estimate} Security - after approval of the itemized cost estimate, we will return it to you**, the applicant must provide security in the amount of 150% of the cost estimate. In addition, the wording of the security must adhere to the requirements of DelDOT sample formats.
 - **Wait** until DelDOT approves cost estimate to submit security
 - Must adhere to DelDOT sample format (see attached samples)
 - Choose from the following types of securities.
 - **Letter of Credit**
 - **Surety Bond**
 - **Certified Check**

Will also need the applicant and or property owner to supply DelDOT with an Escrow Agreement Form, which must be notarized and a W-9 Form filled out on line at <https://w9.accounting.delaware.gov/> Checks cannot be released without this form being filled out on line.
- Power of Attorney Form (notarized)**
 - Required if someone other than property owner will be designated to sign permit
 - Must adhere to DelDOT sample format (see attached sample)
- Letter of Intent** - Describe what the previous business was and what the new business will be and the name of the new business. If you are modifying the entrance please describe in detail how you plan on modifying this business and any other pertinent information you can give us to process your permit in a timely manner.
- Recorded Record Plan** – DelDOT is now requiring one copy of a Recorded Record Plan for all commercial entrances whether you have an existing entrance or a new entrance. The Recorded Record Plan must show appropriate signatures, seals, Plot Book and Page Number, prior to issuance the entrance permit. (This can be obtained at Kent County Recorder of Deeds Office; they are located at 555 Bay Road in Dover and their phone number is (302) 744-2314.)
- Kent Conservation District - Approval Letter** (Can be obtained at the Kent Conservation District they are located at 800 Bay Road, Suite 2, in Dover Delaware and their phone number is (302) 741-2600 Ext. 3)
- Construction Drawings (stamped "APPROVED" by DelDOT)** - Two (2) sets of approved drawings must be submitted.
 - For **existing entrance** that are being modified we will need construction plans, but if you are not going to be modifying the entrance you will need the following:
 - Plot plan or sketch showing us the parcel and any buildings located on the property.
- Pre-construction meeting** (Will be scheduled by DelDOT, prior to issuance of permit, will not have until all items are complete.)
- Utilities & Sign Installation** - Permits for utilities construction and sign installation require a separate permit. For information on **utility installation** within State right-of-way, please contact **John Pallam, Utility Manager at (302) 760-2473**. For information for **sign installation** on private property, please contact **Roadside Control Inspector at (302) 760-2443**.

After approval of the security, a permit for entrance construction will be issued. After satisfactory completion of entrance construction, a final "Commercial Entrance Permit" will be issued to the property owner. The security will then be released by DelDOT.