



DelDOT – Lot-Line Adjustment Checklist

Project Title: _____

Project Id.: _____

Tax Parcel No.: _____

Effective: 05/12/2021

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
Are Public Internal Streets / Access-Ways being created?	Yes, see Entrance/Construction/Subdivision Critical Items for Acceptance No, Continue
Commercial Development/Redevelopment?	Yes, see Record Plan Submissions Critical Items for Acceptance No, Continue
Will entrance work or construction activity occur in the right-of-way (ROW)?	Yes, see Entrance/Construction/Subdivision Critical Items for Acceptance 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?

PLAN REQUIREMENTS (3.3.2)

North Arrow	Property Corners	Location Map	Legend
Roadway Name, Maintenance Number, and Functional Classification (i.e. Bowers Beach Road – KCR 018, Minor Collector) see Functional Classification Map			
Existing and Proposed lot lines labeled (including any to be extinguished)			
Accurate Existing right-of-way (ROW) lines labeled and dimensioned			
List all tax parcels that are adjacent to your project parcel			
Show and dimension location of:	Existing Entrances / Exits	Utility poles	Internal Driveways
			Distance to nearest intersection(s)

DEDICATION / RESERVATION OF RIGHT-OF-WAY (ROW) (3.2.5.2) verify required minimum ROW width (Figure 3.2.5-a)

Local Road: 30 feet of ROW from physical centerline of road (Figure 3.2.5-b)

Two-lane Minor Arterials and Collectors: 40 feet of ROW from physical centerline of road (Figure 3.2.5-c)

Two-lane Principal Arterial: 50 feet of right-of-way from physical centerline road

Multi-lane Arterials (minor and principal), Collectors, Freeways, and Expressways: 30 feet of ROW from outermost edge of through lane(s) (Figure 3.2.5-d)

Does the existing ROW meet the minimum standards listed above?	Yes, skip to Title Block
	No, include these reservation* notes: A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.

TITLE BLOCK (3.4.2.1-A)

Name of proposed residential development	Original date and revision dates	Owner’s signature (for final approval)
Name of town/hundred residential development	Name, address, and telephone number of owner and engineer/surveyor	
Graphic scale	Seal of Delaware Licensed engineer/surveyor (Delaware License required)	

DATA BLOCK (3.4.2.1-B)

Gross acreage of property	Proposed use	Tax Parcel Number(s)	Proximity to identified Transportation Improvement Districts (TID)
Zoning	Sewer Provider	Posted speed limit on frontage road(s)	
Present use	Water Provider	Total number of lots, existing and proposed	

PLAN NOTES

The following notes shall appear on ALL Lot-Line Adjustment Plans:

If existing entrances are altered, they shall conform to DelDOT’s Development Coordination Manual (DCM) and shall be subject to its approval. No construction activity shall occur in the right-of-way (ROW) without a DelDOT Permit.