

# **Checklists for External Portal, EPS System**

## **Canal District Public Works**

### **Commercial Entrances**

- Construction Plan drawings (electronic 'pdf'), signed and sealed by professional engineer or licensed surveyor within State of Delaware, and stamped for "General Conformity" by DeIDOT
- Hardcopy paper site plans (construction drawings) (3 sets) (full size if applicable) (stamped by DeIDOT Planning Section or DeIDOT Public Works Section)
- Power of attorney document (notarized) (if someone other than property owner will be signing the Permit document) (must adhere to DeIDOT sample format)
- Verification of property ownership
- Recorded Record Plan
- Letter of No Objection to Recordation, and associated unrecorded Record Plan stamped "no objection to recordation" by DeIDOT (if applicable)
- Itemized cost estimate for proposed work within right-of-way
- 150% security (Letter of Credit, Surety Agreement, or Escrow Check) (must adhere to DeIDOT sample format) (do not submit until after DeIDOT approves your cost estimate in writing)
- Traffic Signal Agreement (if applicable)
- Monetary contributions (proof of completion) (if required by Record Plan or other previous Agreement)

### **Residential Entrances, Agricultural Entrances and Temporary Entrances**

- Site Plan drawings or "Lines and Grades" Plan (showing proposed house location and proposed entrance location, and any other proposed modifications on private parcel or in right-of-way)
- "Power of Attorney" form (notarized) (if someone other than property owner will be signing the Permit document) (must adhere to DeIDOT sample format)
- Verification of property ownership
- Recorded Record Plan (if applicable)
- Letter of No Objection to Recordation (if applicable)
- Place two wooden stakes (with ribbons and last name) at proposed or existing entrance, to help clarify location for DeIDOT Inspector