



DelDOT – Minor Subdivision Checklist

Project Title: _____ **Project Id.:** _____

Tax Parcel No.: _____ **Date:** _____

Effective: 02/17/2022

Please check items below as necessary: (Section & Figure Links reference the [Development Coordination Manual](#))

Are there 5 lots or less (including residual lands)?	Yes, Continue No, see Subdivision Record Plan Checklist
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

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)

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			
Provide Figure 7.2.3.3-a Residential Access Design Requirements			
Show and dimension location of:	Utility Poles Existing and Proposed Driveways	Distance to Nearest Intersection(s) Consider “Combined Residential Access”, if possible	

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 of 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 Spacing of Driveways and Entrances No, continue (a dedication* or reservation* is required)
Does 17 Del. C. § 530 apply?	Yes, see Plan Notes for required certification and signature. And include these reservation* notes: - <i>A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.</i> No, continue
Was the ROW for the State-maintained roadway previously acquired, as: (A) permanent easement, or (B) previously acquired in fee, *ROW reservation / dedication does <u>not</u> apply to the <u>residual</u> parcel	(A) then the additional right-of-way dedication will be from the centerline along with the following note: Dedicate* additional ROW from the <u>centerline</u> & add this note: <i>A(n) X-foot wide strip of right-of- way from the centerline is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.</i> (B) then the additional right-of-way dedication will be from the existing right-of-way line along with the following note: <i>An additional X-feet of right-of-way is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.</i>

SPACING OF DRIVEWAYS AND ENTRANCES (Figure 1.5.1)

Confirm all entrances (proposed vs existing) are spaced per <u>Figure 1.5.1</u>	Minor Collectors & Local Roads: space entrances @ Min. 150' O.C. or combined Minor Arterials & Major Collectors: space entrances @ Min. 250' O.C. or combined Principal Arterials (excludes limited access): space entrances @ Min. 400' O.C. or combined
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SIGHT DISTANCE / INTERSECTION SIGHT DISTANCE WORKSHEET (5.4)

Sight distance triangles shown on plan for proposed entrances
Calculated distances are projected by "line-of-sight" from accurate decision point (see note 3)
Intersection Sight Distance Worksheet uploaded to PDCA

DRAINAGE REQUIREMENTS [New Castle County Only] (5.7)

Title Block (3.4.2.1-A)

Name of proposed residential development	Original date and revision dates
Name of town/hundred and county	Name, address, and telephone number of owner and engineer/surveyor Seal of
Maintenance number of highway being accessed	Delaware Licensed engineer/surveyor (Delaware License required)
Graphic scale (1" = 30' preferred, 1" = 20' acceptable)	Owner's signature (for final approval)

DATA BLOCK (3.4.2.1-B)

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

PLAN NOTES

The following notes shall appear on ALL Minor Subdivision Plans:

All entrances shall conform to DelDOT's Development Coordination Manual (DCM) and shall be subject to its approval.

Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.

The following notes on the Minor Subdivision Plans **IF** they apply to your project:

If the residual lands of the applicant are ever developed into a major subdivision, then the access to the parcels created by this minor subdivision plan may be required to be from an internal subdivision street.

Lot X, Lot X and Lot X shall have access to _CRXXX via the 50-foot wide ingress/egresseasement.

Lot X and Lot X shall have a combined access to _CRXXX.

Lot X shall have a single access from _CRXXX, in which the entrance shall be along the X_ern property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access.

I/We, the undersigned, hereby certify to the ownership of the property described and shown on this plan, that the plan was made at my/our direction, and that I/we acknowledge the same to be our act and that I/we desire the plan to be recorded according to law.

I certify that **17 Del. C. § 530** is applicable to the property described and shown on this plan by virtue of: (check applicable section)

___ the parcel is subdivided into no more than 2 parcels which will be continued to be used as a farm or farmland, or

___ the subdivided parcel or parcels will be transferred to a family member or members for purposes of use as a family member or members' principal residence or farmland.

Owner Date