



DelDOT – Development Coordination

RECORD PLAN SUBMISSIONS CRITICAL ITEMS FOR ACCEPTANCE

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

1. 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.
2. 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.
3. All plans must be a flattened, clean, clear and easy to view set of combined PDF Plans (landscape orientations and no locked files).
4. Preliminary Entrance and Construction Plans must be uploaded to the [PDCA](#); multiple files may be uploaded simultaneously. Please note that .ZIP files will not be accepted.
5. The Record Plan Checklist* and the Comment Response spreadsheet (for every submission) must be completed in the original Excel format and attached to the project submission.
6. Subdivision Streets that are to be dedicated to the State must meet design requirements in regards to width and radii.
7. Plans must include the following items:
 - a. A completed Auxiliary Lane Worksheet**
 - b. Turning templates depicting the correct design vehicle
 - c. A completed Intersection Sight Distance Worksheet**
 - d. Proper sight triangle shown on the plans
 - e. A Traffic Generation Diagram accurately depicting the site traffic and distribution***
8. A conceptual drainage plan must be submitted in order to verify easement locations.
9. Proper Right-of-Way dedication per frontage roadway classification must be shown.
10. A 20ft. buffer from Right of Way for all internal Stormwater facilities must be shown the plan set.
11. The Design Criteria Form must be completed and included in the submission and, if needed, the Design Deviation Form for each deviation.**

❖ *The above mentioned documents can be found at our [Development Coordination](#) website, under *Checklist, **Forms and ***Guidance (Traffic Generation Example).*