



DelDOT – Development Coordination

COMMERCIAL DEVELOPMENT PROCESS

Commercial Site Plan with Recordation required by Local Land Use Agency – Letter of NO Objection to Recordation (LONOR) Process

1. Record Plan is granted a LONOR and the intent is to Record that Record Plan. Submit according to Critical Items for Acceptance – Record Plan.
2. Letter Agreement (LA), if required for offsite roadway improvement(s), is created and signed/executed prior to issuing letter for Entrance Plan Approval (EPA).
3. Entrance/Construction Plan is granted an EPA letter and the Entrance Plan content is confirmed to match the DelDOT approved Record Plan. Submit according to Critical Items for Acceptance – Entrance/Construction/Subdivision Plan.
4. Public Works Office verifies that the approved Record Plan and LA were recorded prior to issuing Entrance Permit.

Commercial Site Plan WITHOUT Site Plan Recordation required by the Local Land Use Agency – Letter of NO Objection to Recordation for Right of Way, Easements and Dedications (LONOR-RED) Process

1. A Record Plan is granted a **LONOR-RED** and the intent is to Record the Record Plan. Submit according to the Critical Items for Acceptance – Record Plan - RED.
2. LA, if required for offsite roadway improvement(s), is created and signed/executed prior to issuing letter for EPA.
3. A Record Plan and Preliminary Site Plan and Entrance/Construction Plan must be submitted at the same time. Submit according to the Critical Items for Acceptance – Record Plan - RED.
4. The Entrance/Construction Plan is granted an EPA letter after Development Coordination confirms:
 - a. Site Plan is provided.
 - b. Entrance/Construction Plan provides clear references to the Record Plan and executed LA.
 - c. Entrance/Construction Plan provides a site layout that matches the DelDOT approved LONOR-RED and the Site Plan.
5. Public Works Office verifies that the LONOR-RED and LA were recorded and reviews the Approved Entrance Plan vs. the Site Plan (as approved by the Land Use Agency) prior to issuing Entrance Permit.