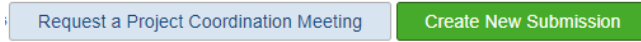


TIS/TOA Scoping Meeting Submission

1. Clicks on **Create New Submission** button



2. Select a review type **TIS/TOA Scoping Meeting Request**

a. **Meeting Form** tab appears

3. TIS/TOA Scoping Meeting Request Form required to create submission

- Click on **Meeting Form** tab
- Click on **Fill Out TIS/TOA Meeting Form** button
- Form will open

4. Complete form and click **Submit**

- Required fields must be completed to submit form
- Form closes and Submission window appears
- Meeting scheduled directly by DeIDOT, not scheduled through PDCA

*Form needs to be uploaded at the time of submission

5. Click **Submit for Review** to create submission

- Email notification sent to requestor

Please fill in the required information below. The provided information will be used in preparing a scope of work and scheduling a scoping meeting for a traffic impact study for the subject development.

Project: Test - TIS in a Major **Owner/Developer:** Colin Cosine

Tax Parcel ID: 2-05-07612-02-3800-0000 **Acreage:**

Project Address: **Lot Location:**

Is annexation proposed?: Yes No

If yes please list the municipality to which the annexation is proposed:

Current Zoning:

Proposed Zoning:

Proposed land use(please be as specific as possible):

Proposed site access points(number and location):

Projected build-out year:

Has land use application ever been submitted to the local government land use department? Yes No

Has a subdivision or land development plan been submitted to DeIDOT's Subdivision Section for review? Yes No

Has a site plan been prepared? If "yes", include file in the "upload documents" section during meeting submission creation. Yes No

Have the developer and current property owner been notified in writing of this meeting request? If "Yes" include file in the "upload documents" section during meeting submission creation. Yes No

Other relevant information:

Email of proposed attendees

Attendee	Email

NOTE: Failure to properly fill out any of the above sections or attach the requested documents / plans to this form may result in the rejection of the scoping meeting request.

[Cancel](#) [Submit](#)

TIS/TOA Scoping Meeting Request: Scoping Memo

1. TIS/TOA Scoping Memo email notification is automatically sent once the Reviewer uploads the Scoping Memo into PDCA.

2. View TIS/TOA Scoping Memo within the submission
** All versions (original and revised) of the TIS/TOA Scoping Memo are stored in the submission*

The screenshot shows the 'TIS/TOA Scoping Meeting Request 1' interface. At the top, it displays 'Status: Reviewing' and 'Submission Date: 02/22/2021'. Below this is a navigation bar with five tabs: '1 Review Type', '2 Documents', '3 Submission Checklists', '4 Notes', and '5 Meeting Form'. The 'Documents' tab is active, showing a table with the following content:

Document Title	Date Uploaded	Download
Test Memo.docx	03/30/2021	

At the top right of the interface, there are two buttons: a green 'Accept' button and a red 'Request Revision' button. Red arrows point from the 'Documents' tab and the 'Request Revision' button to the corresponding text instructions on the right.

3. Click **Accept** button to accept current TIS/TOA Scoping Memo

- DeIDOT is sent notification the Scoping Memo has been accepted and the submission automatically closes, allowing the Traffic Counts and Request TIS/TOA Cost Estimate Submissions to be available.

4. Click **Request Revision** button TIS/TOA Scoping Memo is not accepted

- DeIDOT will review TIS/TOA Scoping Memo and schedule a meeting to discuss TIS
- Click **OK** to confirm the request for revision

Note: When choosing 'Request Revision', **before** clicking the action button, please provide specifics to the revisions being requested, by either:

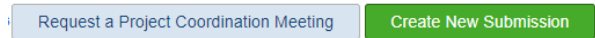
- uploading a documented listing requested revisions or
- briefly describing requested revisions in the Notes tab

TIS Option A:

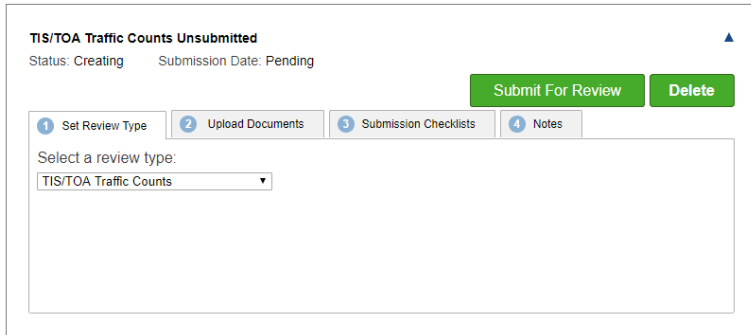


1 TIS/TOA Traffic Counts Submission

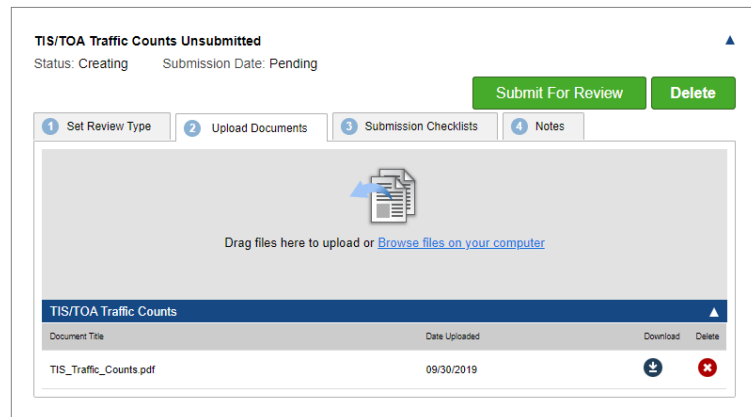
1. Clicks on **Create New Submission** button



2. Select review type **TIS/TOA Traffic Counts**
 - a. Upload of Traffic Counts document required before submission can be created



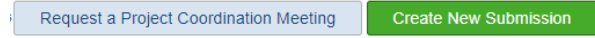
3. Upload of Traffic Counts document
 - a. Required before submission can be created



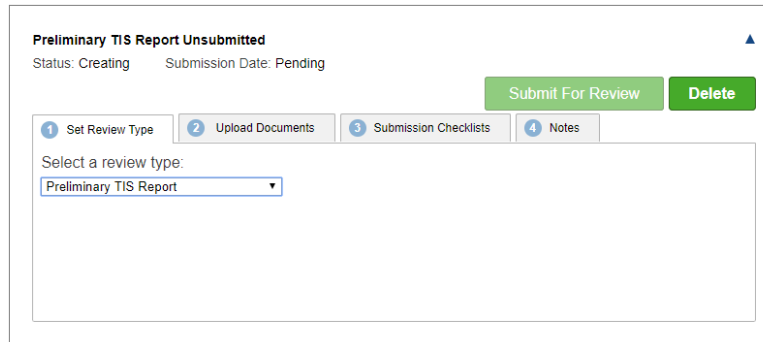
4. Click **Submit for Review**

2 Preliminary TIS Report Submission

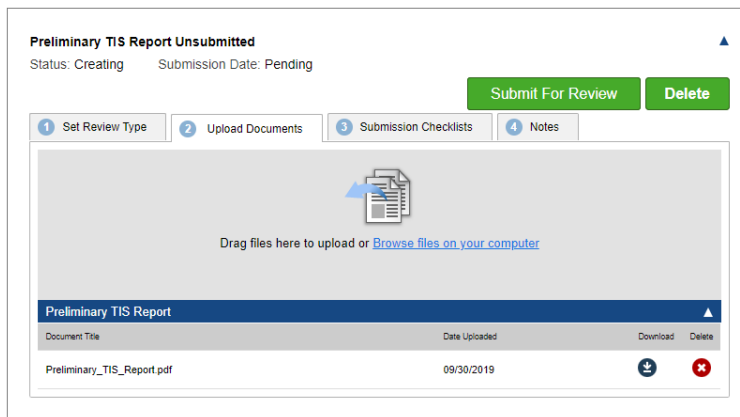
1. Clicks on **Create New Submission** button



2. Select review type **Preliminary TIS Report**
 - a. Upload of Preliminary TIS Report document required before submission can be created



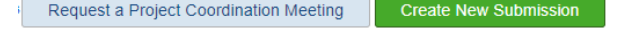
3. Upload of Preliminary TIS Report
 - a. Required before submission can be created



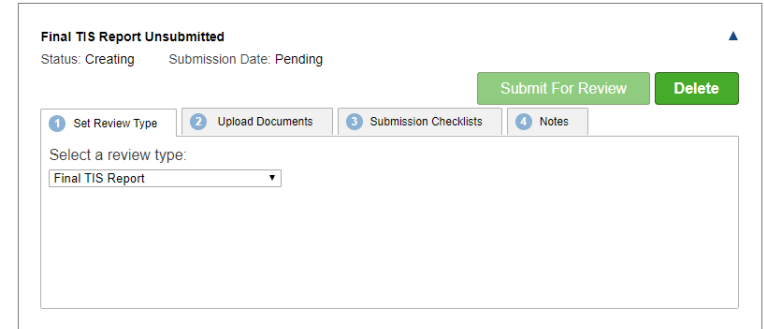
4. Click **Submit for Review**

3 Final TIS Report Submission

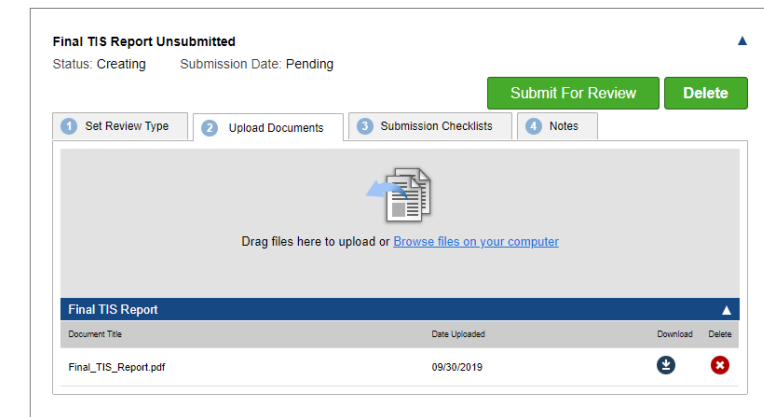
1. Clicks on **Create New Submission** button



2. Select review type **Final TIS Report**
 - a. Upload of Final TIS Report document required before submission can be created



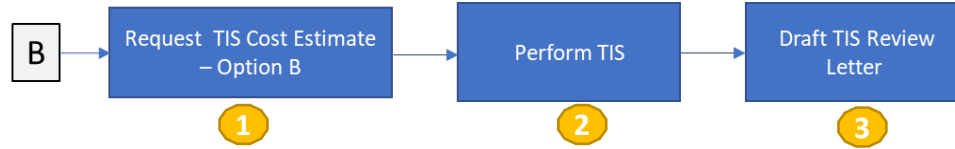
3. Upload of Final TIS Report
 - a. Required before submission can be created



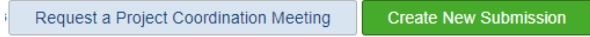
4. Click **Submit for Review**

4 Once **Final TIS Report** Submission has been reviewed and completed by the Reviewer, the **Draft TIS Review Letter** Submission is automatically created and will show on the project's page.

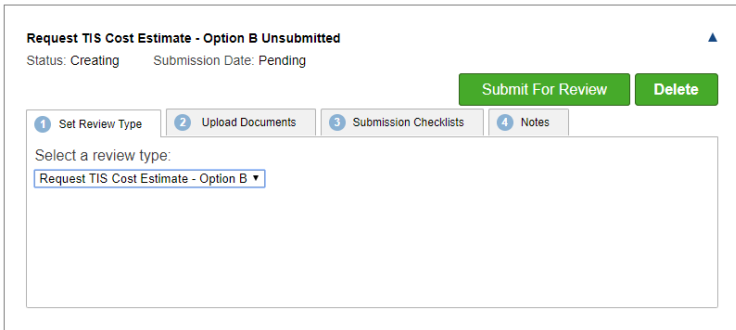
TIS Option B:



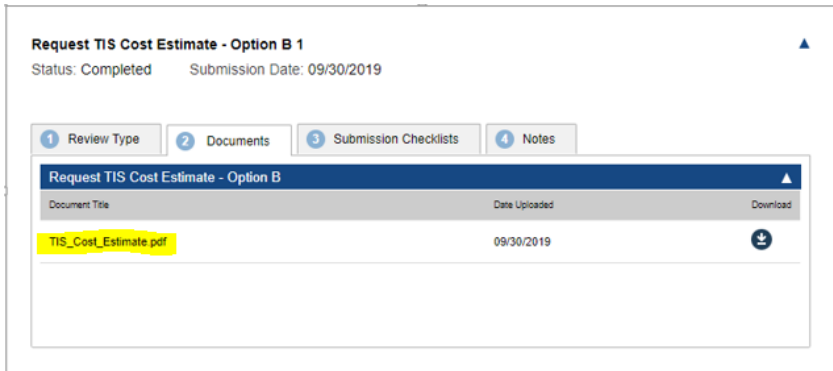
- 1 Request TIS Cost Estimate – Option B Submission**
**TIS/TOA Scoping Meeting is required before 'TIS Cost Estimate – Option B' request can be submitted*



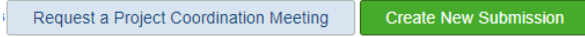
- Clicks on **Create New Submission** button
- Select review type **Request TIS Cost Estimate – Option B**
 - No Upload Document requirement
- Click **Submit for Review**



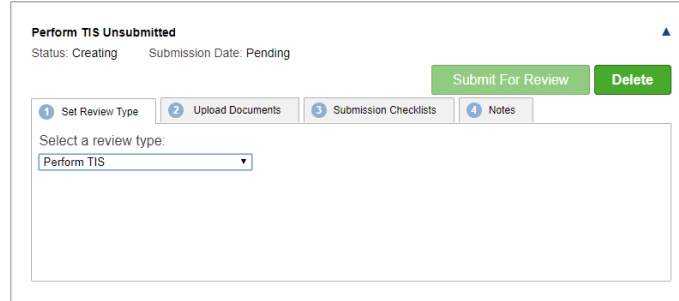
- Cost estimate available for review once DelDOT closes submission



- 2 Perform TIS Submission**
 - Clicks on **Create New Submission** button



- Select review type **Perform TIS**

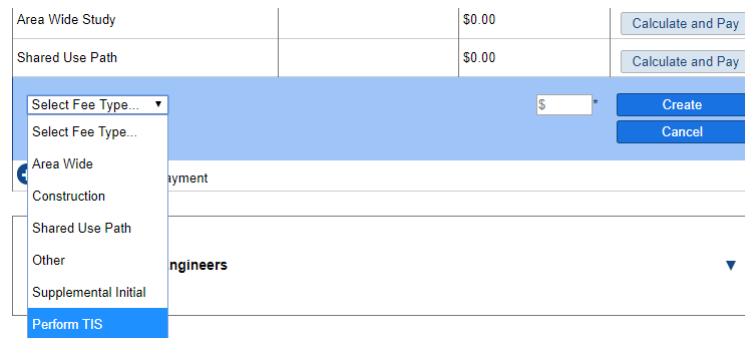


- Click **Add Additional Fee Payment**
 - Fee Required before submission can be created

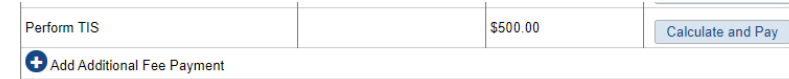
Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	Calculate
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
+ Add Additional Fee Payment			

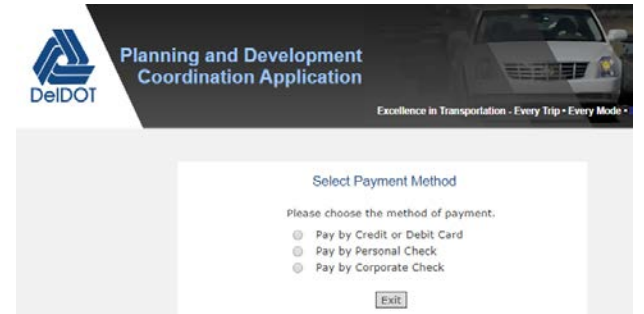
- Select Fee Type **Perform TIS**



- Enter fee listed in TIS Cost Estimate and click **Create**
 - Fee is added (confirm amount is correct)
 - Click **Calculate and Pay**



- Directed to DeIDOT payment processing page
 - required before submission can be create
 - Complete payment



- Click **Submit for Review**

- Once DeIDOT completes the **Perform TIS** submission, the **Draft TIS Review Letter** Submission is automatically created once Final TIS Report submission closed

Draft TIS Review Letter Submission

1. Draft TIS Review Letter Submission automatically created through the PDCA when either Final TIS Report Submission (Option A) or Perform TIS Submission (Option B) is completed.

2. View Draft TIS Review Letter in **Project Documents** section
** All versions of the Draft TIS Review Letter are stored under Project Documents*

Fee Type	Date Paid	Amount
Initial Fee		\$0.00
Construction		\$0.00
Area Wide Study		\$0.00
Shared Use Path		\$0.00
Perform TIS	09/30/2019	\$500.00

Document Title	Category	Date Uploaded	Uploaded By
Draft_TIS_Review_Letter.pdf	Draft TIS Review Letter	10/01/2019	Wendy L. Polasko

3. Click **Accept** button to accept current Draft TIS Review Letter
 - a. DeIDOT will finalize TIS Review letter and create the Final TIS Review Letter submission
4. Click **Request Revision** button if Draft TIS Review Letter is not accepted
 - a. DeIDOT will review Draft Review TIS Letter and schedule a meeting to discuss TIS
 - i. Meeting not scheduled through PDCA
 - b. Click **OK** to confirm the request for revision

Note: If a revision is requested, DeIDOT will either revise the Draft TIS Review Letter or chose to keep the Draft TIS Review Letter as is

5. Click **Accept** or **Request Revision** on the Draft TIS Review Letter Submission
 - a. DeIDOT notes available in **'Notes'** tab
 - b. Process repeated until a Draft TIS Review Letter accepted by the developer and DeIDOT

Note By	Date	Note
Wendy.Polasko@state.de.us	10/01/2019	Draft TIS Review Letter revised to include comments discussed during the TIS meeting.

Final TIS Review Letter Submission

- Final TIS Review Letter Submission automatically created through the PDCA when the Draft TIS Review Letter Submission is closed

- Note the status is **Completed**

Final TIS Review Letter 1 ▲

Status: Completed Submission Date: 10/01/2019

1 Review Type

2 Documents

3 Submission Checklists

4 Notes

Requested Review Type:
Final TIS Review Letter

- No action required for developer within the Final TIS Review Letter Submission
- Final TIS Review Letter is available for review in **Project Documents** section
 - All versions of the Draft TIS Review Letter and the Final TIS Review Letter are stored under Project Documents section.

Project Information

Delete Save Project

Project Name: Developer Org:

County: Kent Developer:

Project Type: Major Primary Site Engineer Org:

Primary Site Engineer:

Fee Payments

Fee Type	Date Paid	Amount	
Initial Fee		\$0.00	Calculate
Construction		\$0.00	Calculate and Pay
Area Wide Study		\$0.00	Calculate and Pay
Shared Use Path		\$0.00	Calculate and Pay
Perform TIS	09/30/2019	\$500.00	Paid
+ Add Additional Fee Payment			

Project Documents ▲

Document Title	Category	Date Uploaded	Uploaded By	
Draft_TIS_Review_Letter.pdf	Draft TIS Review Letter	10/01/2019	Wendy L. Polasko	↓
Draft_TIS_Review_Letter_revised.pdf	Draft TIS Review Letter	10/01/2019	Wendy L. Polasko	↓
Final_TIS_Review_Letter.pdf	Final TIS Review Letter	10/01/2019	Wendy L. Polasko	↓