

Commercial Entrance Permit / check list

- Application Form** (Filled out in full.)
 - Verification of property ownership** (i.e. current settlement sheet or deed, letter from municipality, zoning and tax map verification form, Sussex County Planning and Zoning, Tax bill, etc. **Verification must have current owner of record, tax identification number, and lot numbers if applicable.**)
 - Itemized Cost Estimate** (Listing of separate line items of work within State right-of-way, including separate costs and quantities for each line item, such as concrete sidewalk, asphalt paving, curbing, etc.)
 - Cost estimate of work to be performed within State right-of-way (Only).
 - Must include units, quantity and cost for each line item of work
 - **Example:** Hot-Mix, Type B, 22 Tons @ Unit Price \$100,000.00
PCC Curbing, Type 2150 L.F. @ Unit Price \$ 200,000.00
 - Construction Drawings** (stamped "APPROVED" by DeIDOT) - **Two (2) sets of approved drawings must be submitted.**
 - A recorded site plan with required easements or P.E. necessary for construction which has the recorder of deed time/date stamp. Latest requirements include the "No Objection to Recordation" along with the recorder of deed stamp. Easements include utility adjustments.
 - For **existing entrance** that are being modified we will need construction plans, but if you are not going to be modifying the entrance you will need the following:
 - Plot plan or sketch showing us the parcel and any buildings located on the property.
 - Recorded Record Plan** – One copy of a Recorded Record Plan for all commercial entrances whether you have an existing entrance or a new entrance. The Recorded Record Plan must show appropriate signatures, seals, Plot Book and Page Number, prior to issuance the entrance permit. (This can be obtained at Sussex County Recorder of Deeds Office; they are located at 2 The Circle / P.O. Box 827 in Georgetown and their phone number is (302) 855-7785.) This plan can be transmitted electronically.
 - Power of Attorney form (notarized)**
 - Required if someone other than property owner will be designated to sign permit. Must adhere to DeIDOT sample format.
 - Security - after approval of the itemized cost estimate**, the applicant must provide security in the amount of 150% of the cost estimate. In addition, the wording of the security must adhere to the requirements of DeIDOT sample formats.
 - Wait until DeIDOT approves cost estimate to submit security
 - Choose from the following types of securities.
 - **Letter of Credit**
 - **Surety Bond**
 - **Certified Checks Only** – Will also need the applicant and or property owner to supply DeIDOT with an Escrow Agreement Form, which must be notarized and a W-9 Form filled out on line at <https://w9.accounting.delaware.gov/> Checks cannot be released with out this form being filled out on line. The Certified check shall be mailed to:
Department of Transportation
ATTN: **Controller**
800 Bay Road
Dover, DE 19901
 - Sussex Conservation District - Approval Letter** (Can be obtained at the Sussex Conservation District they are located at 23818 Shortly Road, in Georgetown Delaware and their phone number is (302) 856-7219)
 - Materials of Source** - Submit a source of materials for all materials used in the right of way. You can go to our web site at www.deldot.gov (On the left-hand side under "Information", click on "Publications", then scroll down to you see "Manuals", now look for "Standards Specification 2016" and click on it. This will give you a list of all the Standard Specification with six digit spec number. See the info and attachments to assist in in submitting Source & Supply Submittals.
 - Please submit all source of supply letters to SourceLetters@state.de.us and copy DeIDOT Permit Supervisor.
 - Please include the Contract/Permit/Agreement number pertaining to your project on all communication.
- Should you have any questions please contact John Thomas @ 302-760-2381.**
- Contractor's NCHRP 350 or MASH safety letters for all temporary and permanent maintenance of traffic devices.
 - Utilities & Sign Installation** - Permits for utilities construction and sign installation require a separate permit. For information on **utility installation** within State right-of-way, please contact **Scott Rust, Utility Supervisor at (302) 853-1345**. For information for **sign installation** on private property, please contact **Jay Sammons, Roadside & Outdoor Advertising Agent at (302) 853-1327**.
 - Pre-construction meeting** (Will be scheduled by DeIDOT, prior to start of construction.)

After approval of the security, a permit for entrance construction will be issued. After satisfactory completion of entrance construction, a final "Commercial Entrance Permit" will be issued to the property owner. The security will then be released by DeIDOT.