

## NCHRP 350 PACKETS

### (Packets will not be processed without a cover letter)

Please supply the following information for your NCHRP 350 Packet Request to DelDOT upon Entrance Permit Request. Be advised, the 350 packet review takes approximately 7-10 business days from submittal. The 350 packet will need approval from DelDOT Traffic, Warren Ziegler in order to request a pre-construction meeting. If you have any questions about the formats or Commercial Entrance Request Packet please contact: Central District Admin at (302) 760- 2433 and we will be more than happy to answer any questions you may have. Any questions on the NC 350 Packet please contact Warren Ziegler at (302) 531-5382 or email him at warren.ziegler@state.de.us

#### COVER LETTER REQUIREMENTS

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**Name of person/project requesting (To whom Response should be addressed)**

**Name of Contractor**

**Address for Contractor**

**Project Name**

**Contract #/Permit #**

**LOCATION:** *Location of project and entrance to be constructed, roads, sidewalks etc. that will be utilized or affected.*

**Description of Work:** *Brief description of work to be performed.*

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**Enclosures:** All 350 packets will need all WZ letters & crash testing info and their corresponding enclosures included for each item used for the project and for any particular MOT Case needed. IE; Perm & Temp sign stands, TMA's, Barricades etc.

**\*\*\*The Contractors or their Sub-Contractor should receive this information for each device upon purchase.**

**\*\*\*ALL CONTRACTORS ARE REQUIRED TO RETAIN THIS INFORMATION AND HAVE IT ON HAND AT THE PROJECT SITE.**

If the MOS or 350 packets are not supplied to DelDOT your project will be put on hold until all required documents are received. Pre-Con's will not be scheduled without all required forms and documents as stated in the Commercial Entrance Request Packet.