



DelDOT – Development Coordination

RECORD PLAN - RED SUBMISSIONS CRITICAL ITEMS FOR ACCEPTANCE

**Please Note: All items below are required. Submissions not including these requirements will be declined.*

1. This process is only applicable for Commercial Developments. No Residential or Mixed Use projects may follow this process.
2. If applicable, the Traffic Impact Study (TIS) or the Traffic Operational Analysis (TOA) must be complete and a Final (TIS or TOA) Review Letter has been received, prior to the first submission. If requirements are proposed to be phased, then a phasing schedule and detailed notes, from the TIS or TOA, must be listed on the Record Plan.
3. A Pre-Submittal Meeting (which is requested through the [PDCA](#)) will be required for any project with site ADT over 200 prior to all formal submissions and meeting minutes/notes must be uploaded with the submission.
4. All plans must be a flattened, clean, clear and easy to view set of combined PDF Plans (landscape orientations and no locked files).
5. Preliminary Site Plan and Preliminary Entrance and Construction Plans with conceptual drainage must be uploaded to the [PDCA](#); multiple files may be uploaded simultaneously. Please note that .ZIP files will not be accepted.
6. The Record Plan LONOR-RED Review Checklist* and the Comment Response spreadsheet (for every submission) must be completed in the original Excel format and attached to the project submission.
7. Proper Right-of-Way dedication and easements per frontage roadway classification must be shown.

❖ *The above mentioned document can be found at our [Development Coordination](#) website, under *Checklist.*