

Gate-Keeping Checklist for the State of Delaware

Refer to GATE-KEEPING REQUIREMENTS and INSTRUCTIONS before completing Gate-Keeping Checklist (See Pages 2-3)

REQUIRED INFORMATION	REFERENCE PART OF HAULING PERMIT POLICY	PROVIDED (CIRCLE YES OR NO)	COMMENTS
1. PERMIT FEES	PART 4	YES NO	
2. WARNING FLAGS, WARNING LIGHTS, AND WARNING SIGN REQUIREMENTS	PART 4	YES NO	
3. ESCORT REQUIREMENTS	PART 4 AND 5	YES NO	
4. TRAVEL SPEED OF MOVE	PART 4 AND 5	YES NO	
5. DAY(S) AND HOUR(S) OF OPERATION	PART 5	YES NO	
6. DIMENSIONAL CHARACTERISTICS OF LOAD	PART 5	YES NO	
7. COPY OF CROSS-SECTIONAL VIEW OF LOAD WITH DIMENSIONS.	PART 5	YES NO	
8. COPY OF ROUTE SURVEY	PART 5	YES NO	
9. DOCUMENTATION FROM UTILITY COMPANIES FOR UTILITY CLEARANCE	PART 5	YES NO	
10. DOCUMENTATION FROM CERTIFIED ARBORIST FOR CLEARING OF VEGETATION	PART 5	YES NO	
11. DOCUMENTATION FROM APPROVED ELECTRICAL CONTRACTOR FOR ON-SITE COORDINATION	PART 5	YES NO	
12. DOCUMENTATION FROM STATE AND/OR LOCAL LAW ENFORCEMENT AGENCY FOR ON-SITE ASSISTANCE	PART 5	YES NO	
13. DOCUMENTATION FROM TRAFFIC CONTROL VENDOR FOR ON-SITE ASSISTANCE	PART 5	YES NO	
14. DOCUMENTATION FROM CITY OR TOWN IF TRAVELING WITH TOWN OR CITY LIMITS	PART 5	YES NO	
15. PREVIOUSLY APPROVED PERMIT NUMBER FOR SIMILAR LOAD(S), IF APPLICABLE		YES NO	

REQUIRED INFORMATION	REFERENCE PART OF HAULING PERMIT POLICY	PROVIDED (CIRCLE YES OR NO)	COMMENTS
16. REQUEST FOR FIELD OR OFFICE MEETING, IF APPLICABLE		YES NO	
17. MISCELLANEOUS ITEMS		YES NO	

INDIVIDUAL INFORMATION

18. NAME OF INDIVIDUAL COMPLETING GATE-KEEPING CHECKLIST			
19. GATE-KEEPING CHECKLIST WAS COMPLETED FOR: (PERMITTEE NAME):			
20. PHONE NUMBER			
21. FAX NUMBER			
22. EMAIL			
23. SIGNATURE OF INDIVIDUAL COMPLETING GATE-KEEPING CHECKLIST		24. DATE:	
<p>*Pole height setting must be set six (6) inches higher than the overall height of the above load.</p> <p>Additional minimum clearances include: 1'0" on each side of vehicle/load; 1'0" under load clearance; and 6 inches under trailer/semi-trailer clearance.</p>			

GATE-KEEPING REQUIREMENTS

- This checklist must be completed and submitted with permit application. The Department reserves the right to reject permit submittal should one item be missing during permit processing.
- This checklist assures that permittee has submitted the correct information.
- Submission of gate-keeping checklist found not to be legitimate by any Law Enforcement Officer or Department of Transportation employee or not actually completed on the date shown above, may result in revocation of the existing special hauling permit and may result in sanctions against the company/person that has signed above.

GENERAL

The Gate-Keeping Checklist form is used to document the information provided to the State of Delaware for a proposed Superload. The individual completing the checklist shall assure that the information provided is sufficient and accurate.

1. **PERMIT FEES:** Verifying permit fees are provided based on Policy Manual.

2. **WARNING FLAGS, WARNING LIGHTS, AND WARNING SIGN REQUIREMENTS:** Verifying warning flags, warning lights, and warning sign requirements are provided based on Policy Manual.
3. **ESCORT REQUIREMENTS:** Verifying escort requirements are provided based on Policy Manual.
4. **TRAVEL SPEED OF MOVE:** Verifying travel speed of move.
5. **DAY(S) AND HOUR(S) OF OPERATION:** Proposed date and time of movement of load. Day and time shall take into account processing time stated in the Policy Manual.
6. **DIMENSIONAL CHARACTERISTICS OF LOAD:** Verifying length, width, height, and weight information is provided on Route Survey form.
7. **COPY OF CROSS-SECTIONAL VIEW OF LOAD WITH DIMENSIONS:** Image of dimensioned load to understand load characteristics.
8. **COPY OF ROUTE SURVEY:** Verifying Route Survey form is completed.
9. **DOCUMENTATION FROM UTILITY COMPANIES FOR UTILITY CLEARANCE:** Written documentation from impacted Utility companies indicating utility clearances will be provided.
10. **DOCUMENTATION FROM CERTIFIED ARBORIST FOR CLEARING OF VEGETATION:** Written documentation from approved certified Arborist indicating clearing of vegetation will be provided.
11. **DOCUMENTATION FROM APPROVED ELECTRICAL CONTRACTOR FOR ON-SITE COORDINATION:** Written documentation from approved Electrical Contractor indicating on-site assistance will be provided.
12. **DOCUMENTATION FROM STATE AND/OR LOCAL LAW ENFORCEMENT AGENCY FOR ON-SITE ASSISTANCE:** Written documentation from Law Enforcement Agency indicating on-site assistance will be provided.
13. **DOCUMENTATION FROM TRAFFIC CONTROL VENDOR FOR ON-SITE ASSISTANCE:** Written documentation from Traffic Control Vendor indicating on-site assistance will be provided.
14. **DOCUMENTATION FROM CITY OR TOWN IF TRAVELING WITH TOWN OR CITY LIMITS:** Permits traveling through city or town limits require written documentation of approval from local municipality.
15. **PREVIOUSLY APPROVED PERMIT NUMBER FOR SIMILAR LOAD(S), IF APPLICABLE:** Reference information to assist in review process.
16. **REQUEST FOR FIELD OR OFFICE MEETING, IF APPLICABLE:** Permittee may request a meeting with Department officials to discuss permit in further detail.
17. **MISCELLANEOUS ITEMS:** Additional information submitted by permittee applicable to permit.
18. **NAME OF INDIVIDUAL COMPLETING GATE-KEEPING CHECKLIST:** Self explanatory
19. **GATE-KEEPING CHECKLIST WAS COMPLETED FOR: (PERMITTEE NAME):** Self explanatory
20. **PHONE NUMBER:** Phone number of individual completing the checklist.

21. FAX NUMBER: Fax number of individual completing the checklist.

22. EMAIL: Email of individual completing the checklist.

23. SIGNATURE OF INDIVIDUAL COMPLETING GATE-KEEPING CHECKLIST: Signature of individual completing the checklist.

24. DATE: Date Gate-Keeping Checklist was signed by individual completing the checklist.