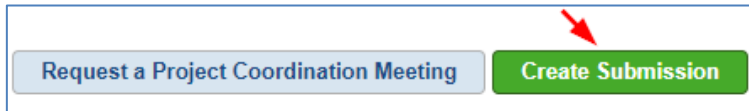# DelDOT – Development Coordination
PDCA MEETING REQUEST GUIDANCE

Pre-Submittal Meeting Request

1. Select 'Create New Submission' on the project page

2. Follow the instructions below for each tab in the submission.

Review Type
Select 'Pre-Submittal Meeting' from the dropdown list.

Documents
Upload the required documents

   i.   Conceptual Site Plan
   ii.   Trip Generation diagram
  iii.   Auxiliary Lane Sheet
  iv.   Design Criteria Form
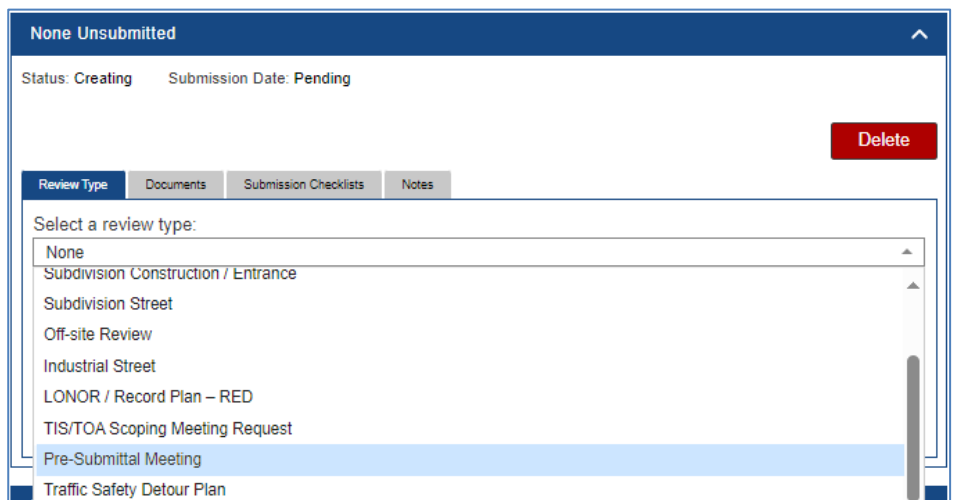   v.   Meeting Request Form

Submission Checklists
Complete the required checklist

Notes
Include any additional notes, if applicable.

Meeting Form *(this tab will appear once the Review Type has been selected and provides instruction on downloading the Meeting Request Form)*

3. After all requirements have been met, the 'Submit for Review' button will be active and no longer faded. *If, the button is still shaded, it will show what has not been completed by hovering over it*