

Appendix D Plan Review Checklists

The following checklists have been provided for informational purposes. Digital versions of the following spreadsheets can be downloaded through DelDOT's Development Coordination Portal (www.devcoord.deldot.gov).



DeIDOT – Development Coordination: GATE-KEEPING CHECKLIST – SITE PLAN / RECORD PLAN

Project Name: _____ Date: _____
 County: _____ Local Land-Use _____ DelDOT Reviewer _____
 Agency: _____ (Filled out by DeIDOT): _____

Required Items (1 item missing = Non-Acceptance of Submittal)	Dev. Coord. Manual Section	Engineer shall initial applicable box and submit items		Comments (Required for any items marked N/A)	Gate-Keeper Verified Y/N
		Provided	N/A		
Cover Letter (Specify formal submission date to the Local Land Use agency)					
Pre-Submittal Meeting before formal submission. Date: XX/XX/XX					
Electronic (pdf) copy of Site Plan/Record Plan set on a CD					
Electronic (pdf) copy of Preliminary Entrance/Construction Plans and all additional documents* on a CD					
* Include digital copy of itemized transmittal letter with <u>every</u> submission					
Clean, clear easy to read plan set of all plans (3 hard copies)					
Initial Stage Fee					
Initial Stage Fee Calculation form					
Completed Checklist for Site Plan/Record Plan Approval					
Traffic Impact Study (TIS) recommendation letter (if applicable)					
Area Wide Fee (if applicable)					
TIS, RPC, TAC and DAC recommendations noted on plan					
Traffic generation diagram shown and correct. See example in Appendix M.					
Provide Max height of proposed structure(s) > 49 Ft above grade and notify DeIDOT (deldot_aeronautics@state.de.us) if any proposed structure > 99 Ft above grade. (Federal Aviation Administration (FAA) notice may be required)					
Regardless of structure height(s), if project is within 3 miles of a public-use airport, notify DeIDOT (deldot_aeronautics@state.de.us). An official airspace obstruction review may be necessary.					
Data Block					
Proper Right-of-Way dedication per frontage roadway classification					
Sight triangle spreadsheet completed and submitted, sight triangle diagram drawn as well as Intersection Sight Distance Note placed on Site Plan/Record Plan. See example and spreadsheet at: http://www.deldot.gov/information/business/subdivisions/Intersection-Sight-Distance.xls					
Subdivision Streets to be dedicated meeting design requirements (width and radii)					
Correct typical section(s) of subdivision streets (Type I, II, III, w/ or w/o curb) and frontage road(s) on Preliminary Entrance/Construction Plan					
Metes, bounds, curve data and line charts (Site Plan/Record Plan and Preliminary Entrance/Construction Plan)					
Conceptual drainage plan(s) showing layout (to verify PE's)					
Photo showing proposed entrance location staked					
Developer Contact Information:			Engineer Contact Information:		
Name:			Name:		
Address:			Address:		
Email:			Email:		
Preferred Phone No.:			Preferred Phone No.:		
Additional Comments:					

5/15/2015



DeIDOT – Development Coordination: GATE-KEEPING CHECKLIST – ENTRANCE PLAN / CONSTRUCTION PLAN

Project Name: _____ Date: _____
 County: _____ Local Land-Use _____ DeIDOT Reviewer _____
 Agency: _____ (Filled out by DeIDOT): _____

Required Items (1 item missing = Non-Acceptance of Submittal)	Dev. Coord. Manual Section	Engineer shall initial applicable box and submit items		Comments (Required for any items marked N/A)	Gate- Keeper Verified Y/N
		Provided	N/A		
Cover Letter (Specify submission/review type)					
Electronic (pdf) copy of Entrance Plans/Construction Plans and all additional documents* on a CD					
* Include digital copy of itemized transmittal letter with every submission					
Clean, clear easy to read plan set of all plans (3 hard copies)					
3 hard copies of County recorded/DeIDOT stamped Site Plan/Record Plan and 1 scanned electronic (pdf) copy					
Entrance/Construction Stage Fee					
Entrance/Construction Stage Fee Form					
Completed Checklist for Subdivision or Commercial Entrance Plan Approval. Note: A residential subdivision that will have private or non-State maintained internal streets shall utilize the Commercial Entrance Plan Approval checklist.					
Traffic generation diagram shown and correct. See example on website at: http://www.deldot.gov/information/business/subdivisions/Top_Ten_most_frequently_seen_errors.pdf					
Proper design vehicle turning movement diagrams for entrance/intersections					
15' permanent easement across frontage road(s) for shared-use paths, sidewalks, drainage, utilities etc.					
Sight triangle spreadsheet completed/submitted, sight triangle diagram drawn and Intersection Sight Distance Note placed on Site Plan/Record Plan. See example and spreadsheet at: http://www.deldot.gov/information/business/subdivisions/Intersection-Sight-Distance.xls					
Streets to be dedicated meeting design requirements (width and radii)					
Correct typical section(s) of subdivision streets and frontage road(s)					
Plans reference correct horizontal and vertical datum					
Spot elevations: verify ADA compliance and positive runoff					
Pipe, catchbasin, flared-end sect., curb, underdrain schedules					
Stormwater management report and plans					
Completed DeIDOT ES2M Checklist http://www.deldot.gov/information/business/drc/pd_files/plan_development/e-and-s_checklist.pdf					
Drainage report with spread calcs, HGL, etc. and completed pipe cover/angle chart: http://www.deldot.gov/information/business/subdivisions/Pipe_Cover_Angle_Worksheet.xlsm					
E&S plans w/ sequence of construction					
H&H calculations for ditches - Provide typical sections and shear stress calcs					
H&H calculations for culverts					
Contacted DTC and/or school district: added transit facilities if required					
Developer Contact Information:		Engineer Contact Information:			
Name:		Name:			
Address:		Address:			
Email:		Email:			
Preferred Phone No.:		Preferred Phone No.:			
Additional Comments:					

5/15/2015



DelDOT - Lot-Line Adjustment Review Checklist

Project Title

DeIDOT ID #

(Lowest Numerical Tax Parcel I.D.)

Date: 10/25/2013

Comments: Turned Off

Checklist Item	Checklist Topic/Content	Pending Manual Ref.	Item addressed	Justifications are Required if: N or N/A
LLA_01.00.00	SECTION 1: LOT-LINE ADJUSTMENT SUBMITTAL DOCUMENTS	3.3.1		
LLA_01.01.00	A completed Lot-Line Adjustment checklist has been submitted.	3.3.1		
LLA_01.02.00	Initial Stage Fee calculation has been completed on-line and payment provided on-line at time of submittal.	3.3.1		
LLA_01.03.00	Project Specific Comments			
LLA_02.00.00	SECTION 2: LOT-LINE ADJUSTMENT PLAN REQUIREMENTS	3.4.2.1		
LLA_02.01.00	Plan shows a Lot Line Adjustment and not the creation of more lots.	3.4.2.1		
LLA_02.02.00	Public internal streets/access ways have not been created.	3.4.2.1		
LLA_02.03.00	It is not a Commercial Development/ Redevelopment.	3.4.2.1		
LLA_02.04.00	North Arrow shown on all plan views.	3.4.2.1		
LLA_02.05.00	Property Corners shown on all plan views.	3.4.2.1		
LLA_02.06.00	General Location map showing the relationship of the site to existing State-maintained roadways. The location map shall be drawn to a scale of no less than 1 inch = 1 mile.	3.4.2.1		
LLA_02.07.00	Legend for existing and proposed features (symbols, line types, etc).	3.4.2.1		
LLA_02.08.00	Roadway Name, Maintenance Number, and Functional Classification clearly labeled on all roadways.	3.4.2.1		
LLA_02.09.00	Accurate existing and proposed Right-of-Way shown, labeled, and dimensioned on both sides of the road (Figure 3.2.5 a).	3.2.5		
LLA_02.10.00	Reservation of Right-of-Way is not needed, existing right-of-way meets the minimum standards shown in (Figure 3.2.5 a).	3.2.6		
LLA_02.11.00	Proposed and existing driveways and distance to nearest intersection(s) have been shown and dimensioned.	3.4.2.1.C.1		
LLA_02.12.00	Title block containing:	3.4.2.1.A		
LLA_02.12.01	Name of proposed residential development.	3.4.2.1.A.1		
LLA_02.12.02	Name of town/hundred and county.	3.4.2.1.A.3		
LLA_02.12.03	Graphic scale.	3.4.2.1.A.5		
LLA_02.12.04	Original Date and Revision Dates.	3.4.2.1.A.6		
LLA_02.12.05	Name, address, telephone number, and email address of property owner and engineer or surveyor preparing the plan.	3.4.2.1.A.7		
LLA_02.12.06	Signed and Sealed by engineer or surveyor preparing plan (Delaware licensed).	3.4.2.1.A.8		
LLA_02.12.07	Signed by Property Owner (for final plan approval).	3.4.2.1.A.9		
LLA_02.13.00	Data block containing:	3.4.2.1.B		
LLA_02.13.01	Gross acreage of property.	3.4.2.1.B.1		
LLA_02.13.02	Zoning.	3.4.2.1.B.2		
LLA_02.13.03	Present Use.	3.4.2.1.B.3		
LLA_02.13.04	Proposed Use.	3.4.2.1.B.4		
LLA_02.13.05	Sewer Provider.	3.4.2.1.B.5		
LLA_02.13.06	Water Provider.	3.4.2.1.B.6		
LLA_02.13.07	Tax Parcel Number.	3.4.2.1.B.7		
LLA_02.13.08	Total number of lots, existing and proposed.	3.4.2.1.B.8		
LLA_02.14.00	The following note appears on all plans: "If existing entrances are altered they shall conform to DeIDOT's Development Coordination Manual and shall be subject to its approval."	3.3.2		
LLA_02.15.00	Project Specific Comments			
LLA_02.16.00	End Checklist			



DelDOT - Minor Subdivision Plan Review Checklist

Project Title	
DelDOT ID #	
<small>(Lowest Numerical Tax Parcel I.D.)</small>	
Date:	10/25/2013
Comments	Turned Off

Checklist Item	Checklist Topic/Content	Pending Manual Ref.	Item addressed	Justifications are Required if: N or N/A
MNR_01.00.00	SECTION 1: MINOR SUBDIVISION SUBMITTAL DOCUMENTS	3.3.1		
MNR_01.01.00	A completed Minor Subdivision checklist has been submitted.	3.3.1		
MNR_01.02.00	Initial Stage Fee calculation has been completed on-line and payment provided on-line at time of submittal.	3.3.1		
MNR_01.03.00	Project Specific Comments			
MNR_02.00.00	SECTION 2: MINOR SUBDIVISION PLAN REQUIREMENTS	3.3.2		
MNR_02.01.00	Plan shows only five lots or less are being created.	3.3		
MNR_02.02.00	Public internal streets/access ways have not been created.	3.3.2		
MNR_02.03.00	It is not a Commercial Development/ Redevelopment.	3.3.2		
MNR_02.04.00	North Arrow shown on all plan views.	3.4.2.1		
MNR_02.05.00	Property Corners shown on all plan views.	3.4.2.1		
MNR_02.06.00	General Location map showing the relationship of the site to existing State-maintained roadways. The location map shall be drawn to a scale of no less than 1 inch = 1 mile.	3.4.2.1		
MNR_02.07.00	Legend for existing and proposed features (symbols, line types, etc).	3.4.2.1		
MNR_02.08.00	Roadway Name, Maintenance Number, and Functional Classification clearly labeled on all roadways.	3.4.2.1		
MNR_02.09.00	Accurately show the existing and proposed Right-of-Way with correct dimensions (Figure 3.2.5-a)	3.2.5		
MNR_02.10.00	Reservation of Right-of-Way is not needed, existing right-of-way meets the minimum standards shown in (Figure 3.2.5-a).	3.2.6		
MNR_02.11.00	The 143rd Assembly, Senate Bill 49, House Amendment No. 2 does not apply for this project, which states; a. The parcel is subdivided into no more than two (2) parcels which are continued to be used as a farm or farmland; or b. The subdivided parcel or parcels are transferred to a family member or members for purposes of use as a family member or members principle residence or farmland.	3.2.5.2		
MNR_02.12.00	Was the Right-of-Way for the State-maintained roadway acquired in fee?	3.2.5.2		
MNR_02.13.00	Proposed and existing driveways and distance to nearest intersection(s) have been shown and dimensioned.	3.4.2.1.C.1		
MNR_02.14.00	All entrances being proposed for the residual lands are clearly labeled for residential or agricultural use.	3.4.2.1.D.2		
MNR_02.15.00	Location of utility poles have been shown.	3.4.2.1.C.4		
MNR_02.16.00	Appropriate spacing between multiple driveways has been met.	Fig. 1.2.1-a		
MNR_02.17.00	Sight Distance Triangles are shown on all plan views for proposed entrances and distances are correct. Completed and Attached printout of Intersection Sight Distance Worksheet. Decision point has been dimensioned from the edge of the near travel lane and is correct.	5.4		
MNR_02.18.00	Drainage Requirements met (New Castle County Only).	5.7		
MNR_02.19.00	Title block containing:	3.4.2.1.A		
MNR_02.19.01	Name of proposed residential development.	3.4.2.1.A.1		
MNR_02.19.02	Name of town/hundred and county.	3.4.2.1.A.3		
MNR_02.19.03	Graphic scale.	3.4.2.1.A.5		
MNR_02.19.04	Original Date and Revision Dates.	3.4.2.1.A.6		
MNR_02.19.05	Name, address, telephone number, and email address of property owner and engineer or surveyor preparing the plan.	3.4.2.1.A.7		
MNR_02.19.06	Signed and Sealed by engineer or surveyor preparing plan (Delaware licensed).	3.4.2.1.A.8		
MNR_02.19.07	Signed by Property Owner (for final plan approval).	3.4.2.1.A.9		
MNR_02.20.00	Data block containing:	3.4.2.1.B		
MNR_02.20.01	Gross acreage of property.	3.4.2.1.B.1		
MNR_02.20.02	Zoning.	3.4.2.1.B.2		
MNR_02.20.03	Present Use.	3.4.2.1.B.3		
MNR_02.20.04	Proposed Use.	3.4.2.1.B.4		
MNR_02.20.05	Sewer Provider.	3.4.2.1.B.5		
MNR_02.20.06	Water Provider.	3.4.2.1.B.6		
MNR_02.20.07	Tax Parcel Number.	3.4.2.1.B.7		
MNR_02.20.08	Total number of lots, existing and proposed.	3.4.2.1.B.8		
MNR_02.21.00	The following note appears on all plans: "All entrances shall conform to DelDOT's Development Coordination Manual and shall be subject to its approval."	3.3.2		
MNR_02.22.00	The following note appears on all plans: "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."	3.4.2.1.E.4		
MNR_02.23.00	The following note appears on all plans if it applies: "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 revised to be from an internal subdivision street."	3.4.2.1.E.4		
MNR_02.24.00	The following note appears on all plans if it applies: "Lot X, Lot X and Lot X shall have access to _CRXXX via the 50-foot wide ingress/egress easement."	3.4.2.1.E.4		
MNR_02.25.00	The following note appears on all plans if it applies: "Lot X and Lot X shall have a combined access to _CRXXX."	3.4.2.1.E.4		
MNR_02.26.00	The following note appears on all plans if it applies: "Lot X shall have a single access from _CRXXX, in which the entrance shall be along the _ern property line. Should additional lots ever be developed from the residual lands, then the single access shall be converted to a combined access."	3.4.2.1.E.4		
MNR_02.27.00	Project Specific Comments			



DelDOT - Record Plan Review Checklist

Project Title _____
 DelDOT ID # _____
 (Lowest Numerical Tax Parcel I.D.)

Does Project include State Maintained Subdivision Streets (SS) OR DelDOT Review/Inspection of Municipal Subdivision Streets? Yes No Date: 12/17/2013

Does Project include Commercial or Non-Residential (NR) usage? Yes No Comments: Turned Off

Checklist Item	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
RP_01.00.00	SECTION 1: RECORD PLAN SUBMITTAL DOCUMENTS	3.4.2		
RP_01.01.00	A completed Record Plan gatekeeping checklist is ready for upload/submittal to DelDOT.	3.4.2.A		
RP_01.02.00	A completed copy of this Subdivision Record Plan review checklist is ready for upload/submittal to DelDOT.	3.4.2.D		
RP_01.03.00	Initial Stage Fee calculation has been completed on-line and payment is ready to be provided on-line at time of submittal.	3.4.2.E		
RP_01.04.00	Preliminary Entrance Plan provided which includes the following:	3.4.2.F		
RP_01.04.01	Traffic Generation Diagram, including site design vehicle(s). (per Fig 3.4.2-a)	3.4.2.F.1		
RP_01.04.02	Adjacent and opposing entrances shown relative to proposed entrance(s) and project limits (per Fig 3.4.2-b, Fig 3.4.2-c and Fig 3.4.2-d)	3.4.2.F.2		
RP_01.04.03	Functional Classification of adjacent frontage roadway(s) listed	3.4.2.F.3		
RP_01.04.04	Layout of required auxiliary lanes, bike and pedestrian facilities with supporting auxiliary lane worksheet(s) ready for upload/submittal to DelDOT	3.4.2.F.4		
RP_01.04.05	Completed Intersection Sight Distance Worksheet(s) ready for upload/submittal to DelDOT	3.4.2.F.5		
RP_01.04.06	Transit Facilities and Bus Pull Offs including existing facilities along with improved or proposed facilities, if recommended by the local land use authority.	3.4.2.F.6		
RP_01.05.00	Turning Movement Diagrams for specified design vehicle(s) ready for upload/submittal to DelDOT	3.4.2.G		
RP_01.06.00	Entrance(s) have been staked in the field. (Photo(s) to support site visit ready for upload/submittal to DelDOT)	3.4.2.H		
RP_01.07.00	Intra-connectivity calculation sheet(s) (per Fig 3.5.6.3-a) ready for upload/submittal to DelDOT (showing minimum connectivity ratio ≥ 1.4 is met)	3.5.6.C		
RP_01.08.00	Interconnectivity calculation exhibit (per Fig 3.5.7.3-a) ready for upload/submittal to DelDOT	3.5.7		
RP_01.09.00	Stormwater Management (SWM) Report ready for upload/submittal to DelDOT	3.8		
RP_01.10.00	Hydrology and Hydraulic calculations ready for upload/submittal to DelDOT, including any culverts within DelDOT ROW that are to be replaced and/or will be impacted by upstream improvements	3.8		
RP_01.11.00	Hydrologic & Hydraulic calculations ready for upload/submittal to DelDOT, including any new / modified ditches and/or those that will be impacted by upstream, improvements within DelDOT ROW. Shear stress calculations ready for upload/submittal to DelDOT, including any typical roadway sections, proposed ditches, and all swales to confirm which soil retention blanket mulch (SRBM) should be used.	3.8		
RP_01.12.00	Project Specific Comments			
RP_02.00.00	SECTION 2: TRAFFIC IMPACT STUDY (TIS)/TRAFFIC OPERATIONAL ANALYSIS (TOA)	2.2		
RP_02.01.00	Traffic Impact Study or Traffic Operational Analysis required prior to submittal to DelDOT's Subdivision Section. (Area Wide Study Fee-in-Lieu may apply as directed by DelDOT.)	2.2.1		
RP_02.02.00	Offsite Improvements required by TIS/TOA are listed	3.4.2.1.E.2		
RP_02.03.00	Signal Agreement information has been provided to DelDOT Traffic Section. (Appendix I)	2.5.1		
RP_02.04.00	Letter Agreement has been provided for offsite improvements	2.5.2		
RP_02.05.00	Construction Inspection	Fig 6.4.3-a		
RP_02.06.00	Project Specific Comments			
RP_03.00.00	SECTION 3: RECORD PLAN CONTENT	3.4.2.1		
RP_03.01.00	Title block containing:	3.4.2.1.A		
RP_03.01.01	Name of proposed development.	3.4.2.1.A.1		
RP_03.01.02	DelDOT Project ID number.	3.4.2.1.A.2		
RP_03.01.03	Name of town/hundred and county.	3.4.2.1.A.3		
RP_03.01.04	Maintenance number of highway being accessed.	3.4.2.1.A.4		
RP_03.01.05	Graphic scale (1" = 30' preferred, 1" = 20' acceptable)	3.4.2.1.A.5		
RP_03.01.06	Date of current submission and all revised dates.	3.4.2.1.A.6		
RP_03.01.07	Name, address, and telephone number of owner and engineer or surveyor preparing the plan	3.4.2.1.A.7		
RP_03.01.08	Seal of engineer or surveyor (Delaware licensed)	3.4.2.1.A.8		
RP_03.01.09	Owner's signature (final Plan only)	3.4.2.1.A.9		
RP_03.02.00	Data block containing:	3.4.2.1.B		
RP_03.02.01	Gross acreage of property.	3.4.2.1.B.1		
RP_03.02.02	Zoning.	3.4.2.1.B.2		
RP_03.02.03	Present use.	3.4.2.1.B.3		
RP_03.02.04	Proposed use.	3.4.2.1.B.4		
RP_03.02.05	Sewer provider.	3.4.2.1.B.5		
RP_03.02.06	Water provider.	3.4.2.1.B.6		
RP_03.02.07	Tax parcel number.	3.4.2.1.B.7		
RP_03.02.08	Total number of lots - existing and proposed.	3.4.2.1.B.8		
RP_03.02.09	Posted speed limit on frontage road(s).	3.4.2.1.B.9		
RP_03.02.10	Proximity to identified Transportation Improvement Districts (TID)	3.4.2.1.B.10		
RP_03.02.11	Investment level area as defined by the State Strategies for Policies and Spending maps (for major or commercial subdivisions only). Maps are available at: http://stateplanning.delaware.gov/strategies/	3.4.2.1.B.11		
RP_03.03.00	Existing features including:	3.4.2.1.C		
RP_03.03.01	Existing entrances showing dimensions, locations, and spacing on each side of the entrance and on each side of the road.	3.4.2.1.C.1		
RP_03.03.02	Identification of existing and proposed land uses adjacent to and opposite the site.	3.4.2.1.C.2		
RP_03.03.03	Existing rights-of-way, easements, and reservations.	3.4.2.1.C.3		
RP_03.03.04	Buildings and other structures.	3.4.2.1.C.4		

Checklist Item	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
RP_03.04.00	Proposed features including:	3.4.2.1.D		
RP_03.04.01	Proposed land uses.	3.4.2.1.D.1		
RP_03.04.02	Proposed entrance locations.	3.4.2.1.D.2		
RP_03.04.03	Right-of-way or easement dedication or reservation.	3.4.2.1.D.3		
RP_03.04.04	New street names.	3.4.2.1.D.4		
RP_03.04.05	New street right-of-way widths.	3.4.2.1.D.5		
RP_03.04.06	Future interconnection note.	3.4.2.1.D.6		
RP_03.04.07	Dimensions of relevant physical features.	3.4.2.1.D.7		
RP_03.04.08	Existing and proposed cross-access easements.	3.4.2.1.D.8		
RP_03.05.00	Notes including:	3.4.2.1.E		
RP_03.05.01	Note outlining the date a traffic study was completed and requirements submitted to the local land use agency (if applicable)	3.4.2.1.E.1		
RP_03.05.02	Note outlining any transportation improvements required	3.4.2.1.E.2		
RP_03.05.03	Note specifying the maintenance of proposed subdivision streets (if applicable)(Appendix J)	3.4.2.1.E.3		
RP_03.05.04	DelDOT General Notes (Appendix J), including street maintenance note, are shown on Title Sheet or Notes Sheet. Include any DelDOT related Additional Notes applicable to your project.	3.4.2.1.E.4		
RP_03.05.07	State Maintenance: Provide applicable notes if subdivision streets will be State maintained	3.2.2.A		
RP_03.05.09	Municipal Maintenance: Provide applicable notes if subdivision streets will be maintained by the Municipality	3.2.2.B		
RP_03.05.11	Private Maintenance: Provide applicable notes if subdivision streets will be privately maintained by the (Developer and/or Home Owner's Association - HOA)	3.2.2.C		
RP_03.09.00	Traffic Generation Diagram including:	3.4.2.1.F.1		
RP_03.09.01	Traffic generation (from ITE Manual, latest edition) and distribution for the site	3.4.2.1.F.0		
RP_03.09.02	Truck percentage for the site traffic	3.4.2.1.F.1		
RP_03.09.04	Existing and buildout traffic volumes for site (daily and peak hour, weekend peak-if necessary)	3.4.2.1.F.1		
RP_03.09.06	Existing and projected (10-year) directional traffic distribution volumes	3.4.2.1.F.1		
RP_03.09.08	Posted speed limit on frontage road(s)	3.4.2.1.F.1		
RP_03.09.10	Design vehicle for entrance(s)	3.4.2.1.F.1		
RP_03.10.00	Provide a Legend illustrating existing and proposed features (symbols, linestyles, etc.)	4.3.2.K		
RP_03.11.00	North arrow, with correct orientation and horizontal datum labeled, in all plan views	4.3.5.A.2		
RP_03.12.00	Subdivision Street Typical Sections shown	5.5		
RP_03.13.00	Subdivision Street Typical Sections with Street Trees (Fig 3.7-a)	3.7		
RP_03.14.00	Subdivision Street Typical Sections with landscaped median islands	3.7.1		
RP_03.15.00	Intersection sight distance triangles are shown	5.4		
RP_03.16.00	Building setback lines are displayed on the plan.	3.2.6		
RP_03.17.00	Project Specific Comments			
RP_04.00.00	SECTION 4: RIGHT OF WAY AND EASEMENTS - SUBDIVISION STREETS TO BE DEDICATED FOR PUBLIC USE AND STATE MAINTAINED	3.2		
RP_04.01.00	Minimum right-of-way radius of 25 feet is provided at the intersection of streets. Per Figure 3.2.1-a	3.2.1		
RP_04.02.00	Type I Street (< 500 ADT) meets horizontal design requirements (Fig. 5.1.2-a)	5.1.2		
RP_04.03.00	Type II Street (501 to 3000 ADT) meets horizontal design requirements (Fig. 5.1.2-a)	5.1.2		
RP_04.04.00	Type III Street (>3000 ADT) meets horizontal design requirements (Fig. 5.1.2-a)	5.1.2		
RP_04.05.00	Drainage easements are provided on both sides of subdivision streets with open drainage.	5.7.2.6		
RP_04.06.00	Right-of-way monuments are shown along the right-of-way lines, at a minimum on one side of the street and at every change in horizontal alignment.	3.2.4.1		
RP_04.07.00	Proposed right-of-way dimensioned for each internal street. Matching width(s) described in Figure 3.2.1-a	3.2.1		
RP_04.09.00	Label all streets as "Dedicated to Public Use, State Maintained" on the plan view	3.2.2.A		
RP_04.10.00	Curve Data and Line Chart for all subdivision streets	5.1		
RP_04.11.00	Interconnections (Per 3.5.7) are labeled as "FUTURE CONNECTION TO ADJOINING PROPERTY" OR "STREET CONNECTION TO FUTURE DEVELOPMENT" and provide signage as noted per Figure 5.1.5.2-b.	5.1.5.2		
RP_04.12.00	Provide drainage easements on all drainage facilities that convey or receive runoff from right-of-way. Label and dimension all drainage easements on all plans.	5.7.2.6		
RP_04.13.00	Temporary easements for dead end streets are shown and labeled on the plan	5.1.5.2		
RP_04.14.00	In cases where reduced right-of-way is considered, the Plan accounts for the following elements:	3.2.7.2		
RP_04.14.01	Proposed right-of-way is consistent with the local land use agency's ordinances.	3.2.7.2.A		
RP_04.14.02	Reduced right-of-way line is located at the back of the curb.	3.2.7.2.B		
RP_04.14.03	Plan provides a minimum 28 feet of right-of-way.	3.2.7.2.B		
RP_04.14.04	A 10-foot easement is shown on the Plan along each side of all streets for DelDOT routine and emergency maintenance work, utility and construction purposes, and permanent placement of signs and traffic control devices.	3.2.7.2.C		
RP_04.14.05	Overflow parking within the public right-of-way provide one space per every three units. Parking bays are perpendicular to the street and a concrete gutter is provided along the street right-of-way line for carrying stormwater flow. Sidewalks are constructed parallel to the curb line.	3.2.7.2.D.2		
RP_04.14.06	Turnarounds are provided, independent of parking bay areas, at the end of streets.	3.2.7.2.F		
RP_04.15.00	All easements are shown for pipe/sidewalk/paths.	3.2		
RP_04.16.00	All ROW and easements shown for any additional construction and location of proposed improvements.	3.2		
RP_04.17.00	Project Specific Comments	3.2		
RP_05.01.00	SECTION 5: RIGHT OF WAY AND EASEMENTS - STATE MAINTAINED ROADWAYS	3.2		
RP_05.01.00	Proposed Rights-of-Way for subdivision streets are shown in accordance with Fig. 3.2.1-a	3.2.1		
RP_05.02.00	Dedicated Right-of-Way adjacent to existing State maintained roadways are shown in accordance with Fig. 3.2.5-a	3.2.5		
RP_05.04.00	Plan shows right-of-way monumentation along the frontage road and subdivision streets in accordance with section 3.2.4.	3.2.4		
RP_05.05.00	Existing Right-of-Way is shown, dimensioned and labeled on both sides of frontage roads.	3.4.2.1.C.4		
RP_05.06.00	A 15 Ft wide permanent easement along the DelDOT frontage roads is shown on the Plan, regardless of the location of the project or whether the project is required to construct a 5 foot sidewalk or a 10 foot shared-use path. The following note is required for all plans: "A 15-foot permanent easement is hereby established for the State of Delaware as per this plat"	3.2.5.1.2		
RP_05.07.00	Sight Triangles using DelDOT's Intersection Sight Distance Worksheet (www.deldot.gov) have been shown, dimensioned and noted on the record plan.	3.4.2.F.5		
RP_05.08.00	Permanent Sight Distance Easements have been established if required	5.4.D		
RP_05.09.00	Easements are established at the entrance of the subdivision for the purpose of a planned or future neighborhood sign or structure.	3.2.5.1.1		

Checklist Item	Checklist Topic/Content	Manual Ref.	Item addressed	Justifications are Required if: N or N/A
RP_05.11.00	The Plan contains one of the following notes relative to right-of-way dedication:	3.2.5.2		
RP_05.11.01	For existing right-of-way previously acquired as a permanent easement: "A(n) X-foot wide strip of right-of-way from the centerline is hereby dedicated to the State of Delaware as per this plat."	3.2.5.2		
RP_05.11.02	For existing right-of-way previously acquired in fee: "An additional X-feet of right-of-way is hereby dedicated to the State of Delaware as per this plat."	3.2.5.2		
RP_05.11.03	Where DelDOT has established future right-of-way lines beyond what is shown in Figure 3.2.5-a, the frontage adjacent to proposed subdivisions are shown as reserved for future right-of-way and the following note has been added to the plans: "A(n) X-foot wide strip is hereby reserved for the State of Delaware as per this plat, for future right-of-way needs."	3.2.6		
RP_05.12.00	Project Specific Comments	3		
RP_06.01.00	SECTION 6: CONNECTIVITY	3.2		
RP_06.01.00	The Record Plan identifies the following:	3.5.3.1		
RP_06.01.01	Location and spacing of existing or proposed stub streets	3.5.3.1.A.1		
RP_06.01.02	Location of any existing or proposed Type III subdivision street, Local or higher order road within the adjacent development	3.5.3.1.A.2		
RP_06.01.03	Location and spacing of existing or proposed bicycle and pedestrian connections	3.5.3.1.A.3		
RP_06.02.00	Location of any existing or proposed Type I and II Subdivision Streets or Industrial Streets:	3.5.3.2		
RP_06.02.01	Connections are spaced at intervals of no more than 1,000 feet as measured from the near side right-of-way line	3.5.3.2.A.1		
RP_06.02.02	In cases of planned high density residential or high density mixed use development, connections are spaced at intervals of no more than 500 feet	3.5.3.2.A.2		
RP_06.02.03	In cases of large lot subdivisions (one acre or greater), streets are spaced no more than 1,320 feet apart.	3.5.3.2.A.3		
RP_06.02.04	Type III subdivision street proposed by an Approved Local Transportation Circulation Plans is shown through the Applicant's site.	3.5.3.2.B		
RP_06.03.00	Sidewalks or shared-use paths are shown on the Plan, as required per the following:	3.5.4.2		
RP_06.03.01	Projects requesting an EPA in all Investment Level Areas as defined by the State Strategies for Policies and Spending maps if the project generates 2,000 Average Daily Trips (ADT).	3.5.4.2.A.2		
RP_06.03.02	Projects requesting an EPA in all Investment Level I and II Areas as defined by the State Strategies for Policies and Spending Maps (or a fee in lieu of construction, if an physically impossibility for construction exists).	3.5.4.2.A.3		
RP_06.03.03	Projects requesting an EPA in all Investment Level III and Investment Level IV Areas as defined by the State Strategies for Policies and Spending Maps if the project abuts an existing facility, or at the Subdivision Engineer's discretion.	3.5.4.2.A.4		
RP_06.04.00	For residential, commercial, and mixed-use development or redevelopment, the Applicant provides sidewalks meeting the following criteria on the Preliminary Site or Entrance Plan:	3.5.4.2		
RP_06.04.01	Sidewalks along both sides of subdivision streets where the development has a net density of three dwelling units or greater per acre.	3.5.4.2.B.2		
RP_06.04.02	Sidewalks along both sides of development project streets where the development has access to transit or other local destinations or is of such a nature that it is reasonable to assume that it will attract pedestrians.	3.5.4.2.B.3		
RP_06.04.03	Sidewalk along at least one side of a street that does not meet the requirements stated above or where there are physical or environmental constraints that make sidewalks on both sides of a street impractical.	3.5.4.2.B.4		
RP_06.04.04	Sidewalks are separated from the edge of road, pavement, driveways, parking lots, and site entrances in accordance with Chapter 5.	3.5.4.2.E		
RP_06.04.05	Sidewalks are free of utility poles, bushes, plants, and all other obstructions.	3.5.4.2.F		
RP_06.05.00	Walkways are provided for non-residential developments into the site for every 330 feet of street frontage.	3.5.4.3		
RP_06.06.00	Access-ways shown are a minimum width of eight feet with a minimum recorded open space width of 18 feet.	3.5.4.4.A		
RP_06.07.00	Access-ways are provided on recorded open space on any block greater than 660 feet	3.5.4.4.A.1		
RP_06.08.00	Two or more access-ways are provided on recorded open space on any block greater than 1,320 feet	3.5.4.4.A.2		
RP_06.09.00	For industrial, institution, retail, and office developments, a transit stop on-site or adjacent to the site, or a pedestrian connection to an existing stop is provided, as required by DelDOT or DTC.	3.5.5.1		
RP_06.10.00	Residential site development greater than 50 dwelling units have designated and reserved locations for transit and school bus stop accommodations within and/or adjacent to the proposed development as directed by DelDOT or DTC.	3.5.5.2		
RP_06.11.00	Transit easements through and within mixed use centers are shown as requested by DTC.	3.5.5.3		
RP_06.12.00	For Subdivision Type I and II interconnections, linkage street stubs are provided at a ratio of one per 1,320 linear feet of the boundary line or fraction thereof which adjoins potentially developable or re-developable land.	3.5.7.3.A		
RP_06.13.00	For Subdivision Type III or higher order roads, plans provide for future public street connections to adjacent developable parcels by providing a Type III street connection as a continuation of the site circulation and at spaced intervals: 1) in accordance with an approved local traffic circulation plan, or 2) if no such plan exists, not to exceed 1,320 feet along each development plan boundary or as measured from the nearest parallel collector road to the site.	3.5.7.3.B		
RP_06.14.00	Plans provide right-of-way stubs to the subdivision boundary line for future connections as outlined in Chapter 5.	3.5.7.3.G		
RP_06.15.00	A minimum distance of 60 feet is provided between a cross-access-way and an intersection or driveway entrance.	3.5.7.4.B		
RP_06.16.00	Cross-access easements are provided for shared entrances	3.5.7.4.A		
RP_06.17.00	Additional right-of-way is provided for street trees between the curb and sidewalk per Figure 3.7-a.	3.7.A		
RP_06.18.00	Landscaped medians include PCC curb type 1-8 and minimum 5 foot offset from the back of curb to center of the trunk of tree.	3.7.1.A		
RP_06.19.00	Stormwater facilities are located a minimum of 20 feet from the State right-of-way as measured from the top of slope of the facility.	3.8		
RP_06.20.00	Project Specific Comments			
RP_06.21.00	End Checklist			