



# DelDOT – Development Coordination

## **ELECTRONIC APPROVAL CRITICAL ITEMS FOR ACCEPTANCE**

*The Department of Transportation's Development Coordination Section has implemented an electronic approval process for all plan review types.*

- 1. All previous comments should be addressed prior to submission for approval.**
- 2. Any required Design Deviation Form must have DelDOT's approval prior to final submission.**
- 3. The Stamp/Seal can be a digital image or scanned image that is then trimmed and placed on the plans.**
- 4. For approval, the Engineering Seal will need to be placed on each page of the plan set.**
- 5. Owner's and Engineer/Surveyor signatures can be digital or scanned, trimmed and then placed into the appropriate signature blocks on the Plans.**
- 6. Please be sure to select the "Final" review type in PDCA when you are eligible.**
- 7. We will not accept full scanned sets of plans.**
- 8. We will not accept plans that are not flattened. Plans must be combined in a single file and flattened (not locked) prior to submitting them to the PDCA.**
- 9. Plan drawings, notes, tables, etc. need to be "Vector" based. This means they must be combined and printed through a CAD program or "Print to PDF". If you are scanning plan sets your submissions will not be accepted for electronic approval.**
- 10. Failure to provide the required information and/or failure to follow the above listed formatting for submission will cause your project to be Declined.**