



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. Box 778  
DOVER, DELAWARE 19903

CAROLANN WICKS, P.E.  
SECRETARY

July 28, 2010

Dear Developer/Engineer:

DeIDOT has been continuing to find ways to improve our development plan review process, improve customer service, and provide better guidance to the development community on what we expect to be submitted for a plan review. This will enable us to provide a more comprehensive and expedient review, while outlining our expectations so that our customers understand our process. In the past several months, DeIDOT has provided more information online to help in the preparation of plan submittals to our Department. We have added sight distance calculation charts, pipe angle/cover charts, gatekeeping checklists for record and construction plan submittals, pre-submittal checklists, plan submittal calendars for reviews, and the most frequent errors we seen in the development of plans. All of these tools are designed to make the plan review process smoother and more efficient. We will continue to use our website for posting information on plan submittals.

To further improve consistency and predictability in the Subdivision plan review process, the following guidelines regarding the need for Traffic Operational Analyses (TOA) shall be utilized as of **August 2, 2010** for any development projects which do not have a Letter of No Objection:

1. A TOA will be required for all development projects that are expected to generate 200 or more vehicle trips per day and for which a Traffic Impact Study (TIS) was not completed.
2. A TOA will be required for any development project for which changes in land use are intended after the completion of a TIS or TOA, if enough additional vehicle trips are being generated beyond those accounted for in the TIS or TOA, as determined by the County Coordinator.
3. The scope of work of a TOA should be jointly agreed to by staff members of the Subdivision and Traffic Sections. In some circumstances, the scope and review of larger scale TOAs will be determined by the County Coordinator.
4. The requirement for a TOA may be waived if the project developer agrees to pre-determined traffic improvements as agreed to by both the Subdivision Engineer and Chief Traffic Engineer, or designee.
5. Projects that do not meet the above criteria will not be required to complete a TOA.
6. The TOA will be reviewed and accepted by the Subdivision and Traffic Sections or by the County Coordinator (see part 3) prior to the issuance of a Letter of No Objection.



7. Any project for which construction has not begun within two years of the approval of a TOA may require an updated TOA, and appropriate modifications to the project and project related improvements as determined by the Subdivision and Traffic Sections or by the County Coordinator (see part 3.)
8. Other traffic analyses that may be required, in addition to a TOA or TIS, include traffic signal warrant analysis, and the development of a Transportation Management Plan (TMP). A traffic signal warrant analysis will likely be required to be performed by the developer if it is desired or expected that a new traffic signal will need to be installed concurrent with or soon after the opening of a new development. A TMP may be required for large projects, or projects that impact roadways on the National Highway System (NHS). Refer to: [http://www.deldot.gov/information/pubs\\_forms/manuals/de\\_mutcd/pdf/final\\_rule\\_9\\_10\\_2007.pdf](http://www.deldot.gov/information/pubs_forms/manuals/de_mutcd/pdf/final_rule_9_10_2007.pdf) for DeIDOT's TMP guidelines.

I trust that these guidelines will prove to be helpful.

Sincerely,



Marc Cote

Subdivision Engineer, Development Coordination

cc: Carolann Wicks, Secretary, Department of Transportation  
Ralph Reeb, Director, Division of Planning  
Ted Bishop, Assistant Director, Division of Planning  
Subdivision staff  
Don Weber, Chief Traffic Engineer, DeIDOT Traffic  
Mark Lucysz, Assistant Traffic Engineer, DeIDOT Traffic