



DelDOT – Development Coordination

Lot-Line Adjustment Checklist

Please note: This form is required for all Lot-Line Adjustment plan submissions

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

- Are additional lots being created? Yes, see [Minor Subdivision Checklist](#) No, continue
- Commercial Development/Redevelopment? Yes, see [Dev Coord Gate-Keeping Checklist](#) No, continue
- Are public internal streets/access-ways being created? Yes, see [Gate-Keeping Checklist](#) No, continue
- Will entrance work or construction activity occur in the right-of-way (ROW) Yes, see [Gate-Keeping Checklist](#)
- 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 [\(3.3.2\)](#)

- 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

Dedication/Reservation of Right-of-Way [\(3.2.5.2\)](#) - 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 Arterials and Collectors: 40 feet of ROW from physical centerline of road ([Figure 3.2.5-c](#))
- Multi-lane Arterials, 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 **Driveway** requirements
 - No, include these reservation* notes: ***A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs.***

Driveways and entrances [\(Figure 1.2.1-a\)](#) Show & dimension location of:

- Existing Entrances/Exits Internal driveways Utility poles Distance to nearest intersection(s)

Title Block [\(3.4.2.1-A\)](#)

- | | |
|---|---|
| <input type="checkbox"/> Name of proposed residential development | <input type="checkbox"/> Name, address, and telephone number of owner and engineer/surveyor |
| <input type="checkbox"/> Name of town/hundred and county | <input type="checkbox"/> Owner's signature (for final approval) |
| <input type="checkbox"/> Graphic scale | <input type="checkbox"/> Seal of Delaware Licensed engineer/surveyor |
| <input type="checkbox"/> Original date and revision dates | |

Data Block [\(3.4.2.1-B\)](#)

- | | |
|---|---|
| <input type="checkbox"/> Gross acreage of property | <input type="checkbox"/> Water provider |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Tax parcel number(s) |
| <input type="checkbox"/> Present use | <input type="checkbox"/> Total number of lots, existing and proposed |
| <input type="checkbox"/> Proposed use | <input type="checkbox"/> Proximity to identified Transportation Improvement Districts (TID) |
| <input type="checkbox"/> Posted speed limit on frontage road(s) | |
| <input type="checkbox"/> Sewer provider | |

Plan Notes

The following note shall appear on all Lot-Line Adjustment Plans: **If existing entrances are altered, they shall conform to DelDOT's Development Coordination Manual (DCM) and shall be subject to its approval. No construction activity shall occur in the right-of-way (ROW) without a DelDOT Permit.**