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

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.

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-Contactor 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.