**Delaware Department of Transportation**

**Design Guidance Memorandum**

**Memorandum Number: X-X**

1. Road Design 2. Bridge Design 3. Utilities Design
2. Right of Way 5. Other

Title: Sample DGM Format Effective Date: MM/DD/YYYY

1. **Purpose/Background**

This section is used to describe the purpose/need for the additional guidance.

1. **Applicability**

This would describe how and where to use the guidance. May reference law, regulations, or other technical documents.

1. **Design Guidance/Process**

Could be step by step guidance in a numbered format or a paragraph describing the actual guidance with construction details, drawings, tables, or other graphics.

1. **Justification**

Explain why this DGM needs to be issued. For example, describe if it improves safety, project delivery, processes, consistency, and/or efficiency as justification for this document.

Prepared by: [Originating Section] Date: MM/DD/YYYY

[Final Draft Date]

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Recommended by: Chief/Assistant Director [Originating Section] Date

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Attest to Form and Process: Support Engineer Date

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Recommended by: Deputy/Division Director Date

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Approved: Chief Engineer Date

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